

AGENDA
Codington County Board of County Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown, SD
Commission Chambers Room #114
9:00 a.m., January 5, 2021

1. **Pledge of Allegiance**
2. **Call for public comment. Public comments may be submitted via telephone at 605-882-6297 or 605-882-6248**
3. **Conflict of interest items**
4. **Oaths of office for newly elected officials**
5. **Action to approve the agenda**
6. **Action to approve the minutes of December 29th, 2020**
7. **Old Business**
8. **Action to adjourn sine-die**
9. **Nominations and action to elect a Chairman and Vice Chairman for 2021**
10. **Monthly reports**
 - a. **Extension**
 - b. **Veterans Service**
11. **Action to designate legal papers for Codington County publications**
12. **Action to set Commissioners salaries for 2021**
13. **Action to approve Commissioner Liaison/Board/Duty assignments**
14. **Action to set compensation for the Coroner**
15. **Action to advertise and hire a Criminal Support Coordinator at the Detention Center to fill a vacancy**
16. **Action to advertise and hire a full time Correctional Officer to fill a vacancy**
17. **Action to approve 2021 agreement between Codington County and the AFSCME Local 2488A (Highway Department Employees)**
18. **Action to approve a contract for services for GIS web site**
19. **Action to set cell phone stipends for various employees**
20. **Action to approve a resolution to reconvey property taken by tax deed proceedings**

21. **Action to approve bank depositories for 2021 and authorize warrant signers**
22. **Action to approve claims for payment**
23. **Action to approve personnel changes**
24. **Action to approve travel requests**
25. **Old Business**
26. **New Business**
27. **Open**
28. **Action to enter into Executive session per SDCL 1-25-2**
(1) Discussion of personnel issues; (3) Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters; (4) Preparing for contract negotiations or negotiating with employees or employee representatives
29. **Action to adjourn until 9:00 a.m., Tuesday, January 12th, 2021**

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, Watertown, South Dakota
Codington County Courthouse
14 1st Ave SE**

December 29, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 29, 2020, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair, Brenda Hanten, presiding. Emergency Management Director, Jamie Torstenson, lead the pledge of allegiance.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair Hanten 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 VanDusen, second by Gabel, to approve the December 29, 2020 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel to approve the minutes of December 22, 2020; all voted aye; motion carried.

POD GRANT AGREEMENT

Emergency Management Director, Jamie Torstenson, advised the Board that he has consulted with the States Attorney and a letter has been drafted to send to the SD DOH to terminate the County's consultant contract, signed 10/22/2020, with the SD DOH for POD activities. The Emergency Management Director noted this contract could be re-visited at a later date upon action of the State to determine a consultant of the contract other than the County.

SHIFT DIFFERENTIAL FOR PART TIME EMPLOYEES

Motion by VanDusen, second by Gabel, to approve shift differential, in the amount of .50 per hour, for part-time correctional officers and part-time Sheriff's department employees; all voted aye; motion carried.

EMPLOYEE LIFE INSURANCE POLICY

Motion by Gabel, second by Waterman, to approve an updated Life Insurance policy for all eligible employees; all voted aye; motion carried. This policy increases the current \$25,000.00 benefit to a \$50,000.00 benefit, with a premium guarantee for 24 months, effective with February payroll.

ZONING SERVICES CONTRACT

Zoning Officer, Luke Muller reviewed a letter of agreement, for zoning services in 2021, in an amount not to exceed \$29,450.00, between Codington County and the First District Association of Local Governments. Motion by Gabel, second by Waterman, to authorize Chair Hanten to sign the letter of agreement between Codington County and the First District Association of Local Governments for administrative and technical assistance to the Codington County Planning Commission and County Commissioners in the area of zoning, beginning January 1, 2021 through December 31, 2021; all voted aye; motion carried.

2020 ZONING OFFICE YEAR-END REPORT

Zoning Officer, Luke Muller, reviewed a year-end revenue report, including the following: Building permits issued – 152 (72 wind tower related); estimated value of construction - \$154,602,023 (\$142.4M wind tower related); new residences – 9; and fees from building permits - \$184,127 (\$164,288 wind tower related.) There were no special meetings of the Board of Adjustment/Planning Commission; variance/conditional use permit applications – 35; and fees from variances, conditional use, and rezoning applications - \$3,400.00. The Board expressed appreciation for the continuing partnership between Codington County and the First District Association of Local Governments for the services provided.

