



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(JULY 14, 2026) (WEEK 29 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 14, 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

3:45 p.m. Closed Session {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 July 7, 2026
3. Approval of claims
4. Board Administration – Karen James
 - a. Approval of lifting the tax suspension for E.M.
 - b. Approval of resolution thanking and commending Susan Ahlquist for her years of service with Woodbury County

5. Human Resources – Melissa Thomas
 - a. Approval of Memorandum of Personnel Transactions
6. County Auditor – Michelle Skaff

To receive the appointment of Tim Skidmore to fill the council vacancy in the City of Salix

End of Consent Agenda

7. WCICC – IT – John Malloy
Cyber Security County Tabletop Exercise Information
8. Board of Supervisors – Mark Nelson
Consideration and approval to designate the doors with the glass windows at the former Douglas Street public entrance/current emergency exit as an official posting location for Board of Supervisors agendas and notices, and to continue designating the bulletin board inside the north entrance of the Woodbury County Courthouse for that same purpose, and to reaffirm woodburycountyiowa.gov as the county’s primary internet presence for such postings, in compliance with House File 2490. Further, direct all county boards, commissions, committees, and advisory bodies to designate their own official physical posting locations and primary internet presences Action
9. Reports on Committee Meetings Information
10. Citizen Concerns Information
11. Board Concerns Information

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

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
WED., AUG 19	12:00 p.m.	Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
	1:00 p.m.	SIMPCO Hazardous Materials Response Commission, 6401 Gordon Drive
THU., AUG 20	4:30 p.m.	Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
FRI., AUG 21	12:00 p.m.	Siouxland Human Investment Partnership Board Meeting, 607 – 4 th Street.

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.

JULY 7, 2026, TWENTY EIGHTH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, July 7, 2026, at 4:30 p.m. Board members present were Dietrich, Bittinger II, Ung and Carper; Nelson was absent. Staff members present were Karen James, Board Administrative Assistant, Joshua Widman, Assistant County Attorney, Melissa Thomas, HR Director, Ryan Ericson, Budget and Finance 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 Dietrich second by Bittinger to approve the July 7, 2026, agenda. Carried 4-0. Copy filed.
Motion by Dietrich second by Carper to approve the following items by consent.
2. To approve minutes of the June 30, 2026 meeting. Copy filed.
3. To approve the claims totaling \$1,327,317.65. Copy filed.
4. To approve an application for a 1-year Cigarette/Tobacco Sales Permit for Heritage Express, Sloan, IA effective 07/01/26 through 06/30/27. Copy filed.
- 5a. To approve the separation of Aaron Tompkins, Civilian Jailer, County Sheriff Dept., effective 06-26-2026. Resigned.
- 5b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Civilian Jailer, County Sheriff Dept. CWA Civilian: \$27.21/hour. Copy filed.

Carried 4-0.

6. Motion by Dietrich second by Bittinger to receive the Woodbury County's Certified Annual Financial Report for FY 2025. Carried 4-0. Copy filed.
7. Information was presented by Daniel Bittinger, Board of Supervisors, and Anna Bertrand, Sky Ranch Behavioral Services (SRBS), on opioid funding update and request. Copy filed.
Motion by Dietrich second by Bittinger to receive a document from SRBS. Carried 4-0. Copy filed.
8. Reports on committee meetings were heard.
9. Woodbury County Treasurer Tina Bertrand addressed the board regarding construction related office closures for the Treasurer's Office.
Woodbury County Sheriff Chad Sheehan addressed the board regarding transportation to and from the LEC.
10. Board concerns were heard.

The Board adjourned the regular meeting until July 14, 2026.

Meeting sign in sheet. Copy filed.

WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 7/8/2026 Weekly Agenda Date: 7/14/2026

Elected Official / Department Head / Citizen: Karen James - Administrative Assistant

Wording for Agenda Item:

Approval to lift the tax suspension for E.M.

