



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

Rob Sand
Auditor of State

State Capitol Building
Des Moines, Iowa 50319-0004
Telephone (515) 281-5834

September 22, 2025

Kristi Onstot
Executive Council
L O C A L

Subject: Damages at Centennial Building due to Fire on July 4, 2025
Department of Administrative Services
Claim dated September 8, 2025
AOS Claim ID: 4090

In accordance with Executive Council policy, we have examined the claim for 29C.20 funds for the above-mentioned damage. It is our conclusion that the above-mentioned damage incurred by the Department of Administrative Services is covered by Chapter 29C.20 of the Code of Iowa. Therefore, we recommend an Executive Council allocation and reimbursement in the amount of \$23,119.48. This represents full and final payment of the loss.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian R. Brustkern".

Brian R. Brustkern, CPA
Deputy Auditor of State

cc: Brooke Futrelle, Accountant II, Department of Administrative Services
Valerie Van Kooten, Administrator, State Historical Society of Iowa, Department of
Administrative Services
Heather Hackbarth, Department of Management



Department of
Administrative Services

KIM REYNOLDS, GOVERNOR
CHRIS COURNOYER, LT. GOVERNOR

ADAM STEEN, DIRECTOR

Date: September 8, 2025

To: Tammy Hollingsworth, Manager
Office of Auditor of State
State of Iowa

From: Brooke Futrelle
Accountant II
Department of Administrative Services

Subj: **Allocation Request_Final**
29C.20 Centennial Building Iowa City_Claim 4090

Tammy,

On behalf of the Department of Administrative Services, I would like to request \$23,119.48 pursuant to Section 29C.20 of the Code of Iowa, for repair work associated with the fire at the Centennial Building in Iowa City on July 3, 2025. This Allocation Request is based upon actual costs.

PO/Project/P-card/Supplies	Bid/Proposal Date	Paid Date	Actual/Est	Invoice Number	Vendor/Employee	Amount
			Actual	See Spreadsheet		\$23,119.48
Total						\$23,119.48

The costs itemized above are actual as of today. If additional costs and/or estimates are anticipated I will notify you and documentation will be sent to you as soon as it is available.

Please contact me at 515-363-0915 or brooke.futrelle@iowa.gov if you have questions. Thank you for your attention to this matter.

Sincerely,

Brooke Futrelle
Accountant II
Department Administrative Services

cc: Victoria Newton, Executive Council executivecouncil@tos.iowa.gov
Matt Durand, CFO DAS-GSE matthew.durand@iowa.gov



Department of
Administrative Services

KIM REYNOLDS, GOVERNOR
CHRIS COURNOYER, LT. GOVERNOR

ADAM STEEN, DIRECTOR

Date: September 8, 2025

To: Tammy Hollingsworth, Manager
Office of Auditor of State
State of Iowa

From: Brooke Futrelle
Accountant II
Department of Administrative Services

Subj: **Reimbursement Request_Final**
29C.20 Centennial Building Iowa City_Claim 4090

Tammy,

On behalf of the Department of Administrative Services, I would like to request the final payment of \$23,119.48 pursuant to Section 29C.20 of the Code of Iowa, for repair work associated with the fire at the Centennial Building in Iowa City on July 3, 2025. This Reimbursement Request is based on actual costs.

DO/PO	Bid/Proposal Date	Paid Date	Actual/Est	Invoice Number	Vendor/Employee	Amount
		See Spreadsheet			See Spreadsheet	\$23,119.48
Total						<u>\$23,119.48</u>

The costs itemized above are actual as of today. This letter represents the final closeout of this 29c.20 project.

Upon Executive Council approval, please use the following accounting string to record the reimbursement:

0001-005-8019-0657 Increase 501 Revenue \$23,119.48

Please contact me at brooke.futrelle@iowa.gov if you have questions. Thank you for your attention to this matter.

Sincerely,

Brooke Futrelle
Accountant II
Department Administrative Services

cc: Victoria Newton, Executive Council executivecouncil@tos.iowa.gov
Matt Durand, CFO DAS-GSE matt.durand@iowa.gov

Document	Actual/Estimate	Vendor/Employee	Estimated Amount	Actual Amount	Status	Invoice Number	Warrant/EFT	Date Paid
00526199504	Actual	ServPro (00003039971)		12,639.72	Paid	2507-337023FW	1000194182	7/18/2025
00526199505	Actual	A Tech (00002126463)		115.00	Paid	661703	1000194183	7/18/2025
00526205502	Actual	PremiStar (00003219199)		385.00	Paid	SI2292294	1000205181	7/24/2025
00526220504	Actual	PremiStar (00003219199)		1,824.26	Paid	SI2293724	1000241788	8/8/2025
00526246501	Actual	T&K Roofing (00002110097)		355.50	Paid	11037	2000332475	9/3/2025
00526247512	Actual	Castle Grove Roofing (00003232010)		7,800.00	Paid	247	1000295128	9/4/2025
Total 0001-0058019			\$ -	\$ 23,119.48				



Futrelle, Brooke <brooke.futrelle@iowa.gov>

Fwd: Centennial Building Iowa City

1 message

Van Kooten, Valerie <valerie.vankooten@iowa.gov>

Mon, Jul 21, 2025 at 12:47 PM

To: Marty Musser <marty.musser@iowa.gov>, Brooke Futrelle <brooke.futrelle@iowa.gov>

Hi. Here's the original request and claim number for the Iowa City fire. Thanks!

Val

----- Forwarded message -----

From: **Tammy Hollingsworth** <Tammy.Hollingsworth@aos.iowa.gov>

Date: Sun, Jul 6, 2025 at 3:39 PM

Subject: RE: Centennial Building Iowa City

To: Van Kooten, Valerie <valerie.vankooten@iowa.gov>, ExecutiveCouncil@tos.iowa.gov
<ExecutiveCouncil@tos.iowa.gov>, Arntzen, Brent <brent.arntzen@iowa.gov>, Cross, Charlee [DAS]
<charlee.cross@iowa.gov>

Notification of 29C.20 Damages Received – AOS Claim #4090

From: Van Kooten, Valerie <valerie.vankooten@iowa.gov>

Sent: Friday, July 4, 2025 9:18 AM

To: Tammy Hollingsworth <Tammy.Hollingsworth@AOS.IOWA.GOV>; ExecutiveCouncil@tos.iowa.gov;
Arntzen, Brent <brent.arntzen@iowa.gov>; Cross, Charlee [DAS] <charlee.cross@iowa.gov>

Subject: Centennial Building Iowa City

CAUTION: This email originated from outside of AOS. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello. I was alerted by Tony Jahn, the State Archivist at 1 this morning that there was a fire at the Centennial Building in Iowa City. One of the two air conditioner compress units caught fire. The second unit received a lot of water from the hoses and is also non-functioning. Currently there is no air conditioning at the building. Centennial is SHSI's branch there and contains thousands of documents, artifacts, etc.

Early evidence appears to be what the Iowa City FD is calling "fireworks negligence," but we'll know more about that later.

This is what has been done so far:

*Director Steen and Nathan Reckman have been notified.

*I've called Premistar and asked that they send a technician over to assess whether the second unit can be brought back online. If not, we will have to look for emergency storage for the items on the second floor of the building.

I am submitting this request so that we can be considered for emergency funding through the 29C.20 contingency funding.

I will be in contact again on Monday. Thank you!

Valerie

--

Valerie Van Kooten, GPC

Administrator

State Historical Society of Iowa | Iowa250 Coordinator

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-281-8749 (office)

515-601-2201 (cell)

valerie.vankooten@iowa.gov

<https://das.iowa.gov/>

<https://history.iowa.gov/history>



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[Auditor.Iowa.Gov](https://auditor.iowa.gov)

--

Valerie Van Kooten, GPC

Administrator

State Historical Society of Iowa | Iowa250 Coordinator

Iowa Department of Administrative Services

[600 E. Locust Street, Des Moines, Iowa 50319](#)

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valerie.vankooten@iowa.gov

<https://das.iowa.gov/>

<https://history.iowa.gov/history>





Team Meyer

Cleaning. Restoration. Construction.

