

James C Knapp  
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319 354 2443

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OCT 16 2009

*Tom Shelton*  
COUNTY AUDITOR

To Whom It May Concern:

I am writing to express my interest in the open position on the Johnson County Board of Supervisors. It was sad to learn of Larry Meyers's passing. He was a voice that often went beyond party lines and brought to his position honesty, integrity and clarity which is well beyond the demonstration of at least one of his associates on the Johnson County Board of Supervisors. There comes a time when party lines need to be dissolved and the good of all the people is placed on the table and becomes part and parcel of the greater picture. Be it a process of healing or compromise it is a time when the people are served regardless of their race, political affiliation, gender, age and all the other differences we Americans have while we still have the inherited rights guaranteed by our Constitution.

It is well known that these times have brought about economic hardships on many people living here in Johnson County Iowa as well as throughout the nation and the world. Obviously one of the greatest products of our part of the state is education and we have fine schools from kindergarten on through Kirkwood Community College and the University of Iowa. All fine institutions and all providing a need in the lives of the students, however there is a neglected body of young people that because of their life situation are being left behind. The No Child Left Behind was ill conceived and does not work. Not wanting to cast blame I only say this because there are many reasons that this program did not and does not work.

I believe that the appointment of a replacement of Mr. Meyers should represent his values and his actions taken as a supervisor. His impartiality is to be applauded and his loss is regrettable. Going forward I feel there are people groups that are not sufficiently represented. I also feel that certain recent actions by a current supervisor show us his true heart. No candidate will represent all of the people all of the time just as Lincoln inferred but it is definite that all of the people need desperately to be represented some of the time. This county comprised of several communities and population groups has seen an increase in crime and truancy. This is primarily a community problem but the aspects of the actions that I refer to spill over into the other communities and make it a general county problem. A safe and efficient court and law center will facilitate the dealing with the issues that are not being addressed properly at this time. There also several problems areas that are need of maintenance and repair on an ongoing basis. The restoration of Sutliff Bridge has become a point of contention with a divided county. That issue has not only convenience ramifications but historical aspects as well.

In 2006 I ran unsuccessfully in the Democratic Primary but I did receive 440 plus votes and I challenged the other contenders. I did this without any campaign contributions and without yard signs. This was accomplished by an E-letter I distributed which addressed many of the issues of the time. In a joint presentation to the public on television I challenged the other candidates to donate 10% of their salaries to deal with the issues the communities were facing and still do so regarding the young people of the county that many are in single parent families and lack guidance to help them become contributory members of society. I still make that

pledge, in fact I will as allowed by the treasurer's office set aside 15% of the salary due to me as a supervisor to helping the communities deal with those problems.

I feel that my 45 years in construction of homes, apartments, commercial buildings and institutional projects have well prepared me to understand the necessary needs to support and properly care for the infrastructure of Johnson County. Related issues that I understand would allow me to be a contributing member upon joining the other 4 supervisors in dealing with these aspects of responsibility. I pledge myself to work hard for the betterment of Johnson County and the many agencies that operate within the auspices of the county. I sincerely ask your consideration and assure you that I will serve with honor and respect for all citizens of Johnson County.

Respectfully submitted,



James C Knapp

Enclosures:

Resume

List of References

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*Tom Skelton*  
**COUNTY AUDITOR**

**James C. Knapp**  
528 Rundell Street  
Iowa City, IA 52240  
Home Phone (319) 354 - 2443

**OBJECTIVE**

To obtain a challenging position with an aggressive organization which will utilize my skills and experience in construction, project management, estimating, accounting, business management and consulting.

**QUALIFICATIONS & EXPERIENCE**

**PROJECT MANAGEMENT & ESTIMATING**

- Working with prospective investors to assist in project design and feasibility planning.
- Becoming aware of potential hard-bid projects and securing the necessary bidding documents.
- Attending pre-bid conferences and/or involvement in preliminary negotiations.
- Reviewing bidding the documents and requirements to ensure accuracy of bidding and compliance with the general and special conditions.
- Contacting a substantial numbers of qualified subcontractors in all involved phases of the project, thereby ensuring competitive bidding while maintaining high quality standards.
- Completing accurate material takeoffs and soliciting prices from various suppliers.
- Locating sources for unusual and hard to find specialty items.
- Ascertaining mobilization, special conditions, and site facilities costs.
- Compiling all cost information including mobilization, site temporary utilities and conveniences, materials, labor, equipment and subcontract costs.
- Performing a final review of estimates ensuring that no holes in the bid exist.
- Preparing and assembling final bidding documents and presenting such to the owners and or their representatives as required by agreement or bidding documents.

