

AGENDA
Codington County Board of Commissioners
Codington County Court House, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, June 24, 2025

1. Pledge of Allegiance
2. Call for public comment. Public comment may be submitted in person or via telephone at 605-882-6248 or 605-882-6297
3. Conflict of interest items
4. Action to approve the June 24, 2025, agenda
5. Action to approve the June 17, 2025, minutes of the Board of Codington County Commissioners
6. Closing audit conference with SD Dept. of Legislative Audit
7. Monthly Reports
 - a. Emergency Management
 - b. Sheriff
8. Discussion/possible action to approve Human resources contract effective July 1, 2025
9. Action to approve abatement applications
10. Action to approve claims for payment
11. Action to approve automatic budget supplements
12. Action to approve personnel changes
13. Action to approve travel requests
14. Public Notices – a possible quorum of Commissioners could be in attendance at:
15. Old Business
16. New Business
17. Open
 - a. Public Comments
 - b. Commission Comments
18. Action to enter into Executive session per SDCL 1-25-2
 - (1) Discussion of personnel issues
 - (2) Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters
 - (3) Preparing for contract negotiations with employees or employee's representatives
 - (4) Discussing information listed in SDCL 1-27-1.5 (8) and 1-27-1.5 (17) (safety or disaster)
19. Action to adjourn upon completion of agenda items

Codington County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.

**Official Proceedings
County of Codington
Codington County Court House
14 1st Ave SE
Watertown, SD 57201**

June 17, 2025

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, June 17, 2025, at the Codington County Court House. Commission members present were: Lee Gabel, Tyler McElhany, Myron Johnson, Troy VanDusen and Randall Schweer; Chair VanDusen, presiding. The pledge of allegiance was led by Commissioner Johnson.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair VanDusen called for public comments to be taken up during the open portion of the meeting; none were offered. There were no conflict-of-interest items to note.

AGENDA APPROVED

Motion by McElhany, second by Gabel, to approve the agenda for June 17, 2025, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Schweer, to approve the minutes of June 10, 2025; all voted aye; motion carried.

MONTHLY REPORTS

Director of Equalization, Shawna Constant, reported the office has finished with the Equalization Board changes and have been sent into Dept. of Revenue; finished with final abstract for 2025 and have been sent to Dept. of Revenue; the first 6 months of sales for 2026 assessment year are complete; the Appraisal staff has begun work in the re-appraisal area of Lake Kampeska; 2026 budget is completed and working on performance reviews; two properties were appealed and will be going to OHE hearings. **Highway Superintendent, Randy Falvey**, updated the Board: have finished crack sealing the roads for now, may return to County Road 23 – 4 & 5 later this year after the weather turns cold again to go over the micro sealed road surface; have been hauling Pea Rock chipping material from Northern Con-Ag to various locations in preparation for chipping season, starting after the 4th of July; started to mow the ditches, taking the first top cut for the season; have done some culvert work on County Road 6-4, with a total replacement of one culvert and resetting the ends on another; have both of the scrapers up and running, preparing them for sale on Purple Wave; bidding will close next Tuesday the 24th on the two dump trucks that are listed on Purple Wave, one is listed \$8,000 and one at \$4,100; Lori is back full-time; are fully staffed for the first time in a while, with the new mechanic on board; Brad Schwinger will be retiring the end of June, he is one of our experienced operators just shy of 25 years, plan on promoting from within for this position and have a Maintenance II position currently posted; working on performance reviews. **Facility Manager, Steve Molengraaf**, Ag. Building – staff setting up and cleaning for multiple meetings and functions occurring throughout the past and upcoming month, trying to get the fence and gates done on the west side of the barn to prevent automobiles from excessively driving through and someone gets hurt; the south parking lot is scheduled to be chip sealed in the middle to late July; Court House – generator was wired to the courthouse on Memorial weekend, the electrical team has scheduled for a load test and test the transfer on Thursday, June 26th, 2025; Park – 963 reservations as of 6/15/25, 878 online reservations, 85 offline reservations, add facilities to on-line next year, \$100,752,50 revenue this season; Weed – spraying began two weeks ago, 25-30% completed for the spring season, the Plant ID Tour was near Garretson at Palisades State Park and surrounding area with

46 individuals attending, will be checking for leafy spurge beetles collection next week; WNV – will be setting up traps in a couple weeks or when we notice an increase in mosquitoes, a couple of communities have requested to be fogged prior to Furth of July events; Note: Emerald Ash bore has been detected in Milbank, a quarantine is in place in Grant County; there have been weed complaints in the northern section of Watertown in the new development, it is not mandatory to spray, but can mow to prevent it from spreading, a majority of the noxious plants in that area will not go to seed until July through October.