SERVPRO® of Iowa City/Coralville
SERVPRO® of Grinnell/Pella
SERVPRO® of Des Moines SW
SERVPRO® of Des Moines East
SERVPRO® of Ottumwa/Oskaloosa

SERVPRO® of Marshall
SERVPRO® of Columbia
SERVPRO® of Sedalia
SERVPRO® of East Independence/Blue Springs
SERVPRO® of Lake of the Ozarks

INVOICE

2507-337023FW

DATE: 07/17/2025

TERMS: Due upon receipt
Past Due Invoices Subject to Finance Charges
Returned Check Fee \$50

BILL TO:

State Historical Society
402 Iowa Ave
Iowa /city, IA 52245

SERVICE ADDRESS:

State Historical Society
402 Iowa Ave
Iowa /city, IA 52245

RECEIVED

By DAS Finance at 12:00 pm, Jul 18, 2025

Project Manager:
Zach Andersen

Insurance Co.
Self pay

Claim #

Purchase Order/Work Order #

SERVICE TYPE	DESCRIPTION	AMOUNT
	Fire/Smoke Restoration	7,316.06
	Temporary roof repair	5,323.66

SALES TAX 0.00

TOTAL 12,639.72

PAYMENT

BALANCE DUE \$12,639.72

REVIEW US!

Your feedback is important to us. Please take a moment to review us online. Thank you for choosing SERVPRO.



Remit payment to: SERVPRO
615 HWY 1 WEST
IOWA CITY, IA 52246

A 3% Convenience Fee will be applied to all card payments. All major credit cards accepted.

**If paying by check, ICC, LLC dba SERVPRO reserves the right to convert your paper check into a one-time electronic debit to your account. If you have any questions about this debit, call 844-965-0001*

Fwd: Servpro Invoice for Payment

1 message

Finance Payables, DAS <das.finance.payables@iowa.gov>
To: Lori Johnson <lori.johnson@iowa.gov>

Thu, Jul 17, 2025 at 4:06 PM

----- Forwarded message -----

From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Thu, Jul 17, 2025 at 4:00 PM
Subject: Fwd: Servpro Invoice for Payment
To: DAS Finance Payables <das.finance.payables@iowa.gov>
Cc: Marty Musser <marty.musser@iowa.gov>

Please process the attached invoice for payment. Approval is below and let me know if you have any questions.

--

Anthony Jahn**State Archivist, Library & Archives Bureau Chief**

State Historical Society of Iowa

Iowa Department of Administrative Services

[600 E. Locust Street, Des Moines, Iowa 50319](#)

515-666-9144 mobile

Anthony.Jahn@iowa.gov<https://history.iowa.gov/>**Forwarded Conversation****Subject: Servpro Invoice for Payment**

From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Thu, Jul 17, 2025 at 3:36 PM
To: Valerie VanKooten <valerie.vankooten@iowa.gov>

Val, Please approve the attached \$12,639.72 invoice for payment.

Fund 0001; Unit 0058019; Appropriation C92; Object Class 406 Outside Services 2490 Custodial

--

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

[600 E. Locust Street, Des Moines, Iowa 50319](#)

515-666-9144 mobile

Anthony.Jahn@iowa.gov

<https://history.iowa.gov/>



From: **Van Kooten, Valerie** <valerie.vankooten@iowa.gov>
Date: Thu, Jul 17, 2025 at 3:52 PM
To: Jahn, Anthony <anthony.jahn@iowa.gov>

Approved!

Val

--

Valerie Van Kooten, GPC

Administrator

State Historical Society of Iowa | Iowa250 Coordinator

Iowa Department of Administrative Services

[600 E. Locust Street, Des Moines, Iowa 50319](#)

515-281-8749 (office)

515-601-2201 (cell)



valerie.vankooten@iowa.gov

<https://das.iowa.gov/>

<https://history.iowa.gov/history>



2 attachments

-  **State Historical Society.pdf**
36K
-  **INVOICE_2507-337023FW_from_Servpro of Iowa City_Coralville.pdf**
92K



TEAM MEYER

Iowa Franchises: # 9784 / 10071 / 10618 / 10619 / 11087
Missouri Franchises: # 11148 / 11149 / 11150 / 11496 / 11629
615 Hwy 1 W
Iowa City, IA 52246
844-965-0001
Tax ID #27-0863347

Client: State Historical Society
Property: 402 Iowa Ave
Iowa City, IA 52245

Operator: BRIAN

Estimator: Zach Andersen
Company: Servpro ICC
Business: 615 Hwy 1 W
Iowa City, IA 52246

E-mail: zandersen@servpro.me

Type of Estimate: Fire
Date Entered: 7/17/2025 Date Assigned:

Price List: IACR8X_JUL25
Labor Efficiency: Restoration/Service/Remodel
Estimate: 2507-337023FW

Attached is the final bill for the restoration services at your property. **The balance due is \$12,639.72.**

Please feel free to contact me with any questions or concerns.

Regards,
Zach Andersen

zandersen@servpro.me



TEAM MEYER

Iowa Franchises: # 9784 / 10071 / 10618 / 10619 / 11087
Missouri Franchises: # 11148 / 11149 / 11150 / 11496 / 11629
615 Hwy 1 W
Iowa City, IA 52246
844-965-0001
Tax ID #27-0863347

2507-337023FW

Friday 07/04/2025

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
LABOR					
1. Project Coordinator - Michele	1.00 HR	0.00	260.00	0.00	260.00
holiday rate					
2. Project Administration/Clerical - Brian	1.50 HR	0.00	90.00	0.00	135.00
holiday rate					
3. Project Manager - Zach	7.25 HR	0.00	198.00	0.00	1,435.50
holiday rate					
4. Restoration Supervisor - Jacob	2.75 HR	0.00	116.00	0.00	319.00
holiday rate					
5. Restoration Technician - Cam	2.75 HR	0.00	100.00	0.00	275.00
holiday rate					
6. Small Tools 3% of Labor	0.03 EA	0.00	2,424.50	0.00	72.74
CONSUMABLES					
7. Disinfectant	1.00 EA	0.00	61.45	0.00	61.45
8. Trash Bags - 6mil	4.00 EA	0.00	2.78	0.00	11.12
9. Vapor Shark Membrane	4.00 EA	0.00	5.47	0.00	21.88
EQUIPMENT					
10. Air Mover	3.00 EA	0.00	30.00	0.00	90.00
11. Dehumidification Unit-200	2.00 EA	0.00	99.50	0.00	199.00
12. Vapor Shark - Odor Counteractant	2.00 EA	0.00	70.00	0.00	140.00
13. Van, Cargo	1.00 EA	0.00	125.00	0.00	125.00
14. Company Owned Vehicle	1.00 EA	0.00	110.00	0.00	110.00
15. Debris Disposal off site	1.00 EA	0.00	125.00	0.00	125.00
SUBCONTRACTOR					
16. Temporary Roof Repair - T&K Roofing	1.00 EA	0.00	5,323.66	0.00	5,323.66
Totals: Friday 07/04/2025				0.00	8,704.35

Saturday 07/05/2025

2507-337023FW

7/17/2025

Page: 2



TEAM MEYER

Iowa Franchises: # 9784 / 10071 / 10618 / 10619 / 11087
Missouri Franchises: # 11148 / 11149 / 11150 / 11496 / 11629
615 Hwy 1 W
Iowa City, IA 52246
844-965-0001
Tax ID #27-0863347

