



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS (DECEMBER 2) (WEEK 49 OF 2025)

Live streaming at:

<https://www.youtube.com/user/woodburycountyiowa>

Agenda and Minutes available at:

www.woodburycountyiowa.gov

Daniel A. Bittinger II
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Kent T. Carper
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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held December 2, 2025, at **4:30 p.m.** in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa, for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

This is a formal meeting during which the Board may take official action on various items of business. Members of the public wishing to speak on an item must follow the participation rules adopted by the Board of Supervisors.

1. Please silence cell phones and other devices while in the Boardroom.
2. The Chair may recognize speakers on agenda items after initial discussion by the Board.
3. Speakers will approach the microphone one at a time and give their name and address before their statement.
4. Speakers will limit their remarks to three minutes on any one item and address their remarks to the Board.
5. At the beginning of discussion on any item, the Chair may request statements in favor of an action be heard first followed by statements in opposition to the action. The Chair may also request delegates provide statements on behalf of multiple speakers.
6. Any concerns or questions which do not relate to a scheduled item on the agenda will be heard under the item "Citizen Concerns." Please note the Board is legally prohibited from taking action on or engaging in deliberation on concerns not listed on the agenda, and in such cases the Chair will request further discussion take place after properly noticed.
7. Public comment by electronic or telephonic means is prohibited except for a particular agenda item when approved by the Chair 24 hours before a meeting or by a majority of the board during a meeting for a subsequent meeting.

AGENDA

3:15 p.m. Joint closed session with LEC Authority {Iowa Code Section 21.5 (1) (C)}
Dennis Butler Meeting Room

4:30 p.m. Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence

1. Approval of the agenda

Action

Consent Agenda

Items 2 through 6 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.

2. Approval of the minutes of November 26, 2025
3. Approval of claims
4. Board Administration – Karen James
 - a. Approval of resolutions thanking and commending Debbie Sewalson and Gerald Yaremko for their years of service with Woodbury County
 - b. Approval of resolutions for suspension of taxes for D.C.

5. Human Resources – Melissa Thomas
 - a. Approval of Memorandum of Personnel Transactions
 - b. Authorization to Initiate Hiring Process
 - c. Approval of request to deauthorize county positions
 - d. Approval of retiree request to remain on the county dental insurance

6. County Auditor – Michelle Skaff
 - Approval of Liquor License Application for Lofted View Events, Bronson

End of Consent Agenda

- | | | |
|--------------------------------|--|--------------------------------------|
| 4:40 p.m.
(Set time) | 7. Building Services – Kenny Schmitz <ol style="list-style-type: none"> a. Public hearing on LEC demolition project (407 – 7th Street) b. Approval to set date to open bid submissions on December 9th at 3:00 p.m. in the Woodbury County Courthouse Board office c. Authorize County Auditor, Auditor’s representative, and/or Building Services Director to open bid submissions d. Receive bid submissions and award contract on Dec. 9th at 4:40 p.m. at the Woodbury County Courthouse Board Meeting Room | Action
Action
Action
Action |
| | 8. Reports on Committee Meetings | Information |
| | 9. Citizen Concerns | Information |
| | 10. Board Concerns | Information |

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

- MON., DEC 1** **5:00 p.m.** Board of Adjustment meeting, Courthouse Basement Boardroom
- WED., DEC 3** **7:30 a.m.** SIMPCO Executive/Finance Committee, 6401 Gordon Drive
- 4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- FRI., DEC 5** **8:30 a.m.** SIMPCO Tri-State Legislative Forum, 6401 Gordon Dr.
- 12:00 p.m.** SIMPCO Regional Policy & Legislative Affairs Committee, 6401 Gordon Dr.
- WED., DEC 10** **7:30 a.m.** SIMPCO Executive Finance Committee Meeting, 6401 Gordon Dr.
- 8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- 12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- THU., DEC 11** **4:00 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- 5:30 p.m.** SIMPCO Board of Directors Holiday Party, Sioux City Country Club
- WED., DEC 17** **12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- THU., DEC 18** **4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., DEC 19** **12:00 p.m.** Siouxland Human Investment Partnership Board Meeting, 607 – 4th Street.
- MON., DEC 22** **5:00 p.m.** Zoning Commission Meeting, Courthouse Basement Boardroom
- MON., JAN 5** **5:00 p.m.** Board of Adjustment meeting, Courthouse Basement Boardroom
- WED., JAN 7** **7:30 a.m.** SIMPCO Executive/Finance Committee, 6401 Gordon Drive
- 4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.

Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.

NOVEMBER 26, 2025, FORTY-EIGHTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Wednesday, November 26, 2025, at 8:30 a.m. Board members present were Carper (by phone), Dietrich, Nelson, and Bittinger II, and Ung was absent. Staff members present were Karen James, Board Administrative Assistant, Melissa Thomas, HR Director, 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 agenda for November 26, 2025. Carried 4-0. Copy filed.

