Agenda		Yankton County Commission 10:00 AM, Thursday, February 28, 2019 Commission Chamber Yankton County Government Center					
Mee	ting chaired by:	Dan Klimisch, Chairperson					
01 Call to order:		10:00 AM PLEDGE OF ALLEGIANCE					
0	2 Roll Call:	Cheri Loest Joseph Healy					
		Gary Swensen Don Kettering	Dan Klimisch				
AGENDA ITEMS							
No.	Time	Item Description	Presenter				
03	10:00 AM	Abstain Financial Conflict of Interest (SDCL 6-1-17) Non-Financial Interest-Must State Reason	Commissioners				
		for Abstaining					
04	10:03 AM	Approval of Agenda with Additions/Changes	Commissioners				
05	10:05 AM	Public Comments					
06	10:15 AM	Advertise for Deputy Planning and Zoning Administrator	Commissioners				
07	10:20 AM	Temporarily Contracting Out Planning and Zoning Operations	Commissioners				
08	10:25 AM	Approve Planning and Zoning Commissioner Job Description and Application Form	Commissioners				
09	10:30 AM	Class F Permits	States Attorney				
10	10:35 AM	Executive Session/Litigation SDCL 1-25-2(3)	Commissioners				
		And Personnel SDCL 1-25-2(1)					
11	10:40 AM	Items for Next Meeting					

LETTER OF AGREEMENT BETWEEN YANKTON COUNTY AND PLANNING AND DEVELOPMENT DISTRICT III

This agreement is hereby entered into between Planning and Development District III, hereinafter referred to as "District" and Yankton County, hereinafter referred to as the "County."

I. PURPOSE

A. Provide administrative and technical assistance services to the Yankton County Planning Commission and County Commission/Board of Adjustment. The work activities shall support land use regulations, drainage controls, flood plain management, and nuisance abatement. The primary focus of the assistance is to maintain continuity in the day to day operation of the County's planning and zoning office.

II. DISTRICT RESPONSIBILITIES

District Staff shall:

- A. Be empowered to act in the official capacity of Administrative Authority for Yankton County, in all land use, flood plain, and drainage management and/or enforcement matters.
- B. Prepare and/or review public notices and forward them for publication in order that legal requirements for said publications are met.
- C. Prepare complete agendas with appropriate attachments in order to prepare Planning Commission (PC), Board of Adjustment (BOA), and County Commission members for meetings.
- D. Make recommendations on items that require board action. Recommendations shall provide options and/or alternatives as appropriate.
- E. Keep the States Attorney Office informed of potential problem areas. The District shall request assistance when legal interpretation is required and request States Attorney Office participation in meetings after consulting with the County Commission representatives on the Planning Commission.
- F. Be responsible for conducting site visits regarding specific zoning-related applications.
- G. Assist the Chairperson with procedural advice during Planning Commission and County Commission/Board of Adjustment meetings/public hearings.
- H. Review, update, and/or establish policies on administrative procedures which may include application forms, sample notices, and an administration manual.
- I. Review and provide amendment recommendations regarding existing comprehensive plan, and zoning, subdivision ordinances.
- J. Provide up to sixteen (16) hours per week in public and non-public office hours, BOA/PC Meetings, and BOA field review. This limitation may be exceeded as conditions warrant.

- K. Maintain office hours at the Yankton County Government Center on a flexible schedule, which will be posted a week in advance, if possible.
- L. Provide services according to this agreement starting Monday, March 4, 2019, and ending Friday, April 26, 2019.

III. YANKTON COUNTY RESPONSIBILITIES

Yankton County shall:

- A. Inform the States Attorney's Office of this agreement and provide county personnel, as necessary, to provide information and/or support to the District.
- B. Agree to indemnify and hold the District harmless from and against any and all claims, actions, suits, losses, damages and liabilities, including attorney fees and costs of defense arising from any contention or allegation, whether well founded or otherwise, based on any acts of conduct of the District or its staff which are reasonably necessary to effectuate the purpose of this agreement.