CELL PHONE STIPENDS

Motion by Gabel, second by Johnson, to approve \$25.00 cell phone stipends for the following new hires in the Highway Dept., effective June 2025, Wade Jordan \$50.00 for June and \$25.00 a month after that; and Keith Eischens and Joseph Laframboise for June and \$25.00 a month after that; all voted aye; motion carried.

CODINGTON COUNTY EXTENSION COMPLEX CHAIN LINK FENCE

Motion by Johnson, second by Gabel, to approve a quote for chain link fence at the Codington County Extension Complex, in the amount of \$ 3,640.00, with Kota Fence & Supply, LLC, Facility Manager, Steve Molengraaf, presented the quote to the Board and this is to replace a fence that previously was there and this is a budgeted item; all voted aye; motion carried.

CODINGTON COUNTY COURTHOUSE CHAIN LINK FENCE

Motion by McElhany, second by Schweer, to approve a quote for a chain link fence at the Codington County Courthouse, in the amount of \$6,815.00, with Kota Fence & Supply, LLC, Facility Manager, Steve Molengraaf, presented the quote to the Board and informed them that this will be a 10' high fence around the generator for safety purposes and is a budgeted item; all voted aye; motion carried.

AGREEMENT WITH UJS FOR ACCESS TO ODYSSEY COURT MANAGEMENT SYSTEM

Motion by Gabel, second by McElhany, to authorize Chair to sign agreement between UJS and Codington County Community Service Office for access to Odyssey eCourts criminal data base, Substance Use and Justice Programs Coordinator, Angie Collignon, presented the agreement to the Board and explained what access will be used for; all voted aye; motion carried.

FIREWORKS SHOW PERMIT

Motion by Gabel, second by McElhany, to approve the following fireworks show permit: Jared J. Birk, person discharging, location 46345 166th St., July 12, 2025; all voted aye; motion carried. It was noted that in the event a County ban on open burning is in place on the date requested, this permit will become null and void.

JUNETEENTH OFFICE CLOSURES

The Board noted the Court House and all County offices will be closed on Thursday, June 19th, 2025, in observance of Juneteenth.

NEW JAIL CLAIMS

Motion by Gabel, second by Schweer, to approve the payment for the following list of claims; all voted aye; motion carried. Architecture Incorporated - \$395,135.19; Tegra - \$20,688.00.

CLAIMS

Motion by McElhany, second by Johnson, to approve the payment for the following list of claims; all voted aye; motion carried. LEWIS & CLARK BHS 225.00 AVC, LINCOLN CO TREASURER 3312.66 SVC, JODI LOEHRER 54.60 TRAV, FRANCISCO ALEXANDRO ORTEGA 2250.00 PMT,

RAUVILLE TOWNSHIP 46656.00 PMT, GERARDO REYES MATA 119.10 PMT, THOMSON REUTERS-WEST 347.96 PMT, TIMECLOCK PLUS LLC 4938.30 SVC, HEALTH EQUITY 84.00

AUTOMATIC BUDGET SUPPLEMENT

Motion by Johnson, second by McElhany, to approve an automatic budget supplement, to the Community Service Budget in the amount of \$284,501.93 with ERA-2 funds, all voted aye; motion carried.

PERSONNEL CHANGES

Motion by Johnson, second by Gabel, to approve the following annual step personnel changes; all voted aye; motion carried.