**PROJECT MANAGEMENT**

- Communicating with owners and/or their representatives on successfully bid projects.
- Assisting owners and/or their representatives on value engineering when projects run over budget.
- Preparation of and/or direction of the preparation of the requisite paper work necessary to commence construction, including permitting, insurance certificates and bonding requirements.
- Preparing and initiating subcontracts purchase orders, subcontractor change orders and owner/architect field orders and contract change orders.
- Preparing and maintaining project files and logs to track paper flow of shop drawings, subcontracts purchase orders, RFIs, CARs, COs, project correspondence files.
- Receiving, reviewing, processing and returning shop drawings on a timely basis.
- Reviewing with field superintendents project requirements and assisting with layout to extent needed and discussing the overall approach to the project.
- Making regular site visits and inspections as frequently as deemed necessary to ensure satisfactory progress and quality workmanship, answering questions and giving support and direction when needed as well as to maintaining project control and communication.
- Preparing and updating project schedules as necessary to keep projects on time.
- Attending regular and participating in project meetings striving to keep all parties informed and on track and preparing. Distributing meeting minutes and forthcoming agendas to involved parties.
- Addressing queries and issues that arise in a timely fashion.
- Reviewing project status, subcontractors pay requests and preparing periodic billing documents as required.
- Preparing project-closing papers including punch-lists, as built drawings, and final change orders.
- Updating and closing files and storing of all documents for future reference
- Canceling utilities and insurance, reviewing the project and updating cost data files.

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*Tom Shultz*  
**COUNTY AUDITOR**

**James C. Knapp - Resume Continued**

**BUSINESS CONSULTING**

- Reviewed all aspects of a company's operations to improve its operations.
- Assisted management in goal setting and goal achievement
- Made recommendations and installing procedures for inventory and purchasing controls.
- Suggested and installed policies for cash planning and management tools.
- Provided organizational and management services.
- Created job descriptions, task & duties lists and employee evaluation systems.
- Developed and producing company policy manuals.
- Introduced Effective Management Training to managers.
- Installed incentive systems designed to improve attendance, production and profitability.
- Reviewed operations for quality control and production improvement measures.
- Reviewed financial systems, establishing budgets and developing cash-flow procedures.
- Reviewed safety policies and procedures to assist companies in becoming OSHA compliant.
- Wrote safety manuals for specific equipment.

**ACCOUNTING CONTROLLER**

- Prepared monthly, quarterly and year end financials.
- Provided internal control measures.
- Prepared government required reports.
- Prepared payroll and related cost distributions.
- Prepared physical inventory reports.
- Provided monthly and annual journal entries.
- Assisted treasurer in annual budget preparation.
- Established standard costs for manufactured products.
- Reviewed chart of accounts for proper utilization.
- Provided management reports as requested.
- Oversaw operations of payable and receivable clerks and office manager.
- Backed up Accounts Payable and Accounts Receivable positions.
- Cross trained key employees to assume accounting functions such as payroll preparation

**EMPLOYMENT CHRONOLOGICAL HISTORY**

2000 – Present	Knapp Construction Service	Owner / General Manager
1997- 1999	Magill Construction Company, Inc.	Estimator / Project Manager
1996 -1997	George S. May International Company.	Business Consultant
1994 -1996	Berry Development Corporation	Estimator / Project Manager
1985 -1994	Self Employed	General Contractor
1978 -1985	Berry - Mahurin Construction	Estimator / Project Manager
1974 -1978	Self Employed	Residential Contractor
1967-1974	Component Homes, Inc.	Accounting Controller

**EDUCATION**

1962-1967 Bachelor of Business Administration - Accounting Major - University of Iowa

**COMPUTER SKILLS** Microsoft Office 1997 Windows 98 - V P Command - Super Project.

**James C Knapp- Resume Continued**

**REFERENCES**           References will be provided upon request.

**COMPLETED PROJECTS**

<b>Project Name / Type</b>	<b>Project Size</b>	<b>Project Cost Est./PM/Both</b>	
<b>Civic &amp; Municipal Projects</b>			
Library, Addition to Civic Building Durant, IA.	3500 sq. ft.	\$275,000	Both
Police Station and Finance Department Remodeling – Janesville WI.	2000 sq. ft.	\$150,000	Both
Sewage Pumping Station Lake Como Sanitary District Lake Geneva, WI	1000 sq. ft.	\$540,000	Both
<b>University of Iowa Regents Projects</b>			
<b>Iowa City, Iowa</b>			
Neonatal Intensive Care Unit / Remodel	1200 sq. ft.	\$267,000	Both
Pediatric Nutrition / Remodel	2000 sq. ft.	\$120,000	Both
6 <sup>th</sup> Floor Stair Egress / Addition	750 sq. ft.	\$128,000	Both
Doctors, 6 <sup>th</sup> Floor Lounge / Remodel	500 sq. ft.	\$ 72,000	Both
6 <sup>th</sup> Floor Operating Suite / Renovation	850 sq. ft.	\$ 17,000	Both
Temporary MRI Access / Addition	600 sq. ft.	\$ 21,000	Both
Children's Play Court / Addition	NA	\$ 18,500	Both
Old Main Hospital / Handrail Replacement	1500 lin. ft.	\$ 17,000	Both
1 <sup>st</sup> Floor North Tower to Colloton Pavilion			
Bumper Guard Installation / Addition	2200 ft.	\$14,000	Both
Laundry Services Isolation Project	NA	\$ 9,000	Both
Quadrangle / South Quadrangle Fire Safety Improvements	NA	\$260,000	Both
Iowa Memorial Union Bookstore.	3000 sq. ft.	\$295,000	Both
Quadrangle Student Dining / Renovation	2500 sq. ft.	\$485,000	Both
Office of Sponsored Programs / Renovation	1200 sq. ft.	\$85,000	Both
3 <sup>rd</sup> Floor Study Room Addition to Engineering Building	1500 sq. ft.	\$167,000	Both
Iowa Hall Renovation to Museum of Natural History	2700 sq. ft.	\$225,000	Both
E. C. Mabie Stage Floor Replacement	1500 sq. ft.	\$119,000	Both
<b>Medical Clinics &amp; Blood Donor Centers</b>			
Integra Health – First Avenue	6400 sq. ft.	\$700,000	Both
Integra Health – River Ridge	7200 sq. ft.	\$865,000	Both
Community Bio Resources	10,000 sq. ft.	\$900,000	PM
<b>Schools &amp; Churches</b>			
<b>Iowa City, IA</b>			
United Church of Christ – Accessibility	NA	\$110,000	Both
United Church of Christ – Truss Repair And Replacement	NA	\$26,000	Both
United Church of Christ – Steeple Repair & Renovation	NA	\$75,000	Both

