

Board of Supervisors Minutes
November 25, 2025

The Tama County Board of Supervisors met at 9:30 a.m. November 25, 2025. Present: 1st District Supervisor, Curt Hilmer; 2nd District Supervisor, David Turner; 3rd District Supervisor, Heather Knebel; 4th District Supervisor, Mark Doland and 5th District Supervisor, Curt Kupka. Also, Tama County Auditor, Karen Rohrs, and members of the public.

The Pledge of Allegiance was recited.

Motion by Turner, seconded by Kupka to approve the agenda. Discussion: None. All voted aye. Motion carried.

Paul Greufe, HR Consultant, presented the updated 2025 Employee Handbook.

The Board held discussion regarding the FY27 budget process to give guidance to elected officials and department heads. Motion by Turner, seconded by Kupka to approve for the FY27 budget process the Board is going to take the amount of taxes that they are expected to levy for and the percentage of department budgets from the past to determine the maximum amount of money to be appropriated to each department. Discussion: None. All voted aye. Motion carried.

Motion by Hilmer, seconded by Knebel to approve Resolution 11-25-2025A Authorizing Supervisor David Turner to act as interim IT director and approve purchases with reporting requirements. Discussion: Knebel thanked Turner for the work he has done for IT.

RESOLUTION 11-25-2025A

**A RESOLUTION AUTHORIZING SUPERVISOR DAVID TURNER TO ACT AS
INTERIM IT DIRECTOR AND APPROVE PURCHASES WITH REPORTING
REQUIREMENTS**

WHEREAS, the Tama County Board of Supervisors recognizes the need for continuity in IT operations and oversight during the interim period without a permanent IT Director;

WHEREAS, Supervisor David Turner has agreed to serve as Interim IT Director to ensure the maintenance and improvement of county technology infrastructure;

WHEREAS, the Board desires to grant limited purchasing authority to Supervisor Turner while maintaining transparency and accountability in the use of public funds;

NOW, THEREFORE, BE IT RESOLVED BY THE TAMA COUNTY BOARD OF SUPERVISORS:

Authority Granted: Supervisor David Turner is authorized to make IT-related purchases necessary for county operations, including hardware, software, licensing, maintenance agreements, and related services.

Spending Cap: Supervisor Turner may approve and execute purchases up to \$10,000 per transaction without prior Board approval. Any purchase exceeding \$10,000 requires Board review and approval before execution.

Compliance: All purchases shall comply with Iowa Code Chapter 26 and Tama County procurement policies.

Reporting Requirements: Supervisor Turner shall provide a monthly written report to the Board of Supervisors, including: Beginning IT fund balance, Itemized expenditures for the reporting period, Ending fund balance, Forecasted expenses for the upcoming month or quarter. Reports shall be submitted at the first regular Board meeting of each month and entered into the official minutes.

Duration: This resolution remains in effect until the Board appoints a permanent IT Director or rescinds this authorization.

Roll Call Vote: Hilmer, aye. Turner, aye. Knebel, aye. Doland, aye. Kupka, aye. Resolution passed and adopted this 25th day of November, 2025. Mark Doland, Chairman, Board of Supervisors. Karen Rohrs, County Auditor.

Motion by Knebel, seconded by Turner to approve the Tama County Eyewear Reimbursement Policy with an amendment on 6.2 to say 30 days and to approve Tama County Eyewear Reimbursement Form. Discussion: None. All voted aye. Motion carried.

Motion by Kupka, seconded by Knebel to approve the Tama County Credit Card Policy and Tama County Credit Card User Agreement. Discussion: Doland stated he wished that the county could do away with credit cards all together except for the Auditor's office and allow the Auditor's office to make purchases for everyone, but that is not feasible. This policy is to give more oversight and to make sure everyone is using them for their intended purposes. Knebel thanked Paul Greufe for working on the policies. Kupka amended his motion to approve the policies with a change to 5.1 that strikes out Meal expenses when overnight travel is required and 5.2 second bullet from the bottom should say any meal for any travel, seconded by Knebel. All voted aye to approve the amendment. All voted aye for the original motion. Motions carried.

Doland explained why the appreciation policy was created. Motion by Knebel, seconded by Turner to approve the County Employee Appreciation Expenditure Policy for a once a year recognition with a cap of \$40 per employee. Discussion: None. All voted aye. Motion carried.

Public Comments: There was no public present to give comments. Public comment time closed at 11:39 am.

New Business: Kupka asked the Board if they had reviewed the email he had sent regarding a tractor for secondary roads to pull the scrapers/groomer and what their opinions were. Motion by Doland, seconded by Hilmer to give direction to Ben to look into purchasing a used tractor for dual purposes. Discussion: None. All voted aye. Motion carried.

Motion by Hilmer, seconded by Turner to adjourn the meeting. All voted aye. Motion carried. Chairman Doland adjourned the meeting at 11:44 am.

These minutes are intended to provide a summary of the discussions and decisions made during the Board of Supervisor meeting. For the most accurate and comprehensive record, please refer to the audio recording of the meeting that can be provided upon request at the auditor's office.