<u>Employee</u>	<u>Position</u>	<u>Wage</u>	<u>Effective</u>
Joseph Thronson	Deputy State's Atty	41.13/7156.62	7/1/2025
Scott Polski	Deputy State's Atty	42.16/7335.84	7/1/2025
Jamie Monson	Legal Records Spec.	31.44/5470.56	7/1/2025
Katie Moes	Admin. Spec.	25.90/4506.60	7/1/2025
Kristina Solum	Admin. Support	24.04/4182.96	7/1/2025
Kari Lieffort	Admin. Spec.	24.65/4289.10	7/1/2025
Ann Rasmussen	Register of Deeds	46.53/8096.22	7/1/2025
Jacki Manning	First Deputy ROD	34.05/5924.70	7/1/2025
Jill Schweitzer	Admin. Spec. ROD	28.59/4974.66	7/1/2025
Mary Fransen	Sr. Admin. Spec. ROD	33.03/5747.22	7/1/2025
Angelica Leadabrand-Anderson	Public Health Asst.	23.48/4085.52	7/1/2025

TRAVEL REQUEST

Motion by Johnson, second by Gabel, to approve the following travel request: Director of Equalization Office staff to attend OHE Hearings; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by Johnson, second by McElhany, to enter into executive session, per SDCL 1-25-2 (1) Discussion of personnel issues; at 9:37 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:28 a.m., no action was taken. Human Resource Representative, Natalie Remund and Auditor, Brenda Hanten were present for executive session.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by McElhany, second by Gabel, to adjourn at 10:28 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten
 Codington County Auditor

Codington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.
 Published once at the total approximate cost of \$ _____

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Sara Aman		DATE 06/17/2025
EFFECTIVE DATE 07/01/2025	POSITION TITLE Health Administraive Tech	DEPARTMENT Public Health
CURRENT STEP Step 10	NEW STEP Step 11	
CURRENT PAY RATE \$25.38	NEW PAY RATE \$26.00	
REASONS FOR CHANGE Yearly step increase		

EMPLOYEE SIGNATURE Sara Aman

DEPARTMENT HEAD SIGNATURE [Signature] RN

DATE 6/17/25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

JUN 17 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Kim Johnson		DATE 7/1/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Administrative Specialist	DEPARTMENT Extension
CURRENT STEP 6	NEW STEP 7	
CURRENT PAY RATE \$26.54	NEW PAY RATE \$27.22	
REASONS FOR CHANGE Anniversary step increase		

EMPLOYEE SIGNATURE Kim Johnson

DEPARTMENT HEAD SIGNATURE Jodi Loehrer

DATE 6/16/25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

JUN 17 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Becky Goens		DATE 7/1/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Sr. Admin. Specialist	DEPARTMENT Extension
CURRENT STEP 9	NEW STEP 10	
CURRENT PAY RATE \$31.44	NEW PAY RATE \$32.23	
REASONS FOR CHANGE Anniversary step increase		

EMPLOYEE SIGNATURE Becky Goens

DEPARTMENT HEAD SIGNATURE Jodi Lochner

DATE 6/16/25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.


FILED


JUN 17 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <p align="center">Dave Curtis</p>		DATE <p align="center">6/2/2025</p>
EFFECTIVE DATE <p align="center">7/1/2025</p>	POSITION TITLE <p align="center">Court Security</p>	DEPARTMENT <p align="center">Sheriff's Office</p>
CURRENT STEP <p align="center">5</p>	NEW STEP <p align="center">6</p>	
CURRENT PAY RATE <p align="center">\$28.49 / \$4957.26</p>	NEW PAY RATE <p align="center">\$29.20 / \$5080.80</p>	
REASONS FOR CHANGE <p align="center">Annual Step Increase</p>		

EMPLOYEE SIGNATURE X David A. Curtis 

DEPARTMENT HEAD SIGNATURE 

DATE 6-16-25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED
JUN 18 2025

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Gavin Wright		DATE 6/2/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Deputy Sheriff	DEPARTMENT Sheriff's Office
CURRENT STEP 6		NEW STEP 7
CURRENT PAY RATE \$32.42 / \$5641.08		NEW PAY RATE \$33.23 / \$5782.02
REASONS FOR CHANGE Annual Step Increase		

EMPLOYEE SIGNATURE X *Gavin Wright*

DEPARTMENT HEAD SIGNATURE *[Signature]*

DATE 6-16-25

COUNTY COMMISSIONERS _____

DATE _____

FILED

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Travis Gutzmer		DATE 6/2/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Deputy Sheriff	DEPARTMENT Sheriff's Office
CURRENT STEP 8	NEW STEP 9	
CURRENT PAY RATE \$34.05 / \$5924.70	NEW PAY RATE \$34.90 / \$6072.60	
REASONS FOR CHANGE Annual Step Increase		

