

# BOARD OF SUPERVISORS MEETING

## Meeting Notice

Tama County Board of Supervisors

Mon., Dec. 22, 2025

Meetings may also be available online for viewing and/or participating in by clicking the below link barring no power, internet, or equipment failure or other unforeseen circumstances. Meetings will still be held if there is no electronic availability.

[Click here to join meeting](#)

### Agenda Schedule

\*\* Agenda is not printed in any particular order, only time specific items will be addressed at certain times

8:30AM

Call to Order, Pledge of Allegiance

Approve agenda

Public comments-This time is set aside for public comments on County business topics. To be recognized raise your hand or stand. After recognition by the Chair, state your name and address. You may speak one time per issue. If the comment is for an item not on the agenda, please understand the Board of Supervisors will not act on your comments at this meeting due to the Open Meetings Law requirements but may do so at a future board meeting by placing it on the agenda. The Chair and Board members welcome comments from the public; however, all comments must be directed to the board and not others in attendance; keep your comments germane; it is not appropriate to use profane, obscene, or slanderous language. No personal attacks will be allowed. The Chair may limit each speaker to three minutes.

Discuss/Approve 12/15/25 regular minutes and 12/15/25 special minutes

Engineer-road projects report

Discussion/possible action on financial support to Iowa Valley Scenic Byway for Audio Tour

Discussion/possible action on contract for yard cleanup at Union Grove Lake

Discussion/possible action to approve a contract with Marshalltown Chamber of Commerce and authorize the chairman to sign

Discussion/approve claims

Public comments

New Business:

Discussion/possible action: Supervisor reports

Adjourn

**Board of Supervisors Minutes**  
**December 15, 2025**

The Tama County Board of Supervisors met at 8:30 a.m. December 15, 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.

Public Comments: Public comments were heard from Pat East. Public comment time closed at 8:34 am.

Motion by Knebel, seconded by Hilmer to approve the minutes of the December 8<sup>th</sup> regular meeting and December 8<sup>th</sup> special meeting. Discussion: None. All voted aye. Motion carried.

The Board met with Ben Daleske, Tama County Engineer, to get a road projects report. Daleske also presented a utility permit for Grundy County REC. Motion by Turner, seconded by Kupka to approve the utility permit and to approve the chairman to sign the permit. Discussion: None. All voted aye. Motion carried.

Daleske also presented a purchase agreement and easement documents to the Board for purchasing additional right of way from Wayne Rayman on E44 for bridge replacement project no. BRS-C086(118)—60-86 and for the board chairman to sign. Motion by Kupka, seconded by Turner to approve the board chairman to sign the purchase agreement and easement documents. Discussion: None. All voted aye. Motion carried.

Daleske presented a purchase agreement and easement documents to the Board for purchasing additional right of way from Steven Kesl on E44 for bridge replacement project no. BRS-C086(118)—60-86 and for the board chairman to sign. Motion by Kupka, seconded by Knebel to approve the board chairman to sign the purchase agreement and easement documents. Discussion: None. All voted aye. Motion carried.

The auditor informed the Board that she had received an invoice from William Fry for cleanup work he did on a nuisance property at the Union Grove Lake that needs to be billed to the homeowner. Motion by Turner, seconded by Kupka to postpone action on paying the bill until next week's meeting to give time for a contract to be drawn up and itemize the money we are going to pay. Discussion: None. All voted aye. Motion carried.

Motion by Turner, seconded by Hilmer moving forward any property that needs cleaned up in Tama County must go out for bids before any work can be done. Discussion: None. All voted aye. Motion carried.

Motion by Turner, seconded by Knebel to have the Tama County Sanitarian report back to the Board next week on the plans he is working on with a copy of the request to the auditor for the payment. Discussion: None. All voted aye. Motion carried.

Laura Wilson, Tama County Zoning Administrator/Weed Commissioner, informed the Board that she needs a budget amendment in the amount of \$23,200.00 due to the extra hours she has been working and meetings that have been held that wasn't budgeted for. Motion by Knebel, seconded by Hilmer to wait and do a budget amendment in April/May. Discussion: None. All voted aye. Motion carried.

Motion by Turner, seconded by Knebel to approve the claims for payment as presented in the amount of \$78,762.30. Discussion: None. All voted aye. Motion carried.

