

*WOODBURY COUNTY*  
***COMMISSION OF VETERAN AFFAIRS***  
*Minutes*  
*July 9, 2025*  
*4:45 PM*

Swearing in of New Commissioner – Phil Hinds

Present: Commissioners Donovan, Chwirka, Mansfield, Fennell (call in) & Hinds  
Director Kuhlmann, CVSO Robinson

4:48 p.m. – Call to order by Donovan.

Election of Officers: Chairperson – Donovan  
Vice-Chair – Chwirka

**Consent Agenda**

Items 1 through 5 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.

1. Approve June 4, 2025, Meeting Minutes as e-mailed.
2. Claim #1 – Veteran #1251 – Waterbury Funeral Service, \$1,300.00.
3. Claim #2 – Veteran #1250 – ~~Rental of \$756.00~~, Water of \$51.48, GNO & HNO.
4. Claim #3 – Veteran #1252 – ~~Rental of \$240.00~~, GNO of \$244.32 & HNO of \$149.80.
5. Approve Period 13 & Period 1 Claims. Period 13 Total Presented for approval today \$2,477.56.  
Period 1 Total Presented for approval today \$72.38.

Consent Approval: Motion by Mansfield, Second by Chwirka, passed 5 -0.

**End of Consent Agenda**

Assistance Guidelines for 2025 – 2026 Fiscal Year.

2025 By-laws.

Comment Cards for 2025 2<sup>nd</sup> Quarter responses.

Commissioner Discussion –

Update – Clerk II position. – Tamara Seger, M-F – 9:00 – 2:30 p.m.

Woodbury County Fair – Booth & Daily Food Allowance. - \$62.00 daily

Meeting Times – Keep meeting time at 4:45 p.m.

2025 CAV Conference – September 22<sup>nd</sup> – 23<sup>rd</sup>. Sioux Falls, SD

### **GOOD & WELFARE**

NAVSCO 2025 Annual Conference – July 13<sup>th</sup> – 18<sup>th</sup> – Louisville, KY (Kuhlmann attend/Robinson & Downs virtual)

Woodbury County Fair Set-up – July 29<sup>th</sup>

Woodbury County Fair – July 30<sup>th</sup> – August 3<sup>rd</sup>

250 Years of Valor: Honoring Our Heroes – September 6<sup>th</sup>, 1:30-3:00 p.m. – River Valley High School, Correctionville

IDVA – Commissioner/Supervisor Training – October 13<sup>th</sup> – Des Moines, IA

IDVA Fall School – October 21<sup>st</sup> – 23<sup>rd</sup> – Des Moines, IA (Kuhlmann & Robinson)

Veteran Pancake Breakfast – November 5<sup>th</sup> 8:00 – 10:00 a.m. – Sergeant Bluff American Legion Post

Veterans Day Program – November 11<sup>th</sup>, 11:00 – Courthouse Rotunda

IDVA Spring School – April 14<sup>th</sup> – 16<sup>th</sup>, Des Moines, IA (Kuhlmann & Robinson)

NAVSCO 2026 Annual Conference – May 30<sup>th</sup> – June 5<sup>th</sup> – Reno, NV (Downs & Robinson)

Adjourned at 5:15 p.m. - Motion Mansfield, Second Hinds, passed 5-0.

Next Meeting – August 6<sup>th</sup> – 4:45 p.m.