CONTINUED - Saturday 07/05/2025

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
LABOR					
17. Restoration Supervisor - Jacob	1.00 HR	0.00	58.00	0.00	58.00
18. Small Tools 3% of Labor	0.03 EA	0.00	58.00	0.00	1.74
EQUIPMENT					
19. Air Mover	3.00 EA	0.00	30.00	0.00	90.00
20. Dehumidification Unit-200	2.00 EA	0.00	99.50	0.00	199.00
21. Vapor Shark - Odor Counteractant	2.00 EA	0.00	70.00	0.00	140.00
22. Van, Cargo	1.00 EA	0.00	125.00	0.00	125.00
Totals: Saturday 07/05/2025				0.00	613.74

Sunday 07/06/2025

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
LABOR					
23. Project Manager - Zach	1.00 HR	0.00	99.00	0.00	99.00
24. Small Tools 3% of Labor	0.03 EA	0.00	99.00	0.00	2.97
EQUIPMENT					
25. Air Mover	3.00 EA	0.00	30.00	0.00	90.00
26. Dehumidification Unit-200	2.00 EA	0.00	99.50	0.00	199.00
27. Vapor Shark - Odor Counteractant	2.00 EA	0.00	70.00	0.00	140.00
28. Company Owned Vehicle	1.00 EA	0.00	110.00	0.00	110.00
Totals: Sunday 07/06/2025				0.00	640.97

Monday 07/07/2025

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
LABOR					
29. Project Administration/Clerical - Brian	1.00 HR	0.00	45.00	0.00	45.00
30. Restoration Supervisor - Jacob	1.75 HR	0.00	58.00	0.00	101.50
31. Restoration Technician - Brayden	1.75 HR	0.00	50.00	0.00	87.50

**TEAM MEYER**

Iowa Franchises: # 9784 / 10071 / 10618 / 10619 / 11087
Missouri Franchises: # 11148 / 11149 / 11150 / 11496 / 11629
615 Hwy 1 W
Iowa City, IA 52246
844-965-0001
Tax ID #27-0863347

CONTINUED - Monday 07/07/2025

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
32. Small Tools 3% of Labor	0.03 EA	0.00	234.00	0.00	7.02
EQUIPMENT					
33. Hydroxyl Machine	2.00 EA	0.00	185.00	0.00	370.00
34. Vapor Shark - Odor Counteractant	2.00 EA	0.00	70.00	0.00	140.00
35. Van, Cargo	1.00 EA	0.00	125.00	0.00	125.00
Totals: Monday 07/07/2025				0.00	876.02

Tuesday 07/08/2025

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
EQUIPMENT					
36. Hydroxyl Machine	2.00 EA	0.00	185.00	0.00	370.00
37. Vapor Shark - Odor Counteractant	2.00 EA	0.00	70.00	0.00	140.00
Totals: Tuesday 07/08/2025				0.00	510.00

Wednesday 07/09/2025

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
LABOR					
38. Project Administration/Clerical - Brian	1.00 HR	0.00	45.00	0.00	45.00
39. Project Manager - Zach	1.00 HR	0.00	99.00	0.00	99.00
40. Restoration Technician - Brayden	1.00 HR	0.00	50.00	0.00	50.00
41. Small Tools 3% of Labor	0.03 EA	0.00	194.00	0.00	5.82
EQUIPMENT					
42. Hydroxyl Machine	2.00 EA	0.00	185.00	0.00	370.00
43. Vapor Shark - Odor Counteractant	2.00 EA	0.00	70.00	0.00	140.00
44. Van, Cargo	1.00 EA	0.00	125.00	0.00	125.00
Totals: Wednesday 07/09/2025				0.00	834.82



TEAM MEYER

Iowa Franchises: # 9784 / 10071 / 10618 / 10619 / 11087
Missouri Franchises: # 11148 / 11149 / 11150 / 11496 / 11629
615 Hwy 1 W
Iowa City, IA 52246
844-965-0001
Tax ID #27-0863347

Friday 07/11/2025

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
LABOR					
45. Project Administration/Clerical - Brian	1.00 HR	0.00	45.00	0.00	45.00
46. Project Manager - Zach	1.00 HR	0.00	99.00	0.00	99.00
47. Restoration Technician - Brayden	1.00 HR	0.00	50.00	0.00	50.00
48. Small Tools 3% of Labor	0.03 EA	0.00	194.00	0.00	5.82
EQUIPMENT					
49. Van, Cargo	1.00 EA	0.00	125.00	0.00	125.00
MISC					
50. Shop Decontamination Equipment Technician	3.00 HR	0.00	45.00	0.00	135.00
Totals: Friday 07/11/2025				0.00	459.82
Line Item Totals: 2507-337023FW				0.00	12,639.72



TEAM MEYER

Iowa Franchises: # 9784 / 10071 / 10618 / 10619 / 11087
Missouri Franchises: # 11148 / 11149 / 11150 / 11496 / 11629
615 Hwy 1 W
Iowa City, IA 52246
844-965-0001
Tax ID #27-0863347

Summary for Dwelling

Line Item Total	12,639.72
Replacement Cost Value	\$12,639.72
Net Claim	\$12,639.72

Zach Andersen

A Tech/Freeman

PO Box 3597
Urbandale IA 50323-0597
(800) 287-3279
Fax: (319) 632-1358

RECEIVED

By DAS Finance at 11:57 am, Jul 18, 2025

Invoice

Invoice Number 661703	Date 7/9/2025
Customer Number 38904	Due Date 7/19/2025

Registration Code: **2DD7DE**

To: State Historical Society of Iowa
600 E Locust St
Des Moines, IA 50319 - 1006

Remit To: A Tech/Freeman
PO Box 3597
Urbandale, IA 50323-0597
(319) 632-1355

Amount Enclosed: _____

Net Due: \$115.00

Detach And Return Top Portion With Your Payment

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
State Historical Society of Iowa	38904		7/9/2025	7/19/2025

Quantity	Description	Rate	Amount
	State Historical Society of Iowa, 402 Iowa Ave, Iowa City, IA		
1.00	Fire System Service Call 7/8/25	115.00	115.00
		Subtotal:	\$115.00
	Tax		0.00
	Payments/Credits Applied		0.00
		Invoice Balance Due:	\$115.00

CC payments subject to 3% fee
Invoice Questions

(319) 632-1355

Pay Online at:
WWW.ATECHELS.COM

Date	Invoice #	Description	Amount	Balance Due
7/9/2025	661703	Trim Fire (224935)	\$115.00	\$115.00

A Tech/Freeman

Reset Control Panel.

PO Box 3597
Urbandale IA 50323-0597
(800) 287-3279
Fax: (319) 632-1358

Fwd: New Invoice for Payment

1 message

Finance Payables, DAS <das.finance.payables@iowa.gov>
To: Lori Johnson <lori.johnson@iowa.gov>

Thu, Jul 17, 2025 at 4:06 PM

----- Forwarded message -----

From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Thu, Jul 17, 2025 at 4:00 PM
Subject: New Invoice for Payment
To: DAS Finance Payables <das.finance.payables@iowa.gov>
Cc: Marty Musser <marty.musser@iowa.gov>

The attached invoice is approved for payment.