Public Comments: There were no comments from the public. Public comment time closed at 9:09 am.

New Business:

Supervisor Turner informed the Board that he had attended a Central Iowa Juvenile Detention Center meeting via Zoom and that they had hired a new director. He also informed the Board that the admin building would be having new phones installed tomorrow. New phones will also be installed in the courthouse on December 30<sup>th</sup> and the sheriff's office and 911 will get new phones sometime in January.

Supervisor Doland talked about the Heartland Risk Pool meeting he attended.

Motion by Hilmer, seconded by Knebel to adjourn the meeting. All voted aye. Motion carried. Chairman Doland adjourned the meeting at 9:12 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.

***Tama County Board of Supervisors - Weekly Engineer's Office Report***

December 22<sup>nd</sup>, 2025

Wing back roads last week.

Weather has warmed up and we will be dealing with spring like roads in December.

This short week we will be hauling sand and getting our mix sheds full again.

## AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES

**THIS AGREEMENT** entered into this \_\_\_ day of \_\_\_\_\_, 202( ), by and between **TAMA COUNTY, IOWA** (hereinafter “County”), and **MARSHALLTOWN AREA CHAMBER OF COMMERCE** (hereinafter "Chamber”).

**WHEREAS**, the County desires to provide coordinated, professional economic development services supporting business retention, business attraction, workforce development, housing, and community vitality throughout Tama County; and

**WHEREAS**, the Chamber currently provides economic development services for the City of Marshalltown and Marshall County and has the capacity, expertise, and professional staff to deliver high-quality economic development services on behalf of the County; and

**WHEREAS**, the University of Northern Iowa’s Institute for Decision Making (IDM) and Iowa State University Extension and Outreach have recommended that Tama County enter into a professional services agreement with the Chamber for these purposes; and

**WHEREAS**, the County formally approved the proposal submitted by the Chamber on November 12, 2025, establishing a multi-year partnership and funding structure for these services;

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

### 1. Term and Renewal.

#### 1.1 Term.

This Agreement shall commence on January 1, 2026 and continue through June 30, 2031, a period of five and one-half (5.5) years.

#### 1.2 Renewal.

This Agreement may be renewed for additional one-year terms upon mutual written agreement of both parties and subject to annual budget appropriation by the Tama County Board of Supervisors.

### 2. Fees and Payment Schedule

#### 2.1 Compensation.

The County agrees to compensate the Chamber for economic development services as follows:

Period	County Contribution	Notes
Jan 1 – June 30, 2026	\$75,000	Initial half-year of service
FY 2026–2027 (Year 1)	\$150,000	
FY 2027–2028 (Year 2)	\$160,000	
FY 2028–2029 (Year 3)	\$170,000	
FY 2029–2030 (Year 4)	\$125,000 County + \$50,000 Private	Public-private partnership
FY 2030–2031 (Year 5)	\$125,000 County + \$50,000 Private	Public-private partnership

## **2.2 Payment Schedule.**

The County shall remit payments quarterly, within 30 days of invoice.

## **2.3 Private-Sector Funding.**

For Years 4 and 5, the Chamber shall work with County leaders to establish a fundraising structure to secure up to \$50,000 annually from private stakeholders.

## **3. Services to be Provided**

During the term of this Agreement, the Chamber shall provide comprehensive economic development services for Tama County. These services are designed to strengthen the county's economic foundation, support existing businesses, promote new investment, and build the long-term capacity of local leaders and stakeholders. The Chamber will employ a phased approach, reflecting the need for early assessment, stakeholder engagement, strategic planning, and long-term implementation. Although specific priorities will evolve as the strategic planning process is completed, the Chamber will, at minimum, provide the following categories of service:

### **3.1 Relationship Development, Assessment, and Baseline Data Collection (Initial 12–18 Months)**

In the early phase of the Agreement, the Chamber will focus on developing the relationships, data, and organizational structure necessary for a successful countywide economic development initiative.