IV. COMPENSATION

- A. Yankton County shall pay the District \$65.00 per hour for services as described in II. District Responsibilities, above. Clerical or other support services will be billed at \$40.00 per hour.
- B. The District will submit monthly vouchers.
- C. The County shall pay the District the federal mileage rate when the District uses its vehicles on County business.
- D. Meal expenses will be based upon state rates.

V. OTHER PROVISIONS

- A. Amendment Provision: This contract contains the entire agreement between the parties and may be amended only in writing signed by both parties.
- B. Termination Provision: This agreement can be terminated upon written notice by either party. The District will receive compensation up to the date of termination.
- C. Insurance Provision: The District agrees to, at its sole cost and expense, maintain adequate general liability, worker's compensation, professional liability, and automobile liability insurance during the period of this agreement. Certificates of insurance may be required.
- VI. In witness hereto, the parties signify their agreement by affixing their signatures hereto.

	2/28/2019		
District	Date	Yankton County Commission	Date
		ATTEST:	

Yankton County Auditor

YANKTON COUNTY

JOB DESCRIPTION Appointed Position

Job Title:	Planning Commissioner			
Appointment Period:	3 years			
Appointing Body:	Yankton County Commission			
Meeting Expectations:	Monthly, plus additional meetings as required			
Staff Support:	Yankton County Zoning Administration Personnel			
Authorizing Statute:	SDCL 11-2-2			

General Statement of Planning Commission Duties:

- Prepares and amends the county comprehensive plan
- Prepares and amends the county zoning ordinance and map
- Develops subdivision and any other land use regulations
- Conducts public hearings to obtain input on plans, ordinances, and applications
- Advises the County Commission on zoning-related requests and policy issues
- Prescribes appropriate conditions and safeguards in conformity with the ordinance
- Assists the County Commission with special studies or other land use related research

Necessary Skills:

- Listens, without interjecting personal opinions or comments
- Knows of, or willingness to learn about, county land use issues and responsibilities
- Considers all points of view and interests
- Commits to being prepared for meetings by reviewing applicable information in advance
- Communicates with fellow commissioners and the public in a courteous and professional manner
- Seeks answers to relevant questions and impartially analyzes information
- Comprehends and applies zoning regulations to pending applications

Role Expectations:

- Ability to sustain harmonious working relationships with commission members, county officials, residents, and the public
- Treat fellow officials, staff, and the public with courtesy, even during a disagreement
- Excuse themselves from discussion and decisions when experiencing a conflict of interest.
- Committed to attending all meetings unless prevented by an acceptable excuse. Three (3) unexcused absences in a 12 month period are grounds for dismissal from the Commission
- Avoid commenting about ongoing commission proceedings, outside of official meetings
- Give full considerations to all aspects of a project, including protection of the environment
- Lay aside any personal experiences or biases that may contribute to prejudging a decision
- Bring forward any relevant knowledge, experiences, or information that may contribute to a greater understanding of an issue or topic

Certification:

I hereby certify that I have read and accept the duties and obligations associated with this position.

Yankton County Board Appointment Application Planning Commission

		Address: Email:					
							Oc
1.	On a scale of 1 to 5, with 5 being "outstanding", p only <i>one answer</i> per item.	please ev	valuate y	our kno	wledge o	of the followin	ng topics. Circle
	a) Land use planning	1	2	3	4	5	
	b) Zoning regulations	1	2	3	4	5	
	c) Subdivision regulations	1	2	3	4	5	
	d) Land development/real estate practices	1	2	3	4	5	
	e) Local government management	1	2	3	4	5	
	f) Environmental regulations	1	2	3	4	5	
	g) Economic/community development issues	1	2	3	4	5	
3.	Have you ever served on a similar commission or a) If yes, what one thing stood out as a learning						
4.	Why are your qualifications a good fit for the Yankton County Planning Commission?						
5.	How will you contribute to the overall effectivene	ess of the	e Plannii	ng Comi	nission?		
Bo	ard or Organization References						

Please list the name of a local organization or board that you have been an active member of in the past. By responding, you are giving Yankton County permission to contact the entity, concerning your involvement.