INTER-LAKES COMMUNITY ACTION – CODINGTON COUNTY AGREEMENT

Motion by Gabel, second by VanDusen, to revise wording in the agreement, previously adopted, for the provision of assistance in assessing client needs to the County, by Inter-Lakes Community Action. The language changes in the agreement clarify hours per week, assistance with completing applications, the provision of regular reports regarding the number of applications by program and agency; and the Welfare Office's authority to make final determination on all applications. Upon vote of the Board; all voted aye; motion carried. Arleen Weerheim, Inter-Lakes Community Action, Chief Operations Officer, was present via Zoom for this action.

FUTURE BUILDING FUNDS DESIGNATED

Motion by Johnson, second by Waterman, to assign General Fund unassigned/undesignated cash, in the amount of \$10,398,298.98, for future building projects; all voted aye; motion carried.

HOUSING FUNDS FOR CARES ACT

Welfare Office assistant, Kari Kraayenbrink, met with the Board to discuss the availability of additional Cares Act housing funds per recent action of Congress and the President. This item was continued as an agreement for the Board's action was unavailable at this time.

CARES ACT FUNDING – WELFARE CLIENTS RENTAL ASSISTANCE

Welfare Office assistant, Kari Kraayenbrink, met with Board to discuss the availability of Cares Act funding for Welfare clients in need of assistance with rental costs. This item was continued as an agreement for the Board's action was not available at this time.

CLAIMS APPROVED

Motion by Gabel, second by Waterman, to approve for payment the following list of claims; all voted aye; motion carried: Peters Distributing Inc. 22852.57 final segment of door fob system; SD Dept. of Health 175.00 campground license renewal; Watertown City Finance 22504.99 October 911 surcharge collections.

COVID-19 POLICY/PROCEDURES

Human Resource Representative, Natalie Remund, advised the Board that extended COVID-19 employee emergency sick leave has been extended through March 31, 2021 on a voluntary basis for business's. The Board has the option of taking action to continue the emergency paid sick leave for COVID-19 related events.

WELFARE DIRECTOR ADVERTISEMENT

The Board discussed extending the deadline to file an application for the Welfare Director position from December 31, 2020 to January 15, 2021. The Board was of the consensus to extend the filing deadline to the 15th of January 2021.

EXECUTIVE SESSION

Motion by VanDusen, second by Gabel, to enter into executive session at 10:04 a.m., per SDCL

1-25-2, for labor contract negotiations; all voted aye; motion carried. The Board returned to regular session at 10:56 a.m. Human Resource Representative, Natalie Remund and Auditor, Cindy Brugman were present, for executive session. No action was taken following executive session.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by Waterman, to adjourn at 10:57 a.m., until 9:00 a.m., Tuesday, January 5, 2021; all voted aye; motion carried.

ATTEST:

Cindy Brugman
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 \$_____

Current: 5 JAN 20 - Codington County Veterans Service Office – Todd Rose

We have reach out to about 20 veterans living at the local senior living centers, that we thought might be eligible for VA pension, we are just starting to hear from them and determining if they are eligible or not. They have been very receptive to the information.

Watertown CBOC continues to see patients by appointment not much new there, they are now able to start the process for VA ID cards if the veteran is from the local area this is a nice addition instead of having to travel to Sioux Falls. Vicki and Nathan are at the front desk and seem to be doing well.

Veterans computer is up and running in the front area of our office. We also acquired a desk from the Welfare Office and did a little re-arranging in offices. Putting the sneeze guards into a more productive use along with putting a little more distance between us and our clients.

Complete TRIP training and I am now accredited by the VA. Waiting for the next step to acquired access to VA database to be able to see examination notes and information to help provide a better service to our veterans.

Peg Raml appraisal completed along with both of our McGrath study documents.

Provided 5 transports with the DAV vehicle in DEC, currently nothing scheduled for JAN21.

Future:

Look into updating phones / communications system.

Continue to attend local veteran's meetings when conducted.

Plan to reach out to the Veterans in our system and review their past claims.

Continue to find new way to help educate veterans of possible VA benefits. (Maybe-Tidbits)

Send letter to local organizations requesting donation or support towards new DAV vehicle.

Any questions or concerns?

