

Working Session-April 21, 2026

Board of Supervisors

Work Session

Roll Call: Chair Darren Batterson; Vice Chair Carrie Teninty; Supervisor Bryan Ziegler; Karen Wilcoxson, Assistant to the Board of Supervisors; Travis Kaster, Assessor; Miranda Vailey, Zoning

10:56 a.m. Work Session Meeting called to order by Chair, Batterson. Vice Chair Teninty moved, seconded by Supervisor Ziegler, All ayes. Motion Carried.

The meeting discussed sharing an employee between the Planning & Zoning department and the Assessor's Office to save costs and time. Travis Kaster proposed transferring \$20,000-\$30,000 annually or whatever figure we decide on from the assessor's budget to cover the shared employee's salary. The new employee would gather information for both departments, with a policy outlining responsibilities and a description of the job. Travis has offered to work out in the field to help them know what information he needs.

Things are not slowing down. Last year we had 6 building permits, and we have around 20 right now. This is re-models and new construction. People are building big structures. There are also things on the state level that will affect us. The building side, environmental side, abandoned nuisances. The revenue from the building permits is also good revenue as some of the permits are in the thousand-dollar range. Jeff is very conscientious about his job and it's much appreciated.

Discussion of contracts with Schneider - 96 training and service hours will be around \$30,000. Sarah at Schneider thought 96 hours would be plenty. Travis will reach out to Sarah and set up a meeting so they can talk about contracts.

Wage discussion for the new shared employee. \$32.-\$33. Depending on experience and training. Break down of the wages of Miranda and Jeff were also looked at. Travis said so he was looking at probably \$30,000. For his part to assist with benefits and salary for the new shared employee. It was decided that they would advertise right away for the position. Travis and Miranda agreed that a Memorandum of Understanding would be a good contract between them and they can get it recorded with the local Recorders Office.

A computer and a phone were discussed. It is important not only safety, but so they have control over the time of day they are answering contractor calls. Andy thought he would have a

computer they could fix up for the new person. The truck we were going to sell now will look at keeping it for the new employee.

11:28 a.m. A motion for the work session to adjourn was made by Vice Chair Teninty; seconded by Supervisor Ziegler. All ayes. Motion Carried.

Minutes submitted by: ksw