Fund 0001; Unit 0058019; Appropriation C92; Object Class 406 Outside Services; Object Code 2395 Alarm System Monitoring

--

Anthony Jahn**State Archivist, Library & Archives Bureau Chief**

State Historical Society of Iowa

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-666-9144 mobile

Anthony.Jahn@iowa.gov<https://history.iowa.gov/>**20250716084546941.pdf**

41K



PremiStar-Iowa, formerly Mechanical Service
1218 Highland Ct
Iowa City, IA 52240
319-358-5757

SERVICE ORDER INVOICE

Customer Billing Address	Customer Service Address
STATE HISTORICAL SOCIETY (1301212) 402 Iowa Avenue IOWA CITY, IA 52245	STATE HISTORICAL SOCIETY - 402 402 Iowa Avenue IOWA CITY, IA 52245 USA

Invoice Information	Remit To
Invoice Number: SI2292294 Astea Number: I250723195 Invoice Date: 07/23/2025 Total: \$385.00 Terms: NET DUE UPON RECEIPT Late payments may be subject to a late payment fee.	PremiStar-Iowa PO Box - 8280 Carol Stream, IL 60197-8280

RECEIVED
By DAS Finance at 8:21 am, Jul 24, 2025

Work Performed on Service Order: SV2507180158@@1	
Dispatch Date/Time:	7/22/2025 11:24:00 AM
Request Type:	TM
Technician Name:	Customer PO No.:
Problem Type:	Not_Good_Heating
Description:	Check steam - university had it off for repairs
Work Performed: 7/22/2025 Randy Genthe: Checked that all the AHUs were running and that steam line was hot coming into the building. Reheat pump on and loop is warm. Found Allison and she said only special collections is cold and humid. Got on computer and noticed there are slider adjustments in each space that can be adjusted 5 degrees in each direction. Did not find the slider in special collections but was set to -4 and common setpoint is 72. Was trying to cool to 68 or colder. Disabled all the sliders on JCI. Reheat and controls very slow to respond but eventually I got every space to come around. Ticket is complete.	
Equipment Involved:	

Detail of Charges	
Service (includes labor)	\$345.00
Hours RT: 3.00 OT: 0.00 DT: 0.00	
Truck	\$40.00

Sub-Total:	\$385.00
Sales Tax:	\$0.00
Total:	\$385.00

A convenience fee of 3% of the invoice amount will be added if paid by credit card. You can avoid this fee by making an ACH payment. Please contact us for further details.

Re: PremiStar Inv SI2292294 \$385.00

1 message

Musser, Marty <marty.musser@iowa.gov>
To: "Johnson, Lori" <lori.johnson@iowa.gov>
Cc: Anthony Jahn <anthony.jahn@iowa.gov>

Thu, Jul 24, 2025 at 10:09 AM

Yes, I think that is a great idea.

Thanks
Marty Musser
Senior Budget & Financial Analyst
Division of Financial Management
Iowa Department of Administrative Services
[1305 E Walnut St, Des Moines, IA 50319](#)
515-732-1274 mobile
marty.musser@iowa.gov
das.iowa.gov



On Thu, Jul 24, 2025 at 9:47 AM Johnson, Lori <lori.johnson@iowa.gov> wrote:

Would you like me to add the 2920 to the Activity field then? I can do that. Does it make it easier for tracking? I know other agencies use it for tracking.
Just an option.

Lori Johnson
Accountant Tech II
Division of Financial Management
Iowa Department of Administrative Services
Hoover Building | [1305 E Walnut Street](#) | Des Moines, IA 50319
515-363-0711 office
515-281-6140 fax
lori.johnson@iowa.gov
<https://das.iowa.gov>



On Thu, Jul 24, 2025 at 9:41 AM Finance Payables, DAS <das.finance.payables@iowa.gov> wrote:

----- Forwarded message -----

From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Thu, Jul 24, 2025 at 9:38 AM
Subject: Fwd: PremiStar Inv SI2292294 \$385.00
To: DAS Finance Payables <das.finance.payables@iowa.gov>
Cc: Marty Musser <marty.musser@iowa.gov>

The attached invoice is approved for payment. 0001-005-8019-C92 Object Class 409 Outside Repairs/Service; Object Code 2513
Outside Repr & Serv-Mach&Equip

Marty, since this expense is directly attributable to the re-tuning of the HVAC after the fire, please add this invoice to the list of emergency 29C.20 funding reimbursement.

Sincerely,

--

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa | Iowa Humanities Council

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-666-9144 mobile

Anthony.Jahn@iowa.gov

<https://history.iowa.gov/>



----- Forwarded message -----

From: **Johnson, Lori** <lori.johnson@iowa.gov>

Date: Thu, Jul 24, 2025 at 8:27 AM

Subject: PremiStar Inv SI2292294 \$385.00

To: Anthony Jahn <anthony.jahn@iowa.gov>, DAS Finance Payables <das.finance.payables@iowa.gov>

Please approve the attached invoice

Vendor: PremiStar

Invoice: SI2292294

Date: 07/23/2025

Amount: \$385.00

Accounting String: _____

Thank you!

Lori Johnson

Accountant Tech II

Division of Financial Management

Iowa Department of Administrative Services

Hoover Building | [1305 E Walnut Street](#) | Des Moines, IA 50319

515-363-0711 office

515-281-6140 fax

lori.johnson@iowa.gov

<https://das.iowa.gov>



Department of
Administrative Services



PremiStar-Iowa, formerly Mechanical Service
1218 Highland Ct
Iowa City, IA 52240
319-358-5757

SERVICE ORDER INVOICE

Customer Billing Address	Customer Service Address
STATE HISTORICAL SOCIETY (1301212) 402 Iowa Avenue IOWA CITY, IA 52245	STATE HISTORICAL SOCIETY - 402 402 Iowa Avenue IOWA CITY, IA 52245 USA

RECEIVED

By DAS Finance at 9:39 am, Aug 06, 2025

Invoice Information	Remit To
Invoice Number: S12293724 Astea Number: I250805226 Invoice Date: 08/05/2025 Total: \$1,824.26 Terms: NET DUE UPON RECEIPT Late payments may be subject to a late payment fee.	PremiStar-Iowa PO Box - 8280 Carol Stream, IL 60197-8280

Work Performed on Service Order: SV2507050008@@1

Dispatch Date/Time:	7/4/2025 10:00:00 AM		
Request Type:	TM		
Technician Name:	jglassbrenner	Customer PO No.:	
Problem Type:	Equip_Failure		
Description:	CONDENSER WAS ON FIRE, 1 IS NOT WORKING DUE TO WAT		

Work Performed: 7/8/2025 Randy Genthe: After fire panel got reset the AHUs came up and running. Building cooling again. Ticket is complete.
7/8/2025 Randy Genthe: Went to roof and turned on right side condensers. Did not have power to them. Jerry had unwired condensers in junction box and those needed to be reconnected. Went to basement and noticed none of the AHU fans running and vfds were blank. Checked a few fuses and have power to vfds. Got on computer and saw fire alarm faults and the fire panel is still tripped. Finished wiring on roof at condenser and they are waiting for someone to come service fire panel and reset. I think the AHUs will be able to run the fans once this is reset. They will text me when panel is cleared and I will return.

7/4/2025 Jerry Glasbrenner: Checked condensing units after fire. Found that wires were shorted out and grounded inside of conduit. Separated condenser 1 & 2 wires from each other and isolated so that only one condenser was shorted. Started up chillers and got chiller 1 running. Electrician will need to run new seal tight and wires to disconnect boxes for chiller 2 condensers and chiller to will need reset as it is tripped on high pressure.

Equipment Involved:	
---------------------	--

Detail of Charges						
Service (includes labor)						\$1,027.50
Hours	RT:	4.50	OT:	0.00	DT:	3.00
Truck						\$35.00
Material						\$761.76
Description	Qty	UOM	Unit Price			
LABOR_SERVICE	1		\$761.76			

Sub-Total:	\$1,824.26
Sales Tax:	\$0.00
Total:	\$1,824.26

A convenience fee of 3% of the invoice amount will be added if paid by credit card. You can avoid this fee by making an ACH payment. Please contact us for further details.

