

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

Date: 07/24/2025 Weekly Agenda Date: 07/29/2025

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Melissa Thomas and Kenny Schmitz

WORDING FOR AGENDA ITEM:

Approval of a new Clerk III position in the Building Services Department

ACTION REQUIRED:

- | | | |
|--|---|--|
| Approve Ordinance <input type="checkbox"/> | Approve Resolution <input type="checkbox"/> | Approve Motion <input checked="" type="checkbox"/> |
| Public Hearing <input type="checkbox"/> | Other: Informational <input type="checkbox"/> | Attachments <input checked="" type="checkbox"/> |

EXECUTIVE SUMMARY:

The Environmental Project and Energy Management position is being de-authorized and this request is to authorize a new Clerk III position in the Building Services Department.

BACKGROUND:

This position will help with all the office duties needed within the department.

FINANCIAL IMPACT:

The Environmental Project and Energy Management position is budgeted at \$129,589.79. The Clerk III position is budgeted at \$63,353.84. This restructuring will lead to an approximate \$66,235.95 in savings.

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 the motion

ACTION REQUIRED / PROPOSED MOTION:

Motion to authorize a new Clerk III position in the Building Services Department.