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

2. To approve minutes of the November 18, 2025 meeting. Copy filed.
3. To approve the claims totaling \$391,702.51. Copy filed.
- 4a. To approve the reclassification of Todd Peterson, % Deputy Chief, County Sheriff Dept., effective 11-24-2025, \$151,393.93/year, 1%=\$1,781.10/yr. Promoted from Captain to Chief, Per County Sheriff.; the reclassification of Nathan Sands, % Deputy Captain, County Sheriff Dept., effective 11-24-2025, \$147,831.72/year, 4%=\$5,343.31/yr. Promoted from Lieutenant to Captain, Per County Sheriff.; the reclassification of Patrick Hinrichsen, % Deputy Captain, County Sheriff Dept., effective 11-24-2025, \$147,831.72/year, 1%=\$1,781.10/yr. Promoted from Lieutenant to Captain, Per County Sheriff.; the reclassification of Bradley Rose, % Deputy Lieutenant, County Sheriff Dept., effective 11-24-2025, \$142,488.41/year, 51%=\$48,306.01/yr. Promoted from Sergeant to Lieutenant, Per County Sheriff.; the reclassification of Kyle Cleveringa, % Deputy Lieutenant, County Sheriff Dept., effective 11-24-2025, \$142,488.41/year, 51%=\$48,306.01/yr. Promoted from Sergeant to Lieutenant, Per County Sheriff.; and the reclassification of Vincent Dvorak, Sergeant, County Sheriff Dept., effective 11-24-2025, \$45.28/hour, 9%=\$3.66/hr. Promoted from Master to Sergeant, Per County Sheriff. Copy filed.
- 4b. To approve the overlap in the Sheriff's office. Copy filed.
- 4c. To approve the setting of retiree and COBRA health plan contribution rates based on actuarial suggested rates. Copy filed.

Carried 4-0.

5. Motion by Bittinger second by Nelson to approve to increase the county contribution to the self-health insurance fund by 20% effective 12-1-25. Carried 4-0. Copy filed.
6. Reports on committee meetings were heard.
7. Auditor Skaff summarized that the Seargeant Bluff-Luton Community School Public Measure Recount was conducted on 11-24-25 and the results were unchanged.
8. Board concerns were heard.

The Board adjourned the regular meeting until December 2, 2025.

Meeting sign in sheet. Copy filed.

WOODBURY COUNTY, IOWA

RESOLUTION NO. _ _

A RESOLUTION THANKING AND COMMENDING

Debbie Sewalson

FOR HER SERVICE TO WOODBURY COUNTY

WHEREAS, Debbie Sewalson has capably served Woodbury County as an employee of the Woodbury County Attorney's Office for 20 years from July 24, 2000, to December 31, 2025.

WHEREAS, the service given by Debbie Sewalson as a Woodbury County employee, has been characterized by her dedication to the best interests of the citizens of Woodbury County; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA that the undersigned members of this Board thanks and commends Debbie Sewalson for her years of service to Woodbury County; and

BE IT FURTHER RESOLVED that it is the wish of all those signing below that the future hold only the best for this very deserving person, Debbie Sewalson

BE IT SO RESOLVED this 2nd day of December, 2025.

WOODBURY COUNTY BOARD OF SUPERVISORS

Daniel A. Bittinger II, Chairman

Kent T. Carper, Member

David L. Dietrich, Member

Mark E. Nelson, Member

Matthew A. Ung, Member

Attest:

Michelle K. Skaff, Woodbury County Auditor

WOODBURY COUNTY, IOWA

RESOLUTION NO. _ _

A RESOLUTION THANKING AND COMMENDING

Gerald Yaremko

FOR HIS SERVICE TO WOODBURY COUNTY

WHEREAS, Gerald Yaremko has capably served Woodbury County as an employee of the Woodbury County Secondary Roads Department for 17 years from February 8, 2008 to December 31, 2025.

WHEREAS, the service given by Gerald Yaremko as a Woodbury County employee, has been characterized by his dedication to the best interests of the citizens of Woodbury County; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA that the undersigned members of this Board thanks and commends Gerald Yaremko for his years of service to Woodbury County; and

BE IT FURTHER RESOLVED that it is the wish of all those signing below that the future hold only the best for this very deserving person, Gerald Yaremko

BE IT SO RESOLVED this 2nd day of December, 2025.

WOODBURY COUNTY BOARD OF SUPERVISORS

Daniel A. Bittinger II, Chairman

Kent T. Carper, Member

David L. Dietrich, Member

Mark E. Nelson, Member

Matthew A. Ung, Member

Attest:

Michelle K. Skaff, Woodbury County Auditor

**WOODBURY COUNTY, IOWA
BOARD ADMINISTRATION
MEMORANDUM**

TO: Board of Supervisors

FROM: Karen James, Board Administrative Assistant

RE: Consideration of a Petition for a Tax Suspension

DATE: November 22, 2025

Please consider this request for a tax suspension for D.C. If the Board approves this request, the suspension resolution requires the chairman's signature.