Fwd: PremiStar Inv SI2293724 \$1,824.26

1 message

Finance Payables, DAS <das.finance.payables@iowa.gov>
To: Lori Johnson <lori.johnson@iowa.gov>

Fri, Aug 8, 2025 at 5:07 AM

----- Forwarded message -----

From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Thu, Aug 7, 2025 at 6:15 PM
Subject: Fwd: PremiStar Inv SI2293724 \$1,824.26
To: DAS Finance Payables <das.finance.payables@iowa.gov>
Cc: Marty Musser <marty.musser@iowa.gov>

The attached invoice is approved for payment. 0001-005-8019-C92 Object Class 409 Outside Repairs/Service; Object Code 2513
Outside Repr & Serv-Mach&Equip

Marty, since this expense is directly attributable to restoration of the HVAC after the fire, please add this invoice to the list of emergency
29C.20 funding reimbursement.

Sincerely,

--

Anthony Jahn**State Archivist, Library & Archives Bureau Chief**

State Historical Society of Iowa | Iowa Humanities Council

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-666-9144 mobile

Anthony.Jahn@iowa.gov<https://history.iowa.gov/>

----- Forwarded message -----

From: **Johnson, Lori** <lori.johnson@iowa.gov>
Date: Wed, Aug 6, 2025 at 9:43 AM
Subject: PremiStar Inv SI2293724 \$1,824.26
To: Anthony Jahn <anthony.jahn@iowa.gov>, DAS Finance Payables <das.finance.payables@iowa.gov>

Please approve the attached invoice

Vendor: PremiStar

Invoice: SI2293724

Date: 08/05/2025

Amount: \$1,824.26

Accounting String: _____

Thank you!

Lori Johnson

Accountant Tech II

Division of Financial Management

Iowa Department of Administrative Services

Hoover Building | [1305 E Walnut Street](#) | [Des Moines, IA 50319](#)

515-363-0711 office

515-281-6140 fax

lori.johnson@iowa.gov

<https://das.iowa.gov>



--

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-666-9144 mobile

Anthony.Jahn@iowa.gov

<https://history.iowa.gov/>



PremiStar00003219199InvSI2293724 FY26.pdf

579K

T & K ROOFING AND SHEET METAL

"Beyond the Roof"

O: 319-848-4191

101 T&K Drive

Ely, IA 52227-1000

tkroofing.com



INVOICE #11037

BILL TO: State Historical Society of Iowa
Iowa Department of Administrative Services
600 E. Locust Street
Des Moines, IA 50319

REMIT PAYMENT TO: T & K Roofing Company, Inc.
101 T & K Dr
Ely, IA 52227-1000

BALANCE DUE	CLIENT PO#	JOB	TERMS	INVOICE DATE	DATE DUE
\$355.50	Emergency Call	WO #15716	Net 10 Days	08/12/2025	08/22/2025

Job Site:

State Historical Society Building, 402 Iowa Ave, Iowa City, IA 52240
Main Area

Work Performed:

Completed core cuts and took measurements of roof.

Labor	\$305.50
Materials	\$50.00
Other	\$0.00
Subtotal	\$355.50
Tax	\$0.00
BALANCE DUE	\$355.50

THANK YOU FOR YOUR BUSINESS. PROUD MEMBER OF



Re: Procurement Approval Request for Centennial Building Roof Repair

1 message

Jahn, Anthony <anthony.jahn@iowa.gov>
To: "Musser, Marty" <marty.musser@iowa.gov>
Cc: Lori Johnson <lori.johnson@iowa.gov>

Fri, Aug 29, 2025 at 3:11 PM

Yes, please feel free to code as 409 Outside Repairs/Service. Tony

On Fri, Aug 29, 2025 at 12:10 PM Musser, Marty <marty.musser@iowa.gov> wrote:
Hi Tony,

Question on coding. I see where you are coming from to code to 302 Facility Maintenance Supplies - 2228 Roofing Materials & Supplies, since it says Roofing.....

But, I think this is more of a 409 Outside Repairs/Service (a lot of labor) vs supplies.

Are you OK if we code this invoice and the one from T&K for 409 and either to 2512 Outside Repairs & Service-Bldg or 2519 Outside Repairs & Serv-Other.

We have coded the other 4 invoices for the Iowa City fire to 406 or 409 and this would be in line with that.

Thanks
Marty Musser
Senior Budget & Financial Analyst
Division of Financial Management
Iowa Department of Administrative Services
[1305 E Walnut St, Des Moines, IA 50319](#)
515-732-1274 mobile
marty.musser@iowa.gov
das.iowa.gov



On Thu, Aug 28, 2025 at 10:38 AM Jahn, Anthony <anthony.jahn@iowa.gov> wrote:
The attached invoice is approved by Val for payment (see approval below).

0001-005-8019-C92 302 Facility Maintenance Supplies 2228 Roofing Materials & Supplies

This expense was related to the July 4 fire on the Centennial Building. We will be seeking reimbursement from the 29C.20 contingent fund – disaster aid for this expense.

--

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

[600 E. Locust Street, Des Moines, Iowa 50319](#)

515-666-9144 mobile

Anthony.Jahn@iowa.gov



Forwarded Conversation

Subject: Procurement Approval Request for Centennial Building Roof Repair

From: Jahn, Anthony <anthony.jahn@iowa.gov>
Date: Fri, Aug 8, 2025 at 3:51 PM
To: Mirela Jusic <mirela.jusic@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Hi Mirela,

With Val out of the office till next Thursday, I wanted to bring this to you as the approval on this request is time sensitive as there are indications our temporary roof patch is beginning to fail.

Please approve the following procurement request. Questions...Please let me know. Thanks...Tony

Description	Installation of permanent roof patch on the fire damaged section of the Centennial Building in Iowa City
Justification or purpose	Create a watertight seal on the Centennial Building roof.
Proposed Vendor	Castle Grove Roofing
Link to item	
Estimated cost	\$7,800
To be ordered by	Anthony Jahn
Date needed by	ASAP
Unit to be charged	0001-005-8019-C92
Included in budget?	Yes
Additional info	<p>302 Facility Maintenance Supplies 2228 Roofing Materials & Supplies</p> <p>Three quotes were obtained for this work and Castle Grove Roofing is the lowest priced quote.</p> <p>Please note that we will be submitting this receipt for reimbursement from the 29C.20 contingent fund – disaster aid.</p>

--

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-666-9144 mobile

Anthony.Jahn@iowa.gov

<https://history.iowa.gov/>



From: **Jusic, Mirela** <mirela.jusic@iowa.gov>
Date: Sun, Aug 10, 2025 at 1:19 PM
To: Jahn, Anthony <anthony.jahn@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Tony,

Just to clarify is this a 29c20 claim?

Thanks

Mirela Jusic, CPM
Chief Financial Officer
Division of Financial Management
Iowa Department of Administrative Services
[1305 E Walnut St. Des Moines, IA 50319](#)
Office: 515-281-5062
Mobile: 515-314-4215
Fax: 515-281-6140

mirela.jusic@iowa.gov
<https://das.iowa.gov>



From: **Musser, Marty** <marty.musser@iowa.gov>
Date: Sun, Aug 10, 2025 at 8:14 PM
To: Jusic, Mirela <mirela.jusic@iowa.gov>
Cc: Jahn, Anthony <anthony.jahn@iowa.gov>, Valerie VanKooten <valerie.vankooten@iowa.gov>

Yes, this is a 29c20 expense.

Brooke is helping us with this and will submit it when we have all the expenses paid for this claim.

Marty Musser
Senior Budget & Financial Analyst

Division of Financial Management
Iowa Department of Administrative Services
1305 E Walnut St, Des Moines, IA 50319
515-732-1274 mobile
marty.musser@iowa.gov
das.iowa.gov



From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Mon, Aug 11, 2025 at 5:03 AM
To: Jusic, Mirela <mirela.jusic@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Yes...This is a 29c20 claim to complete the repair made necessary by the fire in July.

