

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE:** June 23, 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
Jensen, Alexander	Sheriff's Office	06-28-2026	Jail Sergeant			S	Resigned
Schlenger, Dustin	Secondary Roads	06-29-2026	Equipment Operator	\$27.86/hour		A	Job Vacancy Posted on 4/10/26. Entry Level Salary: \$27.86/hr
Raymond, Patricia	Treasurer	06-22-2026	% Deputy	\$96,141.03/year	2%=\$2,344.90/yr	O	Increase from 80% to 82% Deputy. Per County Treasurer.
Koepke, Kimberlee	Treasurer	06-22-2026	% Deputy	\$78,554.28/year	3%=\$2,344.93/yr	O	Increase from 65% to 67% Deputy. Per County Treasurer.
Reiners, Teagan	Secondary Roads	06-24-2026	Engineering Aide - Temp	\$19.00/hour		A	Job Vacancy Posted on 2/25/26. Entry Level Salary: \$19.00/hr. Temp - Not to Exceed 120 Days.

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

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

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas, HR Director **NOTE**

JUN 23 2026

OK [Signature] NO \_\_\_\_\_

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