The Chamber shall:

- Build strong, consistent working relationships with county officials, city administrators, business leaders, and civic organizations throughout Tama County.
- Conduct a modified Business Retention & Expansion (BRE) program that includes structured interviews, surveys, and direct outreach to establish a baseline understanding of employer needs, workforce barriers, infrastructure constraints, and community priorities.
- Document and assess immediate gaps (“plugging holes”) in economic development coordination, communication, business support, and community responsiveness.
- Convene and facilitate the creation of a Tama County Economic Development Advisory Council, composed of local government, business, utility, education, and civic leaders.
- Establish open communication channels between the Chamber, the Board of Supervisors, and local stakeholders, ensuring early transparency and consistency.

This foundational work will create the shared understanding necessary to guide strategic decisions in future years.

### **3.2 Strategic Planning and Program Alignment (Year 2)**

Building upon the BRE findings and the relationships established in Year 1, the Chamber shall coordinate and facilitate a comprehensive strategic planning process for Tama County in collaboration with IDM and ISU Extension.

This process shall:

- Examine business retention and expansion needs, business attraction opportunities, workforce and talent constraints, entrepreneurial support systems, downtown and community development opportunities, housing challenges, and economic marketing needs.
- Engage a broad cross-section of community leaders to ensure inclusive and locally driven priority setting.
- Create a formal three- to five-year Strategic Plan that includes:
  - A shared economic development vision for Tama County
  - Clear priority areas
  - Measurable goals and defined outcomes
  - Supporting strategies and early-action items
  - Defined roles for the County, Chamber, Advisory Council, and partner organizations

Upon completion of the strategic plan, the measurable outcomes identified shall be adopted into this Agreement as Attachment A: Strategic Performance Expectations, which will guide the remaining years of the contract.

### **3.3 Implementation of Strategic Priorities (Years 3–5)**

Following the adoption of the Strategic Plan, the Chamber shall implement the initiatives and action steps identified in the plan. This work will include, but not be limited to:

#### **Business Retention & Expansion**

- Maintain regular contact with key employers and industry anchors.
- Provide technical assistance, identify risk factors, and support expansion opportunities.
- Facilitate connections to state, federal, and private resources that support business continuity and growth.

#### **Business Attraction and Marketing**

- Promote Tama County to prospective businesses and developers at the regional, state, and national level.
- Maintain a current countywide economic profile, property inventory, and marketing materials.
- Coordinate responses to Requests for Information (RFIs) and represent the county to IEDA, IADG, utilities, and site selectors.

#### **Workforce, Housing, and Community Development**

- Collaborate with employers, school districts, IVCCD, and workforce partners to address workforce shortages and talent development needs.
- Support housing development initiatives that address workforce housing gaps and community growth.
- Assist communities in their downtown revitalization efforts, entrepreneurial development programs, childcare efforts, and other quality-of-life initiatives aligned with the Strategic Plan.

### **Funding and Project Coordination**

- Identify, pursue, and coordinate local, state, federal, and private funding sources to advance priority projects.
- Assist in preparing grant applications, incentive packages, and other tools necessary for business and community development.

### **Public-Private Partnership Development**

- Lead the creation and management of a sustainable countywide public-private funding model intended to support economic development activities in Years 4 and 5.
- Engage the business community to secure up to \$50,000 annually in private contributions.

### **3.4 State, Regional, and Utility Partner Engagement**

The Chamber shall serve as the point of contact for County economic development and maintain strong working relationships with IEDA, IADG, utility partners, the Greater Des Moines Partnership, and other regional or statewide partners. The Chamber will ensure full representation of Tama County in relevant programs, marketing channels, and opportunities.

### **3.5 Reporting and Accountability**

The Chamber will:

- Provide quarterly written reports to the Board of Supervisors detailing activities, outcomes, business contacts, progress toward goals, and emerging issues.
- Make semi-annual in-person presentations to the Board.
- Participate in annual performance and expectation reviews with the Board of Supervisors.
- Update and refine performance metrics annually once the Strategic Plan is complete.

### **3.6 Flexibility and Evolution of Services**

The parties acknowledge that economic development needs and conditions may evolve during the term of this Agreement. Services may be adjusted upon mutual agreement to respond to emerging opportunities, challenges, or priorities, provided such changes are documented in writing and approved by both parties. The Chamber shall make recommendations for such adjustments as needed.

## **4. Governance Representation.**

### **4.1 Board Seat.**

A member of the Tama County Board of Supervisors shall serve as a voting member of the Marshalltown Area Chamber of Commerce Board of Directors for the duration of this Agreement.