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-666-9144 mobile

Anthony.Jahn@iowa.gov

<https://history.iowa.gov/>



From: **Jusic, Mirela** <mirela.jusic@iowa.gov>
Date: Mon, Aug 11, 2025 at 8:33 AM
To: Jahn, Anthony <anthony.jahn@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Has the AOS been notified in time? Thanks, mj

--

From: **Musser, Marty** <marty.musser@iowa.gov>
Date: Mon, Aug 11, 2025 at 8:44 AM

To: Jusic, Mirela <mirela.jusic@iowa.gov>
Cc: Jahn, Anthony <anthony.jahn@iowa.gov>, Valerie VanKooten <valerie.vankooten@iowa.gov>

Yes, Val submitted the claim.

It is AOS Claim #4090.

Marty Musser
Senior Budget & Financial Analyst
Division of Financial Management
Iowa Department of Administrative Services
[1305 E Walnut St, Des Moines, IA 50319](https://www.iowa.gov/1305-E-Walnut-St-Des-Moines-IA-50319)
515-732-1274 mobile
marty.musser@iowa.gov
das.iowa.gov



From: **Jusic, Mirela** <mirela.jusic@iowa.gov>
Date: Mon, Aug 11, 2025 at 9:00 AM
To: Musser, Marty <marty.musser@iowa.gov>
Cc: Jahn, Anthony <anthony.jahn@iowa.gov>, Valerie VanKooten <valerie.vankooten@iowa.gov>

Thank you and Brooke has all of that information? Thanks, mj

From: **Jusic, Mirela** <mirela.jusic@iowa.gov>
Date: Mon, Aug 11, 2025 at 9:00 AM
To: Jahn, Anthony <anthony.jahn@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Approved, thanks, mj

On Fri, Aug 8, 2025 at 3:51 PM Jahn, Anthony <anthony.jahn@iowa.gov> wrote:

--
Mirela Jusic, CPM
Chief Financial Officer
Division of Financial Management
Iowa Department of Administrative Services
[1305 E Walnut St. Des Moines, IA 50319](https://www.iowa.gov/1305-E-Walnut-St-Des-Moines-IA-50319)

From: **Musser, Marty** <marty.musser@iowa.gov>
Date: Mon, Aug 11, 2025 at 9:02 AM
To: Jusic, Mirela <mirela.jusic@iowa.gov>
Cc: Jahn, Anthony <anthony.jahn@iowa.gov>, Valerie VanKooten <valerie.vankooten@iowa.gov>

She does. I am sending her all the invoices we get and will let her know when the last one has been paid.

Thanks!
Marty Musser
Senior Budget & Financial Analyst
Division of Financial Management

Iowa Department of Administrative Services
1305 E Walnut St, Des Moines, IA 50319
515-732-1274 mobile
marty.musser@iowa.gov
das.iowa.gov



From: **Jusic, Mirela** <mirela.jusic@iowa.gov>
Date: Mon, Aug 11, 2025 at 9:03 AM
To: Musser, Marty <marty.musser@iowa.gov>
Cc: Jahn, Anthony <anthony.jahn@iowa.gov>, Valerie VanKooten <valerie.vankooten@iowa.gov>

Thank you, mj

From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Mon, Aug 11, 2025 at 9:10 AM
To: Jusic, Mirela <mirela.jusic@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Yes. AOS was notified within 24 hours of the incident on July 4.

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-666-9144 mobile

Anthony.Jahn@iowa.gov

<https://history.iowa.gov/>



From: **Jusic, Mirela** <mirela.jusic@iowa.gov>
Date: Mon, Aug 11, 2025 at 9:11 AM
To: Jahn, Anthony <anthony.jahn@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Thank you all, mj

From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Thu, Aug 28, 2025 at 8:35 AM
To: Valerie VanKooten <valerie.vankooten@iowa.gov>

Hi Val,

Can you approve the attached invoice for \$7,800 for payment?

0001-005-8019-C92 302 Facility Maintenance Supplies 2228 Roofing Materials & Supplies

This expense was related to the July 4 fire on the Centennial Building. We will be seeking reimbursement from the 29C.20 contingent fund – disaster aid for this expense.

--

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

[600 E. Locust Street, Des Moines, Iowa 50319](#)

515-666-9144 mobile

Anthony.Jahn@iowa.gov

<https://history.iowa.gov/>



From: **Van Kooten, Valerie** <valerie.vankooten@iowa.gov>
Date: Thu, Aug 28, 2025 at 9:35 AM
To: Jahn, Anthony <anthony.jahn@iowa.gov>

Yes, approved.

Val

--

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-666-9144 mobile

Anthony.Jahn@iowa.gov

<https://history.iowa.gov/>



Fwd: New Invoice for Payment

1 message

Finance Payables, DAS <das.finance.payables@iowa.gov>
To: Lori Johnson <lori.johnson@iowa.gov>

Thu, Aug 28, 2025 at 9:45 AM

----- Forwarded message -----

From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Thu, Aug 28, 2025 at 9:38 AM
Subject: New Invoice for Payment
To: DAS Finance Payables <das.finance.payables@iowa.gov>
Cc: Marty Musser <marty.musser@iowa.gov>

The attached invoice is approved for payment.

0001-005-8019-C92 302 Facility Maintenance Supplies 2228 Roofing Materials & Supplies

This expense was related to the July 4 fire on the Centennial Building. Marty, please add this invoice to the list of expenses we will seek reimbursement for from the 29C.20 contingent fund – disaster aid.

--

Anthony Jahn**State Archivist, Library & Archives Bureau Chief**

State Historical Society of Iowa

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-666-9144 mobile

Anthony.Jahn@iowa.gov<https://history.iowa.gov/>



Castle Grove Roofing

22567 186th Ave
Manchester, IA 52057
Phone: (319) 480-6666
Email: Brian@castlegroveroofing.com

Invoice #247

Date: 8/27/25
To: Tony Jahn
State Historical Society Building

Contact Name	Job Description	Payment Terms	Completion Date
Tony Jahn	Iowa Historical Society Building	Upon Completion	8/22/25

Description		AMOUNT
Remove and dispose of existing temporary membrane Cut out, remove, and dispose of existing excess insulation Install 3 layers of 1.5" ISO and a coverboard to get roof filled in Strip in new 60 mil EPDM rubber over target area (approximately 280 sq ft) Flash around the one penetration in target area to keep watertight	Time and Material	\$7,800.00

SUBTOTAL \$7,800

TAX RATE

SALES TAX -

SHIPPING & HANDLING -

TOTAL \$7,800

Please make all checks out to Castle Grove Roofing



Castle Grove Roofing

22567 186th Ave
Manchester, IA 52057
Phone: (319) 480-6666
Email: Brian@castlegroveroofing.com

Estimate #481

Date: 8/7/25
To: State Historical Society Building
402 Iowa Ave
Iowa City, IA 52245

Contact Name	Job Description	Payment Terms	Completion Date
Anthony Jahn	EPDM Repairs	Upon Completion	Mid-August

Description		AMOUNT
Remove and dispose of existing temporary membrane Cut out, remove, and dispose of existing excess insulation Install 3 layers if 1.5" ISO and a coverboard to get roof filled in Strip in new 60 mil EPDM rubber over target area (approximately 280 sq ft) Flash around the one penetration in target area to keep watertight Mechanically attached ISO to concrete deck	Time and Material	\$7,800.00

SUBTOTAL \$7,800

TAX RATE

SALES TAX -

SHIPPING & HANDLING -

TOTAL \$7,800

Sign Here

Re: Procurement Approval Request for Centennial Building Roof Repair

1 message

Jahn, Anthony <anthony.jahn@iowa.gov>
To: "Musser, Marty" <marty.musser@iowa.gov>
Cc: Lori Johnson <lori.johnson@iowa.gov>

Fri, Aug 29, 2025 at 3:11 PM

Yes, please feel free to code as 409 Outside Repairs/Service. Tony

On Fri, Aug 29, 2025 at 12:10 PM Musser, Marty <marty.musser@iowa.gov> wrote:

Hi Tony,

Question on coding. I see where you are coming from to code to 302 Facility Maintenance Supplies - 2228 Roofing Materials & Supplies, since it says Roofing.....

