

Waterloo, Iowa, January 21, 2026

The Board of Supervisors of the County of Black Hawk, in the State of Iowa, met in special adjourned work session meeting at the Courthouse in Waterloo, County Seat of said County, and electronically via Microsoft Teams, at nine o'clock (9:00) a.m., pursuant to law, to the rules of said Board, and to adjournment. The meeting was called to order and on roll call there were present: Justin Brandt, Ritch Kurtenbach, Tavis Hall, Chris Schwartz and Linda Laylin, Chair.

Absent: None.

Unless otherwise noted, all actions were approved unanimously.

Moved by Hall, seconded by Kurtenbach that the AGENDA be received and placed on file with the County Auditor as approved. Motion carried.

Discussion/Possible Board Action – Board Administration with Mike Galloway of Ahlers & Cooney.

- The concept of creating a County Administrator-type position was introduced to provide continuity, particularly given changes to how supervisors are elected.
- It was noted that many larger counties utilize an administrator or policy administrator to serve as a liaison between the Board and department heads, while elected officials would remain separate from this structure.
- The position was described as distinct from a County Manager, as it would not change the form of government but would be a Board-created position.
- Potential benefits discussed included:
 - Improved continuity and consistent messaging
 - Support for strategic plan implementation and action planning
 - A single point of contact between the Board and department heads
- Examples of counties with similar positions were cited, including Scott, Linn, Polk, and Cerro Gordo.
- A preliminary salary range of approximately \$150,000–\$175,000 plus benefits was discussed.
- It was noted that the position would be subject to future Board action and could be eliminated by a subsequent Board.
- Discussion emphasized the need for the Board to determine gaps, responsibilities, and qualifications, with experience in city or county government commonly cited.
- Concerns raised included:
 - Whether the Board would assume less responsibility
 - Appropriateness of the title “County Administrator”
 - Budget feasibility under current constraints
- Multiple supervisors requested input from department heads on how the position would function and impact operations.
- A work session was suggested to:
 - Further discuss the concept
 - Hear from department heads
 - Learn from counties currently using a similar position
 - Evaluate financial feasibility
- A tentative timeline of holding a work session within the next month was discussed.

On motion and vote the meeting adjourned.


Linda Laylin, Chair, Board of Supervisors


Karen Showalter, County Auditor