Thank you.

kmj

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

* PERSONNEL ACTION CODE:

A- Appointment
T - Transfer
P - Promotion
D - Demotion

R-Reclassification
E- End of Probation
S - Separation
O - Other

DATE: December 2, 2025

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Lukart, Bethany	EMS	11-24-2025	Paramedic - PT	\$27.65/hour	12%=\$3.03/hr	R	BOS Approved 11-18-2025. Move from EMT to Paramedic.
Poese, Nicholas	EMS	11-24-2025	Advanced EMT	\$25.45/hour	3%=\$0.83/hr	R	BOS Approved 11-18-2025. Move from EMT to Advanced EMT.
Vazquez, Laysa	Juvenile Detention	12-01-2025	Youth Worker - PT	\$22.71/hour	0%	O	Transfer from PT-Temp to PT. In-house Job Vacancy Posted 11/19/25
Pickering, Steven	Sheriff's Office	12-08-2025	Civilian Jailer	\$31.12/hour	10%=\$2.92/hr	R	Per CWA Civilian- Move from 1 st Class to Senior. Anniversary Date: 12/8/25
Torres-Gomez, Adrian	Juvenile Detention	12-08-2025	Youth Worker	\$23.62/hour	4%=\$0.91/hr	R	Per AFSCME Juvenile- Move from Step 1 to Step 2. Anniversary Date: 12/19/25

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas HR Director

HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA

DATE: December 2, 2025

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Juvenile Detention	Youth Worker – PT Temp	AFSCME Juvenile: \$22.71/hour		

Chairman, Board of Supervisors

HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA

DATE: December 2, 2025

REQUEST TO DEAUTHORIZE COUNTY POSITION(S)

DEPARTMENT	POSITION	APPROVED	DISAPPROVED
Sheriff's Office	Deputy (-1.0 FTE)		

Chairman, Board of Supervisors



Woodbury County Sheriff's Office

LAW ENFORCEMENT CENTER
P. O. BOX 3715 SIOUX CITY, IOWA 51102

Chad Sheehan, SHERIFF

PHONE: 712.279.6010
E-MAIL: csheehan@woodburycountyiowa.gov
FAX: 712.279.6522

To: Melissa Thomas

Date: 08-19-2025

This is my official notice that I intend to retire on January 18th, 2026. I am also notifying you that I wish to remain on the County Insurance Plan as a single user. The first year would be free, and I intend to stay on the Plan and pay the monthly fee. *I would like to keep Dental also.*

Thank you,

Chief Deputy Tony Wingert

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 11/18/25 Weekly Agenda Date: 12/02/25

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: County Auditor - Michelle Skaff

WORDING FOR AGENDA ITEM:

Consideration and approval for liquor license for Lofted View Events, Bronson, IA

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

n/a

BACKGROUND:

n/a

FINANCIAL IMPACT:

Unknown at this time

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes ☐ No ☒

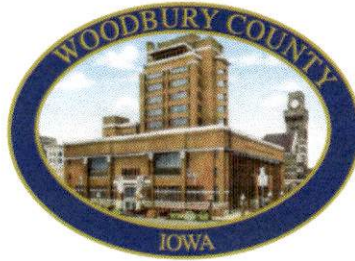
RECOMMENDATION:

Approve Motion

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve an application for a 12-month Class C Retail Alcohol License, for Lofted View Events, effective 12/05/25 through 12/04/26.

**Office Of The
AUDITOR/RECORDER
Woodbury County**
Michelle K. Skaff, Ph.D.
Auditor/Recorder/
Commissioner of Elections



Courthouse – Room 103
620 Douglas
Sioux City, IA 51101

Phone: (712) 279-6702
Fax (712) 279-6629
miskaff@woodburycountyiowa.gov

To: Board of Supervisors

From: Michelle K Skaff, Auditor & Recorder *MKS*

Date: December 2, 2025

Subject: Liquor License Application for the Lofted View Events, Bronson, Iowa.

Please approve and receive for signature, an application for a 12-month, Class C Retail Alcohol License (LC), with Outdoor Service for the Lofted View Events, Bronson, Iowa. The license would be effective 12/05/25 through 12/04/26.