2020 COMMISSIONER LIAISON/BOARD/DUTY APPOINTMENTS

Commissioner Department Liaisons (section 10.3, Codington County Personnel Policy & Procedures Manual)

Commissioner District	Liaison agencies	Areas of oversight
I (Gabel)	Sheriff's Office	Law Enforcement, Warrants,
	Detention Center	Jail, 24/7 Alternatives
	States Attorney's Office	Prosecutor, Victim Assistance
II (Waterman)	Emergency Management Office	Emergency Management, Dive Rescue
	Highway Dept.	Road/bridge construction & maintenance
	Maintenance Dept.	Buildings, Grounds, Memorial Park
	Weed Supervisor	Weed and Pest control
III (Johnson)	Health Nurses Office	Immunizations, wellness, WIC, Dietician
	Welfare Office	Care of Poor, Indigent Burials
	Veteran's Service Office	Veterans' Claims Assistance
	County Extension Office	Extension Activities
IV (VanDusen)	Emergency Management Office	Emergency Management, Dive Rescue
	Treasurer's Office	Tax Collection, Vehicle Licenses & Titles
	Director of Equalization's Office	Real Property Assessments/Valuation
V (Hanten)	Auditor's Office	Voter Registration, Elections, Budgeting, Payments, County records
	Register of Deed's Office	Vital/property records, Marriage Licenses

County/Community Board Assignments and other duties

Board/Duty	Frequency/Term	Appointees
Aging Council	Annual	Troy VanDusen
Americans with Disabilities Act Coordinator	Annual	Myron Johnson
Behavioral Health and Justice Working Group	Biennial, even yrs	Lee Gabel, Myron Johnson
Codington County Home Health	Annual	Troy VanDusen
Codington County Human Resource Committee	Ex Officio	Current Chair, Vice Chair
Codington County Justice Advisory Committee	Biennial, odd yrs	Troy VanDusen, Lee Gabel
County/City Committee	Ex Officio	Current Chair and Vice Chair
E-911	Annual	Brenda Hanten
First District Assoc. Local Govts.	Annual	Brenda Hanten
Glacial Lakes & Prairies Tourism Assn	Annual	Lee Gabel
Housing and Redevelopment Board	4-year (up 2022)	Brenda Hanten
Inter Lakes Community Action Program	Annual	Brenda Hanten
Juvenile Detention Alternative Initiative Committee	Annual	Lee Gabel, Troy VanDusen
Legislative contact	Annual	Myron Johnson
Local Emergency Planning Committee	Annual	Charlie Waterman, Brenda Hanten
Planning Board	Annual	Myron Johnson
Watertown Area Transit	Annual	Brenda Hanten
Watertown Volunteer Center	Annual	Brenda Hanten
Watertown-Codington County Regional Rail Road Authority	3-year (up 2021)	Charlie Waterman, Myron Johnson
Weed Board	Annual	Charlie Waterman

State Board Appointments

Board	Frequency/Term	Appointees
Catastrophic Legal Expense Relief Program (CLERP)	Indefinite	Lee Gabel
SD Association of County Commissioners, Treasurer	Annual	Brenda Hanten
Catastrophic Poor Relief Fund	Indefinite	Myron Johnson
SDSU Ag & Bioscience Advisory Board	Indefinite	Myron Johnson
SD Retirement System (SDRS)	4-yr (up 2019)	Myron Johnson



First District Association of Local Governments

418 18th Ave NE ■ PO Box 1207 ■ Watertown, SD 57201
Phone: (605) 882-5115 Fax: (605) 882-5049
Serving counties and communities for over 49 years

December 22, 2020

Cindy Brugman
Codington County Auditor
14 1st Ave SE
Watertown SD 57201

Dear Cindy:

Enclosed you will find a contract for services between the City of Watertown and the First District for the provision of services relating to the development and hosting of the city/county GIS web site, as well as a voucher for calendar year 2021. The funding for this project is shared between the Watertown Development Company, Codington County, Watertown Municipal Utilities, and the City of Watertown. You will note that the total project cost for the year is \$10,000, of which Codington County's share of the project is \$3,100. This cost is identical to last year.

In addition, I would like to call to your attention that the First District has spent the past year updating the functionality and presentation of the GIS website. You may find the new website at <http://www.1stdistrict.org/codingtonjs>

Please sign both copies of the contract for services and return one to the First District office.

Sincerely,

Todd A. Kays
Executive Director

Enclosure

**LETTER OF AGREEMENT
BETWEEN
CODINGTON COUNTY
AND
FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS**

This agreement is hereby entered into between the First District Association of Local Governments, hereinafter referred to as "District" and Codington County, hereinafter referred to as "County."