EMPLOYEE SIGNATURE X *Travis Gutzmer*

DEPARTMENT HEAD SIGNATURE *[Signature]*

DATE 6-16-25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Dakota Dodds		DATE 6/2/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Deputy Sheriff	DEPARTMENT Sheriff's Office
CURRENT STEP 2	NEW STEP 3	
CURRENT PAY RATE \$29.37 / \$5110.38	NEW PAY RATE \$30.10 / \$5237.40	
REASONS FOR CHANGE Annual Step Increase		

EMPLOYEE SIGNATURE 

DEPARTMENT HEAD SIGNATURE 

DATE 6-16-25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Chandler Flowers		DATE 6/2/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Deputy Sheriff	DEPARTMENT Sheriff's Office
CURRENT STEP 3	NEW STEP 4	
CURRENT PAY RATE \$30.10 / \$5237.40	NEW PAY RATE \$30.85 / \$5367.90	
REASONS FOR CHANGE Annual Step Increase		

EMPLOYEE SIGNATURE Chandler Flowers

DEPARTMENT HEAD SIGNATURE [Signature]

DATE 6-16-25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Shane Yost		DATE 6/2/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Deputy Sheriff	DEPARTMENT Sheriff's Office
CURRENT STEP 4	NEW STEP 5	
CURRENT PAY RATE \$30.85 / \$5367.90	NEW PAY RATE \$31.63 / \$5503.62	
REASONS FOR CHANGE Annual Step Increase		

EMPLOYEE SIGNATURE X *Shane Yost*

DEPARTMENT HEAD SIGNATURE *Bull*

DATE 6-16-25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

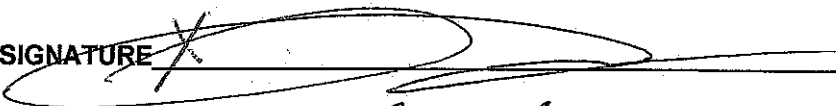
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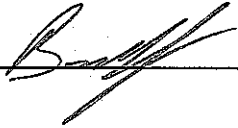
JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Steve Lowry		DATE 6/2/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Deputy Sheriff	DEPARTMENT Sheriff's Office
CURRENT STEP 8	NEW STEP 9	
CURRENT PAY RATE \$34.05 / \$5924.70	NEW PAY RATE \$34.90 / \$6072.60	
REASONS FOR CHANGE Annual Step Increase		

EMPLOYEE SIGNATURE 

DEPARTMENT HEAD SIGNATURE 

DATE 6-16-25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED


JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Trever Schimmel		DATE 6/2/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Deputy Sheriff	DEPARTMENT Sheriff's Office
CURRENT STEP 9	NEW STEP 10	
CURRENT PAY RATE \$34.90 / \$6072.60	NEW PAY RATE \$35.78 / \$6225.72	
REASONS FOR CHANGE Annual Step Increase		

EMPLOYEE SIGNATURE 

DEPARTMENT HEAD SIGNATURE 

DATE 6-16-25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED


JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Jerrold Olson		DATE 6/2/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Deputy Sheriff Sergeant	DEPARTMENT Sheriff's Office
CURRENT STEP 6	NEW STEP 7	
CURRENT PAY RATE \$37.43 / \$6512.82	NEW PAY RATE \$38.38 / \$6678.12	
REASONS FOR CHANGE Annual Step Increase		

EMPLOYEE SIGNATURE 

DEPARTMENT HEAD SIGNATURE 

DATE 6-16-25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <i>Russell Mathews</i>		DATE <i>6/2/25</i>
EFFECTIVE DATE <i>7/1/25</i>	POSITION TITLE <i>Deputy Sheriff</i>	DEPARTMENT <i>SO</i>
CURRENT STEP <i>11</i>	NEW STEP <i>12</i>	
CURRENT PAY RATE <i>36.67 / 6380.58</i>	NEW PAY RATE <i>37.59 / 6540.66</i>	
REASONS FOR CHANGE <i>STEP increase</i>		

EMPLOYEE SIGNATURE 

DEPARTMENT HEAD SIGNATURE 

DATE *6-16-25*

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED


JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Adam Reeves		DATE 6/2/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Deputy Sheriff	DEPARTMENT Sheriff's Office
CURRENT STEP 10	NEW STEP 11	
CURRENT PAY RATE \$35.78 / \$6225.72	NEW PAY RATE \$36.67 / \$6380.58	
REASONS FOR CHANGE Annual Step Increase		