But, I think this is more of a 409 Outside Repairs/Service (a lot of labor) vs supplies.

Are you OK if we code this invoice and the one from T&K for 409 and either to 2512 Outside Repairs & Service-Bldg or 2519 Outside Repairs & Serv-Other.

We have coded the other 4 invoices for the Iowa City fire to 406 or 409 and this would be in line with that.

Thanks
Marty Musser
Senior Budget & Financial Analyst
Division of Financial Management
Iowa Department of Administrative Services
[1305 E Walnut St, Des Moines, IA 50319](#)
515-732-1274 mobile
marty.musser@iowa.gov
das.iowa.gov



On Thu, Aug 28, 2025 at 10:38 AM Jahn, Anthony <anthony.jahn@iowa.gov> wrote:

The attached invoice is approved by Val for payment (see approval below).

0001-005-8019-C92 302 Facility Maintenance Supplies 2228 Roofing Materials & Supplies

This expense was related to the July 4 fire on the Centennial Building. We will be seeking reimbursement from the 29C.20 contingent fund – disaster aid for this expense.

--

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

[600 E. Locust Street, Des Moines, Iowa 50319](#)

515-666-9144 mobile

Anthony.Jahn@iowa.gov



Forwarded Conversation

Subject: Procurement Approval Request for Centennial Building Roof Repair

From: Jahn, Anthony <anthony.jahn@iowa.gov>
Date: Fri, Aug 8, 2025 at 3:51 PM
To: Mirela Jusic <mirela.jusic@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Hi Mirela,

With Val out of the office till next Thursday, I wanted to bring this to you as the approval on this request is time sensitive as there are indications our temporary roof patch is beginning to fail.

Please approve the following procurement request. Questions...Please let me know. Thanks...Tony

Description	Installation of permanent roof patch on the fire damaged section of the Centennial Building in Iowa City
Justification or purpose	Create a watertight seal on the Centennial Building roof.
Proposed Vendor	Castle Grove Roofing
Link to item	
Estimated cost	\$7,800
To be ordered by	Anthony Jahn
Date needed by	ASAP
Unit to be charged	0001-005-8019-C92
Included in budget?	Yes
Additional info	<p>302 Facility Maintenance Supplies 2228 Roofing Materials & Supplies</p> <p>Three quotes were obtained for this work and Castle Grove Roofing is the lowest priced quote.</p> <p>Please note that we will be submitting this receipt for reimbursement from the 29C.20 contingent fund – disaster aid.</p>

--

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-666-9144 mobile

Anthony.Jahn@iowa.gov

<https://history.iowa.gov/>



From: **Jusic, Mirela** <mirela.jusic@iowa.gov>
Date: Sun, Aug 10, 2025 at 1:19 PM
To: Jahn, Anthony <anthony.jahn@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Tony,

Just to clarify is this a 29c20 claim?

Thanks

Mirela Jusic, CPM
Chief Financial Officer
Division of Financial Management
Iowa Department of Administrative Services
[1305 E Walnut St. Des Moines, IA 50319](#)
Office: 515-281-5062
Mobile: 515-314-4215
Fax: 515-281-6140

mirela.jusic@iowa.gov
<https://das.iowa.gov>



From: **Musser, Marty** <marty.musser@iowa.gov>
Date: Sun, Aug 10, 2025 at 8:14 PM
To: Jusic, Mirela <mirela.jusic@iowa.gov>
Cc: Jahn, Anthony <anthony.jahn@iowa.gov>, Valerie VanKooten <valerie.vankooten@iowa.gov>

Yes, this is a 29c20 expense.

Brooke is helping us with this and will submit it when we have all the expenses paid for this claim.

Marty Musser
Senior Budget & Financial Analyst

Division of Financial Management
Iowa Department of Administrative Services
1305 E Walnut St, Des Moines, IA 50319
515-732-1274 mobile
marty.musser@iowa.gov
das.iowa.gov



From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Mon, Aug 11, 2025 at 5:03 AM
To: Jusic, Mirela <mirela.jusic@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Yes...This is a 29c20 claim to complete the repair made necessary by the fire in July.

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-666-9144 mobile

Anthony.Jahn@iowa.gov

<https://history.iowa.gov/>



From: **Jusic, Mirela** <mirela.jusic@iowa.gov>
Date: Mon, Aug 11, 2025 at 8:33 AM
To: Jahn, Anthony <anthony.jahn@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Has the AOS been notified in time? Thanks, mj

--

From: **Musser, Marty** <marty.musser@iowa.gov>
Date: Mon, Aug 11, 2025 at 8:44 AM

To: Jusic, Mirela <mirela.jusic@iowa.gov>
Cc: Jahn, Anthony <anthony.jahn@iowa.gov>, Valerie VanKooten <valerie.vankooten@iowa.gov>

Yes, Val submitted the claim.

It is AOS Claim #4090.

Marty Musser
Senior Budget & Financial Analyst
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marty.musser@iowa.gov
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From: **Jusic, Mirela** <mirela.jusic@iowa.gov>
Date: Mon, Aug 11, 2025 at 9:00 AM
To: Musser, Marty <marty.musser@iowa.gov>
Cc: Jahn, Anthony <anthony.jahn@iowa.gov>, Valerie VanKooten <valerie.vankooten@iowa.gov>

Thank you and Brooke has all of that information? Thanks, mj

From: **Jusic, Mirela** <mirela.jusic@iowa.gov>
Date: Mon, Aug 11, 2025 at 9:00 AM
To: Jahn, Anthony <anthony.jahn@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Approved, thanks, mj

On Fri, Aug 8, 2025 at 3:51 PM Jahn, Anthony <anthony.jahn@iowa.gov> wrote:

--
Mirela Jusic, CPM
Chief Financial Officer
Division of Financial Management
Iowa Department of Administrative Services
[1305 E Walnut St. Des Moines, IA 50319](https://www.iowa.gov/1305-E-Walnut-St-Des-Moines-IA-50319)

From: **Musser, Marty** <marty.musser@iowa.gov>
Date: Mon, Aug 11, 2025 at 9:02 AM
To: Jusic, Mirela <mirela.jusic@iowa.gov>
Cc: Jahn, Anthony <anthony.jahn@iowa.gov>, Valerie VanKooten <valerie.vankooten@iowa.gov>

She does. I am sending her all the invoices we get and will let her know when the last one has been paid.

Thanks!
Marty Musser
Senior Budget & Financial Analyst
Division of Financial Management

Iowa Department of Administrative Services
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marty.musser@iowa.gov
das.iowa.gov



From: **Jusic, Mirela** <mirela.jusic@iowa.gov>
Date: Mon, Aug 11, 2025 at 9:03 AM
To: Musser, Marty <marty.musser@iowa.gov>
Cc: Jahn, Anthony <anthony.jahn@iowa.gov>, Valerie VanKooten <valerie.vankooten@iowa.gov>

Thank you, mj

From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Mon, Aug 11, 2025 at 9:10 AM
To: Jusic, Mirela <mirela.jusic@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Yes. AOS was notified within 24 hours of the incident on July 4.

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

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From: **Jusic, Mirela** <mirela.jusic@iowa.gov>
Date: Mon, Aug 11, 2025 at 9:11 AM
To: Jahn, Anthony <anthony.jahn@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Thank you all, mj

From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Thu, Aug 28, 2025 at 8:35 AM
To: Valerie VanKooten <valerie.vankooten@iowa.gov>

Hi Val,

Can you approve the attached invoice for \$7,800 for payment?

0001-005-8019-C92 302 Facility Maintenance Supplies 2228 Roofing Materials & Supplies

This expense was related to the July 4 fire on the Centennial Building. We will be seeking reimbursement from the 29C.20 contingent fund – disaster aid for this expense.