### **4.2 Annual Appointment.**

The Supervisors shall appoint one member annually to serve in this role.



#### **4.3 Responsibilities.**

The appointed Supervisor shall participate fully in governance as any other voting Director, subject to Chamber bylaws.

### **5. Termination.**

#### **5.1 Termination for Convenience.**

Either party may terminate this Agreement upon no fewer than 90 days and no more than 180 days written notice, delivered by certified mail.

#### **5.2 Continuation of Duties.**

Both parties shall continue fulfilling their obligations until the termination date.

#### **5.3 Termination for Cause.**

In the event of material breach, either party may terminate the Agreement with 60 days written notice, provided an opportunity to remedy the breach is offered.

### **6. Contract Provisions**

The County recognizes that the overall economy will affect some of the performance measures and success will be outside the control of the Chamber. The County also recognizes that some of the needed statistics are not currently collected in a systematic way. However, the County expects the Chamber to show evidence of experience in conducting trend analysis and due diligence in amassing the detailed information necessary to support the Economic Development efforts.

#### **6.1 Independent Contractor Indemnification.**

The parties to this Agreement agree that the Chamber is an independent contractor and shall not, under any circumstances, be deemed an employee of the County. The Chamber and the County agree to indemnify, defend, and hold harmless each other, its officials, employees, and agents, from and against any and all loss, liability, or damage as a result of claims, demands, costs, or judgments arising by virtue of this Contract, or of whatever nature, made by or on behalf of any person or persons for any wrongful act or omission arising from its operation under this Contract.

#### **6.2 Indemnification.**

The Chamber and the County shall abide by all federal, state, and local laws, rules, regulations, and ordinances, which may now or hereafter be in effect, applicable to providing services under the Agreement, and agrees to indemnify, defend, and hold harmless, the County, its officials, employees, and agents, from and against any violation of said laws, rules, regulations, and ordinances. The County agrees to also indemnify, defend, and hold harmless the Chamber, its officials, employees, and agents, from and against any violation of said laws, rules, regulations, and ordinances.

### **6.3 Workers' Compensation Insurance.**

The Chamber shall provide any workers' compensation insurance for its employees as required by State law. The Chamber shall also maintain motor vehicle insurance pursuant to minimum State requirements for operation of any motor vehicles under its direction and control.

**6.4 Equal Employment Opportunity.** This Agreement is subject to all federal, state, and local laws, rules and regulations pertaining to equal employment opportunities. The Chamber shall not discriminate or permit discrimination in violation of federal or state laws or local ordinances because of race, color, sex, age, disability, political or religious affiliations or national origin.

### **6.5 Conflicts of Interest.**

The Chamber agrees that no employee of the Chamber, or its designees or agents, shall have an interest, direct or indirect, in this Agreement other than in the direct course of his/her employment with the Chamber.

**6.6 Notices.** Any notice required to be given under this Agreement shall be served by certified mail, postage prepaid, delivery, fax (receipt confirmed), or overnight courier.

**6.7 Entire Agreement.** This Agreement sets forth the entire agreement and understanding between the parties on the subject matter of this Agreement. Neither party shall be bound by any conditions, definitions, representations, or warranties with respect to the subject matter of this Agreement other than those as expressly provided herein.

**6.8 Amendments and Waivers.** Changes, modifications, or amendments in scope, price, or fees to this Agreement shall not be allowed without a prior formal contract amendment approved by the Board of Supervisors in advance of the change in scope, price, or fees. No modification of this Agreement shall be binding unless made in writing and executed by both parties. No waiver by either party or any breach or obligation of the other party under this Agreement shall constitute a waiver of any other prior or subsequent breach or obligation.

**6.9 Performance Measures.** Formal performance measures for Years 3–5 shall be incorporated as Attachment A following the completion of the Strategic Planning process and shall serve as the measurable expectations for evaluation of work.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first written above.

**Marshalltown Area Chamber of Commerce**

**Tama County**

BY: \_\_\_\_\_

Zach Stahlin, Board Chair

BY: \_\_\_\_\_

Mark Doland, Board Chair

BY: \_\_\_\_\_

John Hall, President & CEO

ATTEST: \_\_\_\_\_