I. PURPOSE/PROJECT DESCRIPTION

- A. Provide services in the development and hosting of a Geographic Information System (GIS) website.
- B. The project will consist of:
 - 1. Annual access cost for Internet services.
 - 2. Arc IMS Maintenance – The annual cost paid to ESRI for Technical Assistance and updates to the Arc IMS software. There is no cost for this component charge for the first year of the project due to the first year of Arc IMS Maintenance component being included within the purchase of Arc IMS software. The County will remit its proportion of the annual cost of Arc IMS Maintenance, beginning in 2006. The cost will be shared between the City of Watertown, Focus Watertown, the Watertown Municipal Utilities, and Codington County.
 - 3. Setup and operation - First District will set up, customize and maintain the website.
- C. Term of Contract: January 1, 2021 to December 31, 2021.
- D. Total Cost of Project: Not to exceed \$3,100.

II. DISTRICT RESPONSIBILITIES

The District shall:

- A. Develop and maintain a Geographic Information System (GIS) website which will contain a variety of GIS databases regarding the City of Watertown and Codington County.

III. COUNTY RESPONSIBILITIES

- A. Codington County shall pay the District a sum, not to exceed, three thousand one hundred dollars (\$3,100) for services as described in "I. Purpose/Project Description" and "II. District Responsibilities."
- B. Total contract amount: Three thousand one hundred dollars (\$3,100).

IV. 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 thirty (30) days written notice by either party.

In witness hereto the parties signify their agreement by affixing their signatures hereto.



12/21/2020

District

Date

Codington County Commission

Date

ATTEST:

County Auditor

2021
ANNUAL REQUEST FOR CELL PHONE STIPENDS

EMPLOYEE	AMOUNT	DEPARTMENT
Argo, Jeff	25.00	Highway
Bakken, Alison	40.00	St. Atty.
Benck, Al	25.00	Highway
Bleeker, Bryan	25.00	Govt. Bldg.
Case, Jeff	25.00	Highway
Constant, Shawna	25.00	Director Equalization
Dargatz, Matt	25.00	Highway
Dolen, Jamie	25.00	Highway
Escamilla, Maria	40.00	Detention Center
Falvey, Randy	25.00	Highway
Forbush, Allison	25.00	Director Equalization
Halajian, Justin	25.00	Detention Center
Hartley, Rick	40.00	Highway
Hartley, Ron	25.00	Ag. Building
Hedding, Dave	25.00	Highway
Holinka, Rick	25.00	Highway
Howard, Larry	40.00	Emergency Management
Kallhoff, Mitch	25.00	Highway
Kohn, Rich	25.00	Govt. Bldg.
Lafromboise, Megan	40.00	St. Atty.
Loehrer, Jodi	25.00	Extension
Lowry, Steve	40.00	Sheriff
Mathews, Russell	40.00	Sheriff
Morgan, Mike	40.00	Sheriff
Nills, Shawn	40.00	Detention Center
Olson, Jerrod	40.00	Sheriff
Pederson, Michelle	25.00	Director Equalization
Reeves, Adam	40.00	Sheriff
Reeves, Rebecca Morlock	40.00	States Attorney
Riter, Robyn	25.00	Highway
Schimmel, Trever	40.00	Sheriff
Schwinger, Brad	25.00	Highway
Sears, Melissa	25.00	Director Equalization
Selchert, Heidi	25.00	Director Equalization
Solberg, Lynn	40.00	Highway
Solum, Brent	40.00	Sheriff
Stahlke, Steve	25.00	Detention Center
Swanson, Scott	25.00	Ag. Building
Torstenson, Doug	25.00	Highway
Varns, Tyler	40.00	Sheriff
Vogelsang, Lonie	25.00	Highway
Warne, Todd	25.00	Highway
Yost, Shane	40.00	Sheriff

RESOLUTION 2021-

WHEREAS, it appearing to the satisfaction of the Commissioners of Codington County that a Tax Deed currently held by the County was taken on the following described real estate:

The East 52 Feet of the West 104 Feet of Outlot 6, of the Auditor's Plat of Outlots in the Southwest Quarter of Section 29, Township 117 North, Range 52, West of the 5th P.M., Codington County, South Dakota, and is according to the recorded plat.

WHEREAS, the