--

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

[600 E. Locust Street, Des Moines, Iowa 50319](#)

515-666-9144 mobile

Anthony.Jahn@iowa.gov

<https://history.iowa.gov/>



From: **Van Kooten, Valerie** <valerie.vankooten@iowa.gov>
Date: Thu, Aug 28, 2025 at 9:35 AM
To: Jahn, Anthony <anthony.jahn@iowa.gov>

Yes, approved.

Val

--
Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-666-9144 mobile

Anthony.Jahn@iowa.gov

<https://history.iowa.gov/>



Fwd: Procurement Approval Request for Centennial Building Roof Repair

1 message

Finance Payables, DAS <das.finance.payables@iowa.gov>
To: Lori Johnson <lori.johnson@iowa.gov>

Thu, Aug 28, 2025 at 10:39 AM

----- Forwarded message -----

From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Thu, Aug 28, 2025 at 10:38 AM
Subject: Fwd: Procurement Approval Request for Centennial Building Roof Repair
To: DAS Finance Payables <das.finance.payables@iowa.gov>
Cc: Marty Musser <marty.musser@iowa.gov>

The attached invoice is approved by Val for payment (see approval below).

0001-005-8019-C92 302 Facility Maintenance Supplies 2228 Roofing Materials & Supplies

This expense was related to the July 4 fire on the Centennial Building. We will be seeking reimbursement from the 29C.20 contingent fund – disaster aid for this expense.

--

Anthony Jahn**State Archivist, Library & Archives Bureau Chief**

State Historical Society of Iowa

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-666-9144 mobile

Anthony.Jahn@iowa.gov<https://history.iowa.gov/>**Forwarded Conversation****Subject: Procurement Approval Request for Centennial Building Roof Repair**

From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Fri, Aug 8, 2025 at 3:51 PM
To: Mirela Jusic <mirela.jusic@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Hi Mirela,

With Val out of the office till next Thursday, I wanted to bring this to you as the approval on this request is time sensitive as there are indications our temporary roof patch is beginning to fail.

Please approve the following procurement request. Questions...Please let me know. Thanks...Tony

Description	Installation of permanent roof patch on the fire damaged section of the Centennial Building in Iowa City
Justification or purpose	Create a watertight seal on the Centennial Building roof.
Proposed Vendor	Castle Grove Roofing
Link to item	
Estimated cost	\$7,800
To be ordered by	Anthony Jahn
Date needed by	ASAP
Unit to be charged	0001-005-8019-C92
Included in budget?	Yes
Additional info	302 Facility Maintenance Supplies 2228 Roofing Materials & Supplies Three quotes were obtained for this work and Castle Grove Roofing is the lowest priced quote. Please note that we will be submitting this receipt for reimbursement from the 29C.20 contingent fund – disaster aid.

--

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-666-9144 mobile

Anthony.Jahn@iowa.gov

<https://history.iowa.gov/>

From: **Jusic, Mirela** <mirela.jusic@iowa.gov>
Date: Sun, Aug 10, 2025 at 1:19 PM
To: Jahn, Anthony <anthony.jahn@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Tony,

Just to clarify is this a 29c20 claim?

Thanks

Mirela Jusic, CPM
Chief Financial Officer
Division of Financial Management
Iowa Department of Administrative Services
1305 E Walnut St. Des Moines, IA 50319
Office: 515-281-5062
Mobile: 515-314-4215
Fax: 515-281-6140

mirela.jusic@iowa.gov
<https://das.iowa.gov>



From: **Musser, Marty** <marty.musser@iowa.gov>
Date: Sun, Aug 10, 2025 at 8:14 PM
To: Jusic, Mirela <mirela.jusic@iowa.gov>
Cc: Jahn, Anthony <anthony.jahn@iowa.gov>, Valerie VanKooten <valerie.vankooten@iowa.gov>

Yes, this is a 29c20 expense.

Brooke is helping us with this and will submit it when we have all the expenses paid for this claim.

Marty Musser
Senior Budget & Financial Analyst
Division of Financial Management
Iowa Department of Administrative Services
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515-732-1274 mobile
marty.musser@iowa.gov
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From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Mon, Aug 11, 2025 at 5:03 AM
To: Jusic, Mirela <mirela.jusic@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Yes...This is a 29c20 claim to complete the repair made necessary by the fire in July.

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

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To: Jahn, Anthony <anthony.jahn@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Has the AOS been notified in time? Thanks, mj

--

From: **Musser, Marty** <marty.musser@iowa.gov>
Date: Mon, Aug 11, 2025 at 8:44 AM
To: Jusic, Mirela <mirela.jusic@iowa.gov>
Cc: Jahn, Anthony <anthony.jahn@iowa.gov>, Valerie VanKooten <valerie.vankooten@iowa.gov>

Yes, Val submitted the claim.

It is AOS Claim #4090.

Marty Musser
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Date: Mon, Aug 11, 2025 at 9:00 AM
To: Musser, Marty <marty.musser@iowa.gov>
Cc: Jahn, Anthony <anthony.jahn@iowa.gov>, Valerie VanKooten <valerie.vankooten@iowa.gov>

Thank you and Brooke has all of that information? Thanks, mj

From: **Jusic, Mirela** <mirela.jusic@iowa.gov>
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To: Jahn, Anthony <anthony.jahn@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Approved, thanks, mj

On Fri, Aug 8, 2025 at 3:51 PM Jahn, Anthony <anthony.jahn@iowa.gov> wrote:

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Mirela Jusic, CPM
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Date: Mon, Aug 11, 2025 at 9:02 AM
To: Jusic, Mirela <mirela.jusic@iowa.gov>
Cc: Jahn, Anthony <anthony.jahn@iowa.gov>, Valerie VanKooten <valerie.vankooten@iowa.gov>

She does. I am sending her all the invoices we get and will let her know when the last one has been paid.

Thanks!
Marty Musser
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To: Musser, Marty <marty.musser@iowa.gov>
Cc: Jahn, Anthony <anthony.jahn@iowa.gov>, Valerie VanKooten <valerie.vankooten@iowa.gov>

Thank you, mj

From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Mon, Aug 11, 2025 at 9:10 AM
To: Jusic, Mirela <mirela.jusic@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Yes. AOS was notified within 24 hours of the incident on July 4.

Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

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From: **Jusic, Mirela** <mirela.jusic@iowa.gov>
Date: Mon, Aug 11, 2025 at 9:11 AM
To: Jahn, Anthony <anthony.jahn@iowa.gov>
Cc: Valerie VanKooten <valerie.vankooten@iowa.gov>, Marty Musser <marty.musser@iowa.gov>

Thank you all, mj

From: **Jahn, Anthony** <anthony.jahn@iowa.gov>
Date: Thu, Aug 28, 2025 at 8:35 AM
To: Valerie VanKooten <valerie.vankooten@iowa.gov>

Hi Val,

Can you approve the attached invoice for \$7,800 for payment?

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This expense was related to the July 4 fire on the Centennial Building. We will be seeking reimbursement from the 29C.20 contingent fund – disaster aid for this expense.

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Anthony Jahn

State Archivist, Library & Archives Bureau Chief

State Historical Society of Iowa

Iowa Department of Administrative Services

600 E. Locust Street, Des Moines, Iowa 50319

515-666-9144 mobile

Anthony.Jahn@iowa.gov

<https://history.iowa.gov/>



From: **Van Kooten, Valerie** <valerie.vankooten@iowa.gov>
Date: Thu, Aug 28, 2025 at 9:35 AM
To: Jahn, Anthony <anthony.jahn@iowa.gov>

Yes, approved.

Val

2 attachments

 **SHSI-Centennial-RoofRepairEstimate-CastleGroveRoofing.pdf**
185K

 **Iowa Historical Society Building Invoice.pdf**
179K

[illegible]