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*Tom Shickel*  
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**Schools & Churches**

**Wisconsin**

Linn Presbyterian Church – Classroom Addition	6500 sq. ft.	\$450,000	Both
Elkhorn High School / Addition & Remodel	500,000 sq. ft.	\$13,000,000	PM
Trevor Grade School	8,500 sq. ft.	\$1,285,000	PM

**Manufacturing**

Sign Productions / Pre-engineered Varco Pruden Metal Building	70,000 sq. ft.	\$885,000	Both
Elkhorn Machine Company	90,000 sq. ft.	\$760,000	PM

**Retail**

Westdale Business Center	17,500 sq. ft.	\$575,000	Both
Blockbuster Video Store (2)	3,000 sq. ft. (ea.)	\$450,000 (ea.)	Both
Salon 67 Beauty Shop	2,500 sq. ft.	\$175,000	Both
Old Capital Mall / Renovation	200,000 sq. ft.	\$2,200,000	PM

**Residential New & Remodel**

Single Family Homes	19	\$2,500,000	Builder
Remodel & Renovation	Several	\$650,000	Builder

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## References for James C Knapp

**Randal K Mahurin – Retired** - 1274 12<sup>th</sup> St. – Marion, IA 52302-2545 (319) 377-6431 Cell (319) 521-1435

Listed on my resume, Randy has indicated that he would be happy to be used as a professional reference. I worked Berry Mahurin Construction for Randy and Darrell Berry from 1978 – 1985 as an estimator and project manager in Iowa City for work at the University of Iowa.

**Ron A Noble** - 775 Deerfield Dr - Marion, IA 52302-4974 - (319) 373-2473

**Lynch Ford – Mt. Vernon, IA (319) 895- 8500**

During my employment with High Development Corp (now out of business) I was the project manager for the construction of Ron's home in Marion. Ron can attest to the attention to the detail, quality of work, and their satisfaction. He indicated that you could reach him at his work number.

**Francis T Driscoll** - 4120 Dane Rd SE - Iowa City, IA 52240-8909 - (319) 338-5915

Francis was the manager at Hawkeye Lumber until they closed the Iowa City branch and Hawkeye was one of the main sources of lumber for my projects. Francis has indicated that he would be happy to be used as a professional reference for me. He is recovering from back surgery and can be reached at home.

**Ed E Heininger** - 15 Chestnut Hill Ln. - Saint Louis, MO 63119-4900 (314) 968-9513

Ed was the pastor at the Congregational Church (UCC) for several years and knows my character and skills at construction. Ed is familiar with most of the renovation and repair that I performed at the Congregational Church located at 30 North Clinton Street, Iowa City, IA. After retirement Ed moved to St. Louis to be nearer family and he has been active in Habitat for several years. I have his permission to use him as a reference.

**Frank Stephen** – 1415 Goldfinch Ct. NE Swisher, IA (319) 848-3404 email [fstephen14@aol.com](mailto:fstephen14@aol.com)

Dostal Catering – Frank's Cell Number (319) 573-7744 - Frank is the owner of Dostal Catering in Cedar Rapids and former owner of Touch of Class Banquet Facility in Linn County on Mt. Vernon Road. I have done construction work and flood abatement work for Frank and his son Frank Jr. over the past few years. I have his permission to use him as a reference.

**Tom Widmer** – 725 Arbor Drive – Iowa City – IA 52246 – (319) 351 7379

Elder at Grace Community Church (319) 626 – 2040

Tom has been an elder and active in missions and local response to flood abatement and other service projects. I assume that he will allow me to use him as a reference however, he has not returned the messages I have left for him.

**Brooks Simpson** - 965 Kiowa Drive, North Liberty - IA 52317 – (319) 248- 9826

Pastor Grace Community Church – (319) 626 – 2040 [brooks@gracecommunitynet.org](mailto:brooks@gracecommunitynet.org) Brooks is our preaching pastor and his preaching challenges me each Sunday to serve. He has given me his permission to use his name as a reference.

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