EMPLOYEE SIGNATURE *X* 

DEPARTMENT HEAD SIGNATURE 

DATE 6-18-25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

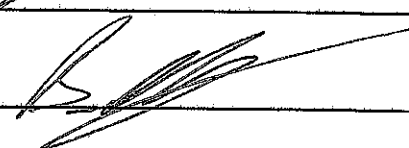
JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Brad Howell		DATE 6/16/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Sheriff	DEPARTMENT Sheriff/Correcti
CURRENT STEP 4	NEW STEP 5	
CURRENT PAY RATE 54.23 / 9436.02	NEW PAY RATE 55.58 / 9670.92	
REASONS FOR CHANGE July step increase		

EMPLOYEE SIGNATURE 

DEPARTMENT HEAD SIGNATURE 

DATE 6-16-25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED


JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Matthew Blackwelder		DATE 6/16/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Chief Corrections Officer	DEPARTMENT Sheriff/Correcti
CURRENT STEP 6	NEW STEP 7	
CURRENT PAY RATE 41.28 / 7182.72	NEW PAY RATE 42.30 / 7360.20	
REASONS FOR CHANGE July step increase		

EMPLOYEE SIGNATURE 

DEPARTMENT HEAD SIGNATURE 

DATE 6-16-25

COUNTY COMMISSIONERS _____

DATE _____

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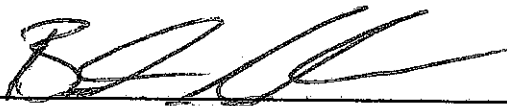
FILED

JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Brent Solum		DATE 6/16/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Chief Deputy	DEPARTMENT Sheriff/Correcti
CURRENT STEP 6	NEW STEP 7	
CURRENT PAY RATE 41.28 / 7182.72	NEW PAY RATE 42.30 / 7360.20	
REASONS FOR CHANGE July step increase		

EMPLOYEE SIGNATURE 

DEPARTMENT HEAD SIGNATURE 

DATE 6-16-25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Erin Lenzner		DATE 6/16/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Public Safety Support	DEPARTMENT Sheriff
CURRENT STEP 10	NEW STEP 11	
CURRENT PAY RATE 27.90 / 4854.60	NEW PAY RATE 28.61 / 4978.14	
REASONS FOR CHANGE July step increase		

EMPLOYEE SIGNATURE *Erin Lenzner*

DEPARTMENT HEAD SIGNATURE *[Signature]*

DATE *6-18-25*

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Vanna Engst		DATE 6/16/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Records Manager	DEPARTMENT Sheriff
CURRENT STEP 6	NEW STEP 7	
CURRENT PAY RATE 29.20 / 5080.80	NEW PAY RATE 29.93 / 5207.82	
REASONS FOR CHANGE July step increase		

EMPLOYEE SIGNATURE Vanna Engst

DEPARTMENT HEAD SIGNATURE [Signature]

DATE 6-18-25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Cheri Howell		DATE 6/18/2025
EFFECTIVE DATE 7/1/2025	POSITION TITLE Deputy Director	DEPARTMENT Emergency Management
CURRENT STEP 6	NEW STEP 7	
CURRENT PAY RATE \$32.42 / \$5,641.08	NEW PAY RATE \$33.23 / \$5,782.02	
REASONS FOR CHANGE Step Increase		

EMPLOYEE SIGNATURE Cheri Howell

DEPARTMENT HEAD SIGNATURE 

DATE 6/18/2025

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

JUN 18 2025

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME		DATE
Andrew Delgado		6/18/2025
EFFECTIVE DATE	POSITION TITLE	DEPARTMENT
7/1/2025	Director	Emergency Management
CURRENT STEP	NEW STEP	
4	5	
CURRENT PAY RATE	NEW PAY RATE	
\$39.28 / \$6,834.72	\$40.27 / \$7,006.98	
REASONS FOR CHANGE		
Step Increase		

EMPLOYEE SIGNATURE 

DEPARTMENT HEAD SIGNATURE _____

DATE 6/18/2025

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

JUN 18 2025

CODINGTON COUNTY AUDITOR