

**JANUARY 6, 2026, SECOND MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, January 6, 2026, at 4:30 p.m. Board members present were Carper, Dietrich, Nelson, Bittinger II (by phone), and Ung. Staff members present were Karen James, Board Administrative Assistant, Ryan Ericson, Budget and Finance Director, Melissa Thomas, HR Director, Joshua Widman, Assistant County Attorney, and Michelle Skaff, Auditor/Clerk to the Board.

The regular meeting was called to order with the Pledge of Allegiance to the Flag and a Moment of Silence.

1. Motion by Nelson second by Dietrich to approve the January 6, 2026 agenda. Carried 5-0. Copy filed.  
Motion by Dietrich second by Nelson to approve the following items by consent:
2. To approve minutes of the December 30, 2025 meeting. Copy filed.  
To approve minutes of the January 2, 2026 meeting. Copy filed.
3. To approve the claims totaling \$841,136.96. Copy filed.
- 4a. To approve the promotion of Devin Groenhagen, Deputy Sergeant, County Sheriff Dept., effective 01-05-2026, \$45.28/hour, 19%=\$7.42/hr. Promotion to Deputy Sergeant.; the appointment of Victoria Wabashaw, Legal Secretary, County Attorney Dept., effective 01-12-2026, \$26.07/hour. Job Vacancy Posted on 10-1-25. Entry Level Salary: \$26.07/hr.; the appointment of Heather Hansen, Legal Secretary, County Attorney Dept., effective 01-12-2026, \$26.07/hr. Job Vacancy Posted 10-1-25. Entry Level Salary: \$26.07/hour.; and the separation of Charles Clark, Motor Grader Operator, Secondary Roads Dept., effective 01-16-2026. Resigned. Copy filed.
- 4b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Motor Grader Operator, Secondary Roads Dept. CWA Roads: \$28.16/hour. Copy filed.
- 4c. To approve the overlap of Sergeants in the Sheriff's Office. Copy filed.

Carried 5-0.

5. Motion by Nelson second by Dietrich to approve the 2026 casualty renewal with Obsidian Specialty Insurance Company. Carried 5-0. Copy filed.
- 6a. Motion by Dietrich second by Nelson to receive the final report and the Zoning Commission's recommendation from their 12/22/25 meeting to approve the final plat of Wingert & Clark Addition, a minor subdivision, to Woodbury County, Iowa. Carried 5-0. Copy filed.
- 6b. Motion by Nelson second by Dietrich to approve and authorize the Chairperson to sign a Resolution accepting Wingert & Clark Addition, a minor subdivision to Woodbury County, Iowa, with the understanding that the property owners coordinate with County staff about future driveway access. Carried 5-0.

**BOARD OF SUPERVISORS  
RESOLUTION #13,981  
ACCEPTING AND APPROVING WINGERT & CLARK  
A MINOR SUBDIVISION  
WOODBURY COUNTY, IOWA**

WHEREAS, THE OWNERS AND PROPRIETORS DID ON THE 22nd DAY OF December , 2025, FILE WITH THE WOODBURY COUNTY ZONING COMMISSION A CERTAIN PLAT DESIGNATED AS THE PLAT OF WINGERT & CLARK ADDITION, A MINOR SUBDIVISION TO WOODBURY COUNTY, IOWA, AND

WHEREAS, IT APPEARS THAT SAID PLAT CONFORMS WITH ALL OF THE PROVISIONS OF THE CODE OF THE STATE OF IOWA AND ORDINANCES OF WOODBURY COUNTY, IOWA, WITH REFERENCE TO THE FILING OF SAME; AND

WHEREAS, THE ZONING COMMISSION OF WOODBURY COUNTY, IOWA HAS RECOMMENDED THE ACCEPTANCE AND APPROVAL OF SAID PLAT; AND

WHEREAS, THE COUNTY ENGINEER OF WOODBURY COUNTY, IOWA HAS RECOMMENDED THE ACCEPTANCE AND APPROVAL OF SAID PLAT.

NOW THEREFORE, BE, AND IT IS HEREBY RESOLVED BY THE WOODBURY COUNTY BOARD OF SUPERVISORS, WOODBURY COUNTY, STATE OF IOWA, THAT THE PLAT OF WINGERT & CLARK ADDITION, A MINOR SUBDIVISION TO WOODBURY COUNTY, IOWA BE, AND THE SAME IS HEREBY ACCEPTED AND APPROVED AND THE CHAIRMAN AND SECRETARY OF THE WOODBURY COUNTY BOARD OF SUPERVISORS, WOODBURY COUNTY, STATE OF IOWA, ARE HEREBY DIRECTED TO FURNISH TO THE OWNERS AND PROPRIETORS A CERTIFIED COPY OF THIS RESOLUTION AS REQUIRED BY LAW.

PASSED AND APPROVED THIS 6 DAY OF January, 2026.  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 6c. Motion by Nelson second by Ung to approve the appointment of Christine Zellmer Zant to the Woodbury County Zoning Commission for a five-year term (2026 to 2030). Carried 5-0. Copy filed.
- 6d. Motion by Nelson second by Carper to approve the appointment of Pamala M. Clark to the Woodbury County Board of Adjust. for a five-year term (2026 to 2030). Carried 5-0. Copy filed.
- 6e. Motion by Nelson second by Ung to approve and authorize the Chairperson to sign a Resolution Construction Evaluation relating to construction permits for large animal confinement operations. Carried 5-0.

**RESOLUTION #13,982**  
**CONSTRUCTION EVALUATION RESOLUTION**

**WHEREAS**, Iowa Code section 459.304(3) sets out the procedure if a board of supervisors wishes to adopt a "construction evaluation resolution" relating to the construction of a confinement feeding operation structure; and

**WHEREAS**, only counties that have adopted a construction evaluation resolution can submit to the Department of Natural Resources (DNR) an adopted recommendation to approve or disapprove a construction permit application regarding a proposed confinement feeding operation structure; and

**WHEREAS**, only counties that have adopted a construction evaluation resolution and submitted an adopted recommendation may contest the DNR's decision regarding a specific application; and

**WHEREAS**, by adopting a construction evaluation resolution the board of supervisors agrees to evaluate every construction permit application for a proposed confinement feeding operation structure received by the board of supervisors between February 1, 2026 and January 31, 2027 and submit an adopted recommendation regarding that application to the DNR; and

**WHEREAS**, the board of supervisors must conduct an evaluation of every construction permit application using the master matrix created in Iowa Code section 459.305, but the board's recommendation to the DNR may be based on the final score on the master matrix or may be based on reasons other than the final score on the master matrix;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY** that the Board of Supervisors hereby adopts this construction evaluation resolution pursuant to Iowa Code section 459.304(3).

**Passed and approved this 6<sup>th</sup> day of January, 2026.**  
WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

7. Reports on committee meetings were heard.

8. There were no citizen concerns.

9. Board concerns were heard.

The Board adjourned the regular meeting until January 13, 2026.

Meeting sign in sheet. Copy filed.