



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(JULY 7, 2026) (WEEK 28 OF 2026)

Live streaming at:
https://www.youtube.com/user/woodburycountyiowa

Agenda and Minutes available at:
www.woodburycountyiowa.gov

Daniel A. Bittinger II 389-4405 dbittinger@woodburycountyiowa.gov
Kent T. Carper 570-7681 kcarper@woodburycountyiowa.gov
David L. Dietrich 870-9224 ddietrich@woodburycountyiowa.gov
Mark E. Nelson 540-1259 mnelson@woodburycountyiowa.gov
Matthew A. Ung 490-7852 matthewung@woodburycountyiowa.gov

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held July 7, 2026, 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 will recognize the agenda item presenter before asking for public comments or board discussion.
3. Members of the public will approach the microphone one at a time and give their name and city of residence before their statement.
4. Members of the public who comment 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

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 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.

- 2. Approval of the minutes of June 30, 2026
3. Approval of claims
4. County Auditor – Michelle Skaff
Consideration and approval for Cigarette/Tobacco Permit for Heritage Express, Sloan, Iowa
5. Human Resources – Melissa Thomas
a. Approval of Memorandum of Personnel Transactions
b. Authorization to Initiate Hiring Process



## CALENDAR OF EVENTS

- MON., JULY 6**    **5:00 p.m.**    Board of Adjustment meeting, Courthouse Basement Boardroom
- WED., JULY 8**    **8:05 a.m.**    Woodbury County Information Communication Commission, First Floor Boardroom
- 10:00 a.m.**    STARComm Board Meeting, The Security Institute, WIT Campus
- 12:00 p.m.**    District Board of Health Meeting, 1014 Nebraska St.
- 6:30 p.m.**    911 Service Board Meeting, Public Safety Center, Climbing Hill
- THU., JULY 9**    **10:00 a.m.**    Siouxland Regional Transit Systems Board Meeting, 6401 Gordon Drive
- WED., JULY 15** **12:00 p.m.**    Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- THU., JULY 16** **4:00 p.m.**    Conservation Board Meeting, Brown's Lake – Bigelow Park
- 4:30 p.m.**    Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- MON., JULY 27** **5:00 p.m.**    Zoning Commission Meeting, Courthouse Basement Boardroom
- MON., AUG 3**    **5:00 p.m.**    Board of Adjustment meeting, Courthouse Basement Boardroom
- WED., AUG 5**    **11:00 a.m.**    Loess Hills Alliance Stewardship Meeting, Pisgah, Iowa
- 1:00 p.m.**    Loess Hills Alliance Executive Meeting
- 4:45 p.m.**    Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WED., AUG 12** **7:30 a.m.**    SIMPCO Executive Finance Committee, 6401 Gordon Drive
- 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., AUG 13** **12:00 p.m.**    SIMPCO Board of Directors, 6401 Gordon Drive.
- 4:00 p.m.**    Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park

**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.*

## **JUNE 30, 2026, TWENTY SEVENTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, June 30, 2026, at 3:30 p.m. Board members present were Nelson, Dietrich, Bittinger II, Ung and Carper. Staff members present were Karen James, Board Administrative Assistant, Joshua Widman, Assistant County Attorney, Melissa Thomas, HR Director, and Michelle Skaff, Auditor/Clerk to the Board.

Motion by Nelson second by Ung to go into joint closed session with the LEC Authority per Iowa Code Section 21.5(1) (c). Carried 5-0 on roll-call vote.

Motion by Nelson second by Ung to go out of joint closed session with the LEC Authority per Iowa Code Section 21.5(1) (c). Carried 5-0 on roll-call vote.

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 Ung to approve the June 30, 2026, agenda with the removal of action item to vacate county property in Luton. Carried 5-0. Copy filed.

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

2. To approve minutes of the June 23, 2026 meeting. Copy filed.
3. To approve the claims totaling \$579,505.81. Copy filed.
4. To approve the 28E Agreement between Woodbury County, Iowa and Woodbury Soil & Water Conservation District for funding and management of a watershed inspection and maintenance program in Woodbury County, Iowa. Copy filed.
- 5a. To approve the other of Steven Holst, Equipment Operator, Secondary Roads Dept., effective 06-22-2026, \$29.37/hour, 1%=\$0.31/hr. In House Job Vacancy Posted on 4/15/26. Entry Level Salary: \$29.37/hr.; the promotion of Melissa Frey-Webb, Senior Clerk, Secondary Roads Dept., effective 07-01-2026, \$23.42/hour, 15%=\$3.01/hr. Promoted to Senior Clerk. In House Job Vacancy Posted on 6/10/26.; the separation of Adam Alfredson, Youth Worker – PT Temp, Juvenile Detention, effective 07-05-2026. Resigned.; the appointment of Cody Wiebers, Motor Grader Operator, Secondary Roads Dept., effective 07-06-2026, \$28.79/hour. Job Vacancy Posted on 5/20/26. Entry Level Salary: \$28.79/hr.; the reclassification of Trevor Brass, Assistant County Attorney, County Attorney Dept., effective 07-06-2026, \$134,366.00/year, 7%=\$8,517.00/yr. Per AFSCME Attorney – Move to Step 10. Anniversary Date: 7/15/26.; the reclassification of Gabriel Williams, Youth Worker, Juvenile Detention, effective 07-06-2026, \$31.08/hour, 6%=\$1.65/hr. Per AFSCME Juvenile – Move to Step 5. Anniversary Date: 7/19/26.; the separation of Katrina Hoogendyk, Paramedic – PT, Emergency Services Dept., effective 07-08-2026. Resigned.; the separation of Nicholas Socknat, Equipment Operator, Secondary Roads Dept., effective 07-13-2026. Resigned.; the promotion of Pamela Jensen, Senior Clerk, Auditor-Recorder Dept., effective 07-01-2026, \$28.28/hour, 8%=\$2.11/hr. Promoted to Senior Clerk. In House Job Vacancy posted on 6/18/26.; the promotion of Rebecca Bliven, Senior Clerk, Auditor-Recorder Dept., effective 07-01-2026, \$28.28/hour, 8%=\$2.11/hr. Promoted to Senior Clerk. In House Job Vacancy Posted on 6/18/26.; the promotion of Jackie Bates, Senior Clerk, Auditor-Recorder Dept., effective 07-01-2026, \$28.28/hour, 8%=\$2.11/hr. Promoted to Senior Clerk. In House Job Vacancy Posted on 6/18/26.; and the promotion of Karla Polley, Senior Clerk, Auditor-Recorder Dept., effective 07-01-26, \$28.28/hour, 8%=\$2.11/hr. Promoted to Senior Clerk. In House Job Vacancy Posted on 6/18/26. Copy filed.
- 5b. To approve 10 on-call transport/court security officers. Copy filed.
- 5c. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Youth Worker - PT, Juvenile Detention. AFSCME Juvenile: \$23.40/hour.; Operations Officer – Paramedic PT, Emergency Services Dept. Wage Plan: \$27.65-\$28.48/hour.; Transport/Court Security Officers – On-Call (10), Sheriff's Office. \$35.00/hour.; Correctional Officer, Sheriff's Office. CWA Civilian: \$27.21/hour.; Jail Sergeant, Sheriff's Office. CWA Civilian: \$40.33/hour.; and Equipment Operator, Secondary Roads. CWA Roads: \$28.49/hour. Copy filed.
- 5d. To approve the request of Susan Ahlquist to remain on county health and dental insurance. Copy filed.

5e. To approve and sign the master contract between Woodbury County, Iowa and The Communications Workers of America, AFL-CIO Deputy Sheriff's CWA 7177, effective July 1, 2026-June 30, 2030. Copy filed.

5f. To approve and sign the Wage Reopener Agreement between Woodbury County, Iowa and the Communication Workers of America, AFL-CIO Civilian Officers' CWA 7177, effective July 1, 2026 – June 30, 2028. Copy filed.

Carried 5-0.

6a. Motion by Dietrich second by Nelson to receive for signatures a Resolution to temporarily maintain 55 mph until the paved road sections can be reviewed and updated. Carried 5-0.

SPEED LIMIT RESOLUTION  
TEMPORARY 55 MPH SPEED LIMIT ON COUNTY PAVED SECONDARY ROADS  
RESOLUTION #14,065

WHEREAS, the Board of Supervisors of Woodbury County is empowered under the authority of Sections 321.255 and 321.285, subsection 4, of the Code of Iowa to determine upon the basis of an engineering and traffic investigation conducted by the County Engineer that the speed limit of any secondary road is greater than is reasonable and proper under the conditions existing, and may determine and declare a reasonable and proper speed limit; and

WHEREAS, Senate File 378 amended Section 321.285 of the Code of Iowa effective July 1, 2026, changing the statutory speed limit on primary roads from fifty-five (55) miles per hour to sixty (60) miles per hour unless otherwise provided; and

WHEREAS, Woodbury County maintains an extensive paved secondary road system consisting of approximately 344 miles of paved roadway and numerous roadway segments with varying geometric characteristics, access densities, traffic volumes, roadside development, and other conditions affecting the reasonable and proper speed of travel; and

WHEREAS, the County Engineer has determined that additional engineering and traffic investigations are necessary to evaluate the reasonable and proper speed limit for the County's paved secondary roads under the revised statutory provisions; and

WHEREAS, the County Engineer recommends maintaining the existing posted speed limit of fifty-five (55) miles per hour and lower where designated on paved secondary roads until such investigations can be completed and individual roadway segments reviewed;

NOW, THEREFORE, BE IT RESOLVED by the Woodbury County Board of Supervisors that:

1. A speed limit of fifty-five (55) miles per hour is hereby established on all paved Woodbury County secondary roads currently posted at fifty-five (55) miles per hour, unless otherwise established by separate resolution of the Board of Supervisors.
2. This resolution is intended as an interim measure to maintain existing speed limits while engineering and traffic investigations are conducted and roadway segments are reviewed by the County Engineer.
3. The County Engineer is directed to continue evaluating paved secondary roads and to provide recommendations to the Board of Supervisors regarding any future speed limit modifications deemed reasonable and proper.
4. The speed limits established herein shall be effective upon passage of this resolution and the continued presence of appropriate regulatory signs giving notice of the speed limit.

Passed and approved this 30<sup>th</sup> day of June, 2026, by the Woodbury County Board of Supervisors.

WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

- 6c. Motion by Nelson second by Carper to receive for signatures a Resolution to vacate excess County right of way along 275<sup>th</sup> Street. Carried 5-0.

RESOLUTION #14,066

WOODBURY COUNTY, IOWA

VACATON OF EXCESS RIGHT OF WAY

**WHEREAS** the Code of Iowa, section 306.10 gives the Board of Supervisors the power on its own motion to alter or vacate and close any highway or road under its jurisdiction, and

**WHEREAS** the Code of Iowa, section 306.11 allows the Board to vacate a road right of way held by easement that will not change the traveled portion of the road or deny access to adjoining landowners, and

**WHEREAS** a road vacation under the circumstances outlined in section 306.11 does not require a hearing, and

**WHEREAS** there is excess right of way along 275<sup>th</sup> St, and

**WHEREAS** vacation of the excess right of way does not affect access or highway use, and

**WHEREAS** the Board of Supervisors no longer believes the County needs to maintain its easement on the following County right of way,

**NOW THEREFORE BE IT RESOLVED** that the Woodbury County Board of Supervisors, enters the following order in regard to the aforementioned right of way vacation.

The Board of Supervisors order the following described right of way be vacated.

SURVEYOR'S DESCRIPTION PARCEL 25 A:

PART OF GOVERNMENT LOT 3, SECTION 33, TOWNSHIP 87 NORTH, RANGE 47 WEST OF THE 5TH PRINCIPAL MERIDIAN, WOODBURY COUNTY, IOWA, ABUTTING LOT 25, GALLAND'S LAKEVIEW, A SUB-DIVISION OF A PART OF GOVERNMENT LOT 3, IN SECTION 33, T.87N., R.47W. OF THE 5TH PRINCIPAL MERIDIAN, WOODBURY COUNTY, IOWA, DESCRIBED AS FOLLOWS: BEGINNING AT THE EASTERLY MOST CORNER OF SAID LOT 25; THENCE SOUTHERLY ALONG THE EASTERLY LINE OF SAID LOT 25 AND A 540.00 FOOT RADIUS CURVE CONCAVE WESTERLY FOR 128.01 FEET TO THE SOUTHERLY MOST CORNER OF SAID LOT 25, SAID CURVE HAVING A CHORD BEARING OF S.24°29'15"W. AND A CHORD LENGTH OF 127.71 FEET; THENCE N.36°55'39"E. ALONG A LINE 60.00 FEET WESTERLY OF AND PARALLEL TO THE CENTERLINE OF 275TH STREET FOR 134.63 FEET TO THE NORTHERLY LINE OF SAID LOT 25 EXTENDED EASTERLY; THENCE N.72°54'09"W. ALONG SAID EXTENDED LINE FOR 29.24 FEET TO THE POINT OF BEGINNING. CONTAINING 1529 SQUARE FEET. SUBJECT TO AND TOGETHER WITH ANY AND ALL EASEMENTS, RESTRICTIONS AND COVENANTS.

NOTE: THE NORTHERLY LINE OF SAID LOT 25 IS ASSUMED TO BEAR N.72°54'09"W.

SURVEYOR'S DESCRIPTION PARCEL 26 A:

PART OF THE N.W.1/4 OF THE S.E.1/4, AND PART OF GOVERNMENT LOT 3, ALL IN SECTION 33, TOWNSHIP 87 NORTH, RANGE 47 WEST OF THE 5TH PRINCIPAL MERIDIAN, WOODBURY COUNTY, IOWA, ABUTTING LOT 26, GALLAND'S LAKEVIEW, A SUB-DIVISION OF A PART OF GOVERNMENT LOT 3, IN SECTION 33, T.87N., R.47W. OF THE 5TH PRINCIPAL MERIDIAN, WOODBURY COUNTY, IOWA, DESCRIBED AS FOLLOWS: BEGINNING AT THE EASTERLY MOST CORNER OF SAID LOT 26; THENCE S.53°23'11"E. FOR 84.64 FEET; THENCE S.36°55'39"W. ALONG A LINE

60.00 FEET WESTERLY OF AND PARALLEL TO THE CENTERLINE OF 275TH STREET FOR 107.00 FEET TO THE SOUTHERLY LINE OF SAID LOT 26 EXTENDED EASTERLY; THENCE N.72°54'09"W. ALONG SAID EXTENDED LINE FOR 29.24 FEET TO THE SOUTHERLY MOST CORNER OF SAID LOT 26; THENCE NORTHERLY ALONG THE EASTERLY LINE OF SAID LOT 26 AND A 540.00 FOOT RADIUS CURVE CONCAVE WESTERLY FOR 130.03 FEET TO THE POINT OF BEGINNING, SAID CURVE HAVING A CHORD BEARING OF N.10°47'54"E. AND A CHORD LENGTH OF 129.71 FEET. CONTAINING 6075 SQUARE FEET. SUBJECT TO AND TOGETHER WITH ANY AND ALL EASEMENTS, RESTRICTIONS AND COVENANTS.

NOTE: THE SOUTHERLY LINE OF SAID LOT 26 IS ASSUMED TO BEAR N.72°54'09"W.

**NOW THEREFORE BE IT RESOLVED** by the Woodbury County Board of Supervisors that all interest in the subject section of road right-of-way be vacated, subject to utility easements of record for ingress and egress.

**SO ORDERED** this 30<sup>th</sup> day of June, 2026.

WOODBURY COUNTY BOARD OF SUPERVISORS  
Copy filed.

7. Motion by Nelson second by Bittinger to approve the renewal of the State of Nebraska contract to house youth in the Woodbury County Juvenile Detention Center. Carried 5-0. Copy filed.
8. Human Resources Director Melissa Thomas presented information regarding the FY 26/27 IMWCA worker's compensation premium. Copy filed.
9. Judge Tiefenthaler presented information about the Woodbury County Drug Court.  
  
Motion by Nelson second by Bittinger to approve \$6,000 from Gaming Funds for program costs for Woodbury County Juvenile and Adult Drug Court. Carried 5-0. Copy filed.
10. Reports on committee meetings were heard.
11. Motion by Nelson second by Dietrich to receive documents from HR Director Melissa Thomas. Carried 5-0. Copy filed.
12. Board concerns were heard.

The Board adjourned the regular meeting until July 7, 2026.

Meeting sign in sheet. Copy filed.

# WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 6/30/2026 Weekly Agenda Date: 7/7/2026

Elected Official / Department Head / Citizen: Michelle Skaff

## Wording for Agenda Item:

Consideration and approval for Cigarette/Tobacco Permit for Heritage Express, Sloan, Iowa

## Action Required:

Approve Ordinance

Approve Resolution

Approve Motion

Hold Public Hearing

Informational

Attachments

Set Time:

Reviewed by County Attorney's Office:

## Background & Financial Impact:

None

## Recommendation:

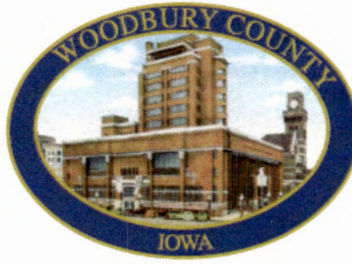
Approve Motion

## Attachments:

[Tobacco License](#) 

*Approved by Board of Supervisors on March 17, 2026*

**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](mailto:miskaff@woodburycountyiowa.gov)

TO: Board of Supervisors

FROM: Michelle K Skaff, Auditor & Recorder

DATE: June 30, 2026

RE: Cigarette/Tobacco Permit for Heritage Express, Sloan, Iowa

Please approve a cigarette/tobacco sales permit renewal for Heritage Express,  
1501 330<sup>th</sup> Street, Sloan, Iowa, effective July 1, 2026 through June 30, 2027.

STATE OF IOWA  
RETAIL  
*CIGARETTE and TOBACCO PERMIT*

County Number 97-2027

*In accordance with laws of the state of Iowa, and the action of  
the Board of Supervisors of WOODBURY Iowa  
(County)*

*Business Location Name:* HCI Heritage Express Company

*Business Location Address:* 1501 330<sup>TH</sup> ST

SLOAN IA 51055

*Type of Sales:* Over-the-Counter      *Ownership Type:* Corporation

*Legal Owner Name:* Ho Chunk Inc

*Legal Owner Mailing Address:* 1 Mission Dr.

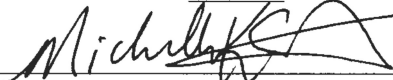
Winnebago NE 68071

*Is hereby authorized to sell cigarettes and tobacco products at the business location address above  
in the City of Sloan County of Woodbury, Iowa.*

*This permit is nontransferable, is effective from July, 01 2026 and  
automatically expires on June 30, 2027, unless suspended or revoked.*

*In Testimony Whereof, I have caused the seal of the said  
County to be hereunto affixed. Done at Sioux City,*

*in the State of Iowa, this 8<sup>th</sup> day of July, 20 26.*

*Issued By:* 

County Auditor



Department of Revenue

# Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor

tax.iowa.gov

**Additional instructions are on the final page.**

For period (MM/DD/YYYY) 07 / 01 / 2026 through 06/30/2027

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

FILED-WOODBURY CO AUDITOR  
JUN 30 2026 AM 11:15

### Business Information:

Legal name/Doing business as (DBA): HCI Heritage Express Company

Iowa sales and use tax account number: N/A Tax Exempt

Retail address: 1501 South 330th Street City: Sloan State: IA ZIP: 51055

Mailing address: 1501 South 330th Street City: Sloan State: IA ZIP: 51055

Phone: 4022415871

### Legal Ownership Information:

Type of ownership: Sole Proprietor  Partnership  Corporation  LLC  LLP

Name of sole proprietor, partnership, corporation, LLC, or LLP: Ho-Chunk, Inc.

Primary office address: 818 St. Augustines Drive City: Winnebago State: NE ZIP: 68071

Phone: 4028782809 Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Retail Information:

Types of Sales: Over-the-counter  Vending machine  Vending machine that assembles cigarettes  Delivery sales of alternative nicotine/vapor products (see instructions)   
Mobile sales (see instructions)  VIN: \_\_\_\_\_ License plate number: \_\_\_\_\_

Types of Products Sold: (Check all that apply)

Cigarettes  Tobacco  Alternative nicotine products  Vapor products

### Type of Establishment: (Select the options that best describe the establishment)

Alternative nicotine/vapor store  Bar  Convenience store/gas station  Drug store   
Grocery store  Hotel/motel  Liquor store  Restaurant  Tobacco store   
Other (provide description)  \_\_\_\_\_

Do you have other permits issued under Iowa Code chapter 453A at this retail location? If yes, provide permit number(s):  
\_\_\_\_\_

Do you intend to make retail sales to ultimate consumers? Yes  No

Include with this application a list of your suppliers of cigarettes, tobacco, alternative nicotine and vapor products on a separate sheet.

### Identify partners or corporate officers (up to three) if the business is not a sole proprietorship.

Name: Lance Morgan Title: Chairperson

Address: 818 St. Augustines Drive

City: Winnebaog State: NE ZIP: 68071

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**Signature of Authorized Party**

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete. I declare that I am authorized to act on behalf of the taxpayer, and will only act within my authority.

Printed Name/Title: Lance Morgan/Chairperson

Authorized Signature: 

Date: 06/08/2026 | 1:22 PM CDT Email: lmorgan@hochunkinc.com

Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

- Fill in the amount paid for the permit: \$50
- Fill in the date the permit was approved by the council or board: 7/1/24
- Fill in the permit number issued by the city/county: 97-2027
- Fill in the name of the city or county issuing the permit: Woodbury
- New  Renewal

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: July 7, 2025

\* PERSONNEL ACTION CODE:

- A - Appointment
- T - Transfer
- P - Promotion
- D - Demotion
- R-Reclassification
- E- End of Probation
- S - Separation
- O - Other

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Tompkins, Aaron	Sheriff's Office	06-26-2026	Civilian Jailer			S	Resigned

APPROVED BY BOARD DATE: \_\_\_\_\_

MELISSA THOMAS, HR DIRECTOR: Melissa Thomas, HR Director

**HUMAN RESOURCES DEPARTMENT  
WOODBURY COUNTY, IOWA**

**DATE: July 7, 2026**

**AUTHORIZATION TO INITIATE HIRING PROCESS**

<b>DEPARTMENT</b>	<b>POSITION</b>	<b>ENTRY LEVEL</b>	<b>APPROVED</b>	<b>DISAPPROVED</b>
Sheriff's Office	Civilian Jailer	CWA Civilian: \$27.21/hour		

\_\_\_\_\_  
Chairman, Board of Supervisors

# WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 6/30/2026 Weekly Agenda Date: 7/7/2026

Elected Official / Department Head / Citizen: Ryan Ericson

## Wording for Agenda Item:

Discuss and receive the Woodbury County's Certified Annual Financial Report for FY 2025

## Action Required:

Approve Ordinance

Approve Resolution

Approve Motion

Hold Public Hearing

Informational

Attachments

Set Time:

Reviewed by County Attorney's Office:

## Background & Financial Impact:

## Recommendation:

*Approved by Board of Supervisors on March 17, 2026*

# Woodbury County Board of Supervisors Agenda Item(s) Request Form

Date: 7/1/2026 Weekly Agenda Date: 7/7/2026

Elected Official / Department Head / Citizen: Daniel Bittinger / Anna Bertrand (Citizen)

## Wording for Agenda Item:

Sky Ranch Behavioral Services (SRBS) Opioid Funding Update and Request

## Action Required:

Approve Ordinance  Approve Resolution  Approve Motion

Hold Public Hearing  Informational  Attachments

Set Time \_\_\_\_\_

Reviewed by County Attorney's Office

## Background & Financial Impact:

SRBS has successfully extended the impact of the first year of Opioid Remediation funding from November 2024 through June 2026 and anticipates fully expending Year 1 funds in early July 2026. Through strategic implementation, strong community partnerships, and careful fiscal management, SRBS has maximized the County's investment while building sustainable infrastructure to support individuals and families impacted by substance use disorders. As a result of this funding, individuals involved in the criminal justice system have engaged in peer recovery coaching services through partnerships including Family Treatment Court and Juvenile Drug Court, supporting recovery, family stability, and reduced barriers to treatment. SRBS has also established and expanded Open Access services throughout Siouxland, increasing awareness of and access to behavioral health services. To date, approximately 41 individuals and families have participated in peer recovery coaching; over 115 youth, adults, and/or families have received screening, assessment, and/or navigation services; and more than 500 community members and over 35 agencies have received information, consultation, referral support, and access to behavioral health and recovery resources.

The request for Year 2 of funding is in alignment with our originally proposed plan and discussion and most importantly, to maintain continuity of services and continue progress toward long-term sustainability without disrupting services currently being provided to individuals, families, and community partners. This funding will support the continued operation of peer recovery coaching and Open Access navigation services while reimbursement-based and other sustainable funding mechanisms are finalized. The investment serves as a bridge-to-sustainability strategy, allowing SRBS to continue operations while further integrating peer recovery coaching into reimbursable funding streams and solidifying a long-term Open Access presence in Siouxland. This approach will ensure continued barrier-free-access to timely behavioral health screening, assessment, navigation, referral, treatment engagement, and recovery support services for youth, adults, and families across the region.

## Recommendation:

It is recommended that the Woodbury County Board of Supervisors approve Year 2 Opioid Remediation funding for Sky Ranch Behavioral Services in the amount of \$181,986, effective July 1, 2026, and consider action at its July 14, 2026, meeting.

As part of this funding recommendation, SRBS will submit a written Year 2 progress and outcomes report to the Woodbury County Board of Supervisors outlining program utilization, outcomes achieved, community impact, sustainability progress, and return on investment. In addition, SRBS is available and willing to present in person to the Board during the summer or fall of 2026 to provide an update on implementation progress, community impact, lessons learned, and sustainability efforts. A comprehensive final report will also be submitted at the conclusion of the Year 2 funding period.

*Approved by Board of Supervisors on March 17, 2026*