Action Required:

Approve Ordinance

Approve Resolution

Approve Motion

Hold Public Hearing

Informational

Attachments

Set Time:

Reviewed by County Attorney's Office:

Background & Financial Impact:

Please lift the tax suspension for E. M. as this property has been sold

Recommendation:

To lift the tax suspension

Attachments:

[Attachment 1](#) 

Approved by Board of Supervisors on March 17, 2026

WOODBURY COUNTY, IOWA

RESOLUTION NO. _____

A RESOLUTION THANKING AND COMMENDING

Susan Ahlquist

FOR HER SERVICE TO WOODBURY COUNTY

WHEREAS, Susan Ahlquist has capably served Woodbury County as an employee of the Woodbury County Treasurer's Office for 15 years from March 28, 2011 to July 31, 2026.

WHEREAS, the service given by Susan Ahlquist 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 Susan Ahlquist 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, Susan Ahlquist

BE IT SO RESOLVED this 14th day of July, 2026.

WOODBURY COUNTY BOARD OF SUPERVISORS

Mark E. Nelson, Chairman

Kent T. Carper, Member

David L. Dietrich, Member

Daniel A. Bittinger, II, Member

Matthew A. Ung, Member

Attest:

Michelle K. Skaff, Woodbury County Auditor

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: July 14, 2026

*** PERSONNEL ACTION CODE:**

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

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Marksbury, Colin	Sheriff's Office	07-06-2026	Civilian Jailer	\$28.19/hour	4%=\$0.98/hr	R	Per CWA Civilian – Move to Step 2. Anniversary Date: 7/15/26
Harmon, Robert	Building Services	07-20-2026	Custodian	\$18.35/hour		A	Job Vacancy Posted on 11/3/25. Entry Level Salary \$18.35/hr
Briese, Samuel	Attorney's Office	07-20-2026	Assistant County Attorney	\$100,854.00/year	4%=\$4,236.00/yr	R	Per AFSCME Attorney – Move to Step 4. Anniversary Date: 7/22/26
Holst, Steven	Secondary Roads	07-20-2026	Equipment Operator	\$29.68/hour	1%=\$0.31/hr	R	Per CWA Roads – Move to Step 2. Anniversary Date: 7/31/26
Wenger, Jeffery	Secondary Roads	07-20-2026	Equipment Operator	\$29.37/hour	3%=\$0.88/hr	R	Per CWA Roads – End of Probationary Period. Move to Step 1.

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR: _____

WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 7/9/2026 Weekly Agenda Date: 7/14/2026

Elected Official / Department Head / Citizen: Michelle Skaff

Wording for Agenda Item:

To receive the appointment of Tim Skidmore to fill the council vacancy in the City of Salix.

Action Required:

Approve Ordinance

Approve Resolution

Approve Motion

Hold Public Hearing

Informational

Attachments

Set Time:

Reviewed by County Attorney's Office:

Background & Financial Impact:

Nick Black resigned back on May 27, 2026.

Recommendation:

To receive the appointment.

Attachments:

[Vacancy appointment form](#) 

[vacancy appointment pdf](#) 

Approved by Board of Supervisors on March 17, 2026

NOTICE OF APPOINTMENT TO FILL A VACANCY

TO: Michelle Skaff, Woodbury County Auditor/Recorder & Commissioner of Elections

From: __The City of Salix, Iowa_____School/City/Township/Extension/Soil & Water

__Ashley Mareau, City Clerk_____Secretary/Clerk

__07/08/2026_____Date

This is to notify you and the Board of Supervisors of Woodbury County that the following person has been appointed until the next regular/general election:

For the office of __City Council for City of Salix_____

Name __Tim Skidmore_____

Address __902 Poplar Street_____

City/Zip __Salix, IA, 51052_____

Date of appointment __07/082026_____

This appointment is to fill the office previously held by:

__Nick Black_____

(Name of previous official)

RETURN TO: Michelle Skaff

Woodbury County Commissioner of Elections

620 Douglas St, Rm 103

Sioux City, IA 51101

WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 7/6/2026 Weekly Agenda Date: 7/14/2026

Elected Official / Department Head / Citizen: John Malloy - WCICC-IT CIO

Wording for Agenda Item:

Cyber Security County Tabletop Exercise

Action Required:

Approve Ordinance

Approve Resolution

Approve Motion

Hold Public Hearing

Informational

Attachments

Set Time:

Reviewed by County Attorney's Office:

Background & Financial Impact:

The purpose of the cybersecurity tabletop exercise is to walk through a simulated cybersecurity incident in a controlled environment. The exercise will test our current response plans, identify gaps, and help ensure our leadership team is prepared to make timely, informed decisions during an actual cybersecurity event. The session will be interactive and require real-time input and collaboration. While it is expected to be longer than a typical meeting, leadership participation is essential to the exercise's success. The engagement will be facilitated by our third-party cybersecurity partner, ProCircular. County leadership participation is particularly important, as many of the strategic decisions required during a cybersecurity incident fall within their areas of responsibility. This exercise will demonstrate—and help strengthen—our organization's ability to respond effectively during a real crisis. Active participation enables us to evaluate our current preparedness, identify opportunities for improvement, and strengthen coordination across leadership. While we recognize the time commitment involved, the potential cost of an uncoordinated or delayed response during an actual incident could be far greater. Last fall, we conducted a similar tabletop exercise with City leadership, including the City Manager, City Attorney, Finance Director, and Human Resources Director. Although tabletop exercises are

scheduled for up to five hours, the City exercise was successfully completed in approximately three hours.

Recommendation:

At a minimum, we recommend attendance by the officials identified in the Incident Response Plan, or their designated representatives. Recommended participants include the Board Chairperson, County Attorney, Human Resources Director, County Auditor, and Finance Director.

Approved by Board of Supervisors on March 17, 2026

WOODBURY COUNTY AGENDA ITEM(S) REQUEST FORM

Date: 7/9/2026 Weekly Agenda Date: 7/14/2026

Elected Official / Department Head / Citizen: To be determined.

Wording for Agenda Item:

Consideration and approval to designate the doors with the glass windows at the former Douglas Street public entrance/current emergency exit as an official posting location for Board of Supervisors agendas and notices, and to continue designating the bulletin board inside the north entrance of the Woodbury County Courthouse for that same purpose, and to reaffirm woodburycountyiowa.gov as the county's primary internet presence for such postings, in compliance with House File 2490. Further, direct all county boards, commissions, committees, and advisory bodies to designate their own official physical posting locations and primary internet presences.

Action Required:

Approve Ordinance

Approve Resolution

Approve Motion

Hold Public Hearing

Informational

Attachments

Set Time:

Reviewed by County Attorney's Office:

Background & Financial Impact:

On May 15, 2026, Governor Kim Reynolds signed House File 2490 into law. The legislation amends Iowa Code section 21.4 governing public meeting notice requirements. It requires all governmental bodies, including counties, boards, commissions, and committees, to post meeting notices and tentative agendas in a prominent, conspicuous, and clearly designated physical location visible at all times, as well as on the body's primary internet site. The bulletin board located just inside the north entrance of the courthouse adjacent to the security station continues to serve as an official posting location, and the glass doors at the former Douglas Street public entrance/current emergency exit are also being requested to be designated as an official posting location for Board of Supervisors agendas and notices. Woodburycountyiowa.gov is being

reaffirmed as the county's primary internet presence for such postings. Because the law applies to individual governmental bodies, this also directs all county boards, commissions, committees, and advisory bodies to formally designate their own physical posting locations and digital posting sites.

Recommendation:

Approve to designate the doors with the glass windows at the former Douglas Street entrance/current emergency exit as an official posting location for Board of Supervisors agendas and notices, and to continue designating the bulletin board inside the north entrance of the Woodbury County Courthouse for that same purpose, and to reaffirm woodburycountyiowa.gov as the county's primary internet presence for such postings, in compliance with House File 2490. Further, direct all county boards, commissions, committees, and advisory bodies to designate their own official physical posting locations and primary internet presences.

Attachments:

[Backup Materials](#) 

Approved by Board of Supervisors on March 17, 2026