License
Administration

< COUNTY OF WOODBURY

Alcohol Permit Review

COUNTY OF WOODBURY

1509377801

>

Permit Details

Business Information

Name of Legal Entity : Lofted View Events, L.L.C

Business Type : Limited Liability Company

SOS Business Number : 587430

Permit/License Details

License Number : LC0044968

Premises DBA : Lofted View Events

Premises Address :

Permit/License Type : Class "C" Retail Alcohol License (LC)

Permit/License Length : 12 months

Permit/License Effective Date : 05-Dec-2025

Permit/License Expiration Date : 04-Dec-2026

Sales and Use Permit/License Number :

Premise Type : Convention Center/Hall

Contact Name : Heather Hennings

Contact Phone : 712-870-1740

Contact Phone Extension :

Contact Email Address : loftedviewevents@gmail.com

Privileges

☐ Outdoor Service☐ Living Quarters☐ Catering

Provided description of the Outdoor Service area:

Premises Information

Control of Premises : Own

Number of Floors : 1

Is your premises equipped with at least one adequate, conveniently located indoor or outdoor toilet facility for use by patrons? : Yes

Does your premises conform to all local and state health, fire and building laws and regulations? : Yes

Is your establishment equipped with tables and seats to accommodate a minimum of 25? : Yes

Owners

Ownership Type	Owner	Owner Address	Date of Birth	US Citizen	Ownership Percentage
Individual	HENNINGS, ERIC		15-May-1976	☒	0.00

Ownership Type	Owner	Owner Address	Date of Birth	US Citizen	Ownership Percentage
Individual	HENNINGS, HEATHER		28-Oct-1977	☒	100.00

Dramshop Information

Dramshop Provider

FOUNDERS INSURANCE COMPA

Criminal History Details

Since the license was last issued, has anyone listed on the Ownership page been charged or convicted of a felony offense in Iowa or any other state of the United States?

Yes	No
-----	----

Since the license was last issued, has anyone listed on the Ownership page been convicted of any violation of any state, county, city, federal or foreign law? For traffic violations, only include those that are drug or alcohol related.

Yes	No
-----	----

Sketch of Premises

Cancel

Save Draft

< Previous

Next >

Your online session will timeout after 30 minutes of inactivity. All unsaved information will be lost.

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 11/26/2025 Weekly Agenda Date: 12/02/2025

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Kenny Schmitz

WORDING FOR AGENDA ITEM:

LEC Demolition Project (407 7th Street) - Public Hearing 4:40 PM

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☐

Public Hearing ☒

Other: Informational ☐

Attachments ☐

EXECUTIVE SUMMARY:

Pursuant to Iowa Code Chapter 26 Woodbury County is conducting a Public Hearing on the proposed LEC Demolition Project (407 7th St.).

BACKGROUND:

11/18/2025- Board Sets Public Hearing Date & Public Notice

11/18/2025- Board Approves Form of Contract, Plans, & Specifications

9/02/2025- Board Approves CMBA Architectural Contract

1/21/2025- Board Approves Olsson Engineering Survey, Utilities, & Planning Agreement

FINANCIAL IMPACT:

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes ☐ No ☒

RECOMMENDATION:

Board conduct public hearing- request public comments from interested parties

ACTION REQUIRED / PROPOSED MOTION:

Conduct Public Hearing

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 11/26/2025 Weekly Agenda Date: 12/02/2025

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Kenny Schmitz

WORDING FOR AGENDA ITEM:

LEC Demolition Project (407 7th Street) - Set Dates Times, Places, to "Open", & "Receive" Competitive Bid Submissions. Set Date, Time, & Place to "Award" Contract.

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☐

EXECUTIVE SUMMARY:

Pursuant to Iowa Code Chapter 26 Building Services hereby requests to set the dates, times, & places to "Open", "Receive", & "Award" LEC Demolition Project (407 7th Street) bid submissions/ contract.

BACKGROUND:

11/18/2025- Bord Sets Public Hearing Date & Public Notice
11/18/2025- Board Approves Form of Contract, Plans, & Specifications
9/02/2025- Board Approves CMBA Architectural Contract
1/21/2025- Board Approves Olsson Engineering Survey, Utilities, & Planning Agreement

FINANCIAL IMPACT:

To Be Determined by the Competitive Bid Process

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes ☐ No ☒

RECOMMENDATION:

Motion to Approve Setting December 9th, 3:00 pm at the Woodbury County Courthouse Board of Supervisors Board Office to Open Competitive Bid Submissions
Motion to Approve County Auditor, Auditor's representative and/or Building Services Director to Open Bid Submissions
Motion to Receive Bid Submissions & Award Contract on 12/09/2025 4:40pm

ACTION REQUIRED / PROPOSED MOTION:

A. Motion to set date to open bid submissions on 12/09/2025 at 3:00 pm Woodbury County Courthouse Board Office
B. Motion to Authorize County Auditor, Auditor's representative, and/or Building Services Director to open bid submissions
C. Motion to "Receive" bid submissions & "Award" Contract 12/09/2025 4:40 pm Woodbury County Courthouse Board Meeting