

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: August 12, 2025

*** 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
Jones, Kathryn	Juvenile Detention	08-09-2025	Youth Worker PT			S	Resignation
Carstens, Aaron	Secondary Roads	08-15-2025	Motor Grader Operator			S	Resignation
Hinrickson, Blake	Secondary Roads	08-15-2025	Motor Grader Operator			S	Resignation
Brannan, Zachary	Secondary Roads	08-15-2025	Engineering Aide			S	End of Temp Work
Palsma, Kurtus	Secondary Roads	08-15-2025	Engineering Aide			S	End of Temp Work
Sanford, Blasé	Secondary Roads	08-15-2025	Engineering Aide			S	End of Temp Work
Dunnington, Collin	Secondary Roads	08-15-2025	Summer Laborer			S	End of Temp Work
Gotto, Nathan	Secondary Roads	08-15-2025	Summer Laborer			S	End of Temp Work
Kern, Anna	Treasurer	08-18-2025	Senior Clerk - MV	\$22.74/hour	15%=\$2.92/hr	R	Promoted to Senior Clerk Per County Treasurer
Nelson, Charles	Sheriff's Office	08-18-2025	Civilian Jailer	\$26.98/hour	4%=\$0.94/hr	R	Per CWA Civilian: Move from 3 rd Class to 2 nd . Anniversary Date 8/22/25
Forsell, Ronald	Attorney's Office	08-18-2025	Assistant County Attorney	\$122,157.00/year	3%=\$4,109.00/yr	R	Per AFSCME Attorney: Move from Step 8 to 9. Anniversary Date 8/26/25
Thomas, Cole	Secondary Roads	08-22-2025	Summer Laborer			S	End of Temp Work

Williams, Keondre	Secondary Roads	09-09-2025	Summer Laborer			S	End of Temp Work
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APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR: Melissa Thomas HR Director

The above and foregoing
having been submitted
is disposed of as follows:

VOTE

AUG 12 2025

OK	<u>[Signature]</u>	NO	_____
OK	<u>[Signature]</u>	NO	_____
OK	<u>Kent T. Carpenter</u>	NO	_____
OK	<u>[Signature]</u>	NO	_____
OK	_____	NO	_____