

**DECEMBER 23, 2025, FIFTY-SECOND MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, December 23, 2025, at 4:00 p.m. Board members present were Carper, Dietrich, Nelson, Bittinger II, and Ung (by phone). 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 Bittinger second by Nelson to approve the December 23, 2025 agenda. Carried 5-0. Copy filed.

Motion by Bittinger second by Nelson to approve the following items by consent:

2. To approve minutes of the December 16, 2025 meeting. Copy filed.
3. To approve the claims totaling \$395,880.01. Copy filed.
4. To approve the appointment of Valerie Rose to the Veteran Affairs Commission. Copy filed.
5. To approve the separation of Deborah McDermott, Clerk II, County Treasurer Dept., effective 12-26-2025. Resigned.; the reclassification of Stefani Nunez-Diaz, Youth Worker, Juvenile Detention Dept., effective 01-05-2026, \$23.62/hour, 4%=\$0.91/hr. Per AFSCME Juvenile – Move from Step 1 to Step 2. Anniversary Date: 1/6/26.; Trevor Brass, Assistant County Attorney, County Attorney Dept., effective 01-05-2026, \$122,157.00/year, 3%=\$4,109.00/yr. Per AFSCME Attorney – Move from Step 8 to Step 9. Anniversary Date: 1/15/26.; the appointment of Zachary Wingert, Deputy, County Sheriff Dept., effective 01-05-2026, \$35.55/hour. Authorization to Hire Approved on 12/9/2025; and the appointment of Ven Uvence, Clerk II - Tax, County Treasurer Dept., effective 01-12-2026, \$19.82/hour. Job Vacancy Posted on 10/22/25. Entry Level Salary: \$19.82/hr. Copy filed.
6. To approve the underground utility permit for Mid-American Energy Company. Copy filed.

Carried 5-0.

7. Motion by Bittinger second by Nelson to close Woodbury County government Friday, December 26, and provide employees that must work or are not scheduled to work will be compensated by one personal day to their accrual bank be used by June 30th, 2026. Carried 5-0. Copy filed.

Michelle Skaff, Woodbury County Auditor, Tina Bertrand, Woodbury County Treasurer, and Melissa Thomas, HR Director addressed the board regarding the paid time off.

- 8a. Information was presented by Chairperson Bittinger on LEC maintenance funds. Copy filed.
- 8b. Motion by Bittinger second by Nelson to approve Tony Wingert as the LECA at-large citizen for Woodbury County with effective start date of January 20, 2026. Carried 5-0. Copy filed.
- 9a. A public hearing was held at 4:40 p.m. for the proposed Zoning Ordinance Map Amendment (rezone) from AP to AE on parcel #874624200011 for Doug Skinner (Skinner Holdings LLC). The Chairperson called on anyone wishing to be heard.

Doug Skinner spoke in favor of the ordinance. Cindy Foix, and Gary McMullen spoke against the ordinance.

Motion by Bittinger second by Nelson to close the public hearing. Carried 4-0, Dietrich abstained.

- 9b. Motion by Bittinger second by Nelson to approve the third reading of the proposed Zoning Ordinance Map Amendment (rezone) from AP to AE on parcel #874624200011. Carried 4-0, Dietrich abstained. Copy filed.

9c. Motion by Bittinger second by Nelson to approve the Ordinance, Zoning Ordinance Map Amendment (Rezone) form AP to AE on parcel #874624200011 for Doug Skinner (Skinner Holdings LLC). If determined, also approve the condition of restricting development to no more than three additional single-family dwelling units within the said area to be rezoned and/or subdivided. Carried 1-3, Carper, Nelson, and Ung opposed, Dietrich abstained. Copy filed.

9d. Motion by Bittinger second by Nelson to receive the final report and the Zoning Commission's recommendation from their 11/24/25 meeting to approve the final plat of 252<sup>nd</sup> Overlook, a minor subdivision to Woodbury County, Iowa with the conditions of including a corrected plat dimension (754.64 feet) and a restriction limiting development to no more than three additional homes within the proposed subdivision area. Carried 4-0, Dietrich abstained. Copy filed.

9e. Motion by Bittinger second by Nelson to approve and authorize the Chairperson to sign a Resolution accepting 252<sup>nd</sup> Overlook, a minor subdivision to Woodbury County, Iowa with the condition of including a corrected plat dimension (754.64 feet). If determined, also approve with the condition of restricting development to no more than three additional single-family dwelling units within the proposed subdivision area. Carried 4-0, Dietrich abstained.

**BOARD OF SUPERVISORS**  
**RESOLUTION #13,979**  
**ACCEPTING AND APPROVING 252<sup>ND</sup> OVERLOOK**  
**A MINOR SUBDIVISION**  
**WOODBURY COUNTY, IOWA**

Whereas, it appears that said plat conforms with all 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 or 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, Iowa, that said Plat of 252nd Overlook, 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 an proprietors a certified copy of this resolution as required by law.

Passed and approved this 23rd day of December, 2025

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

10. Reports on committee meetings were heard.
11. Dan Priestley addressed the board for clarification on the plat map changes and also provided planning and zoning meeting Information.
12. Board concerns were heard.

The Board adjourned the regular meeting until December 30, 2025.

Meeting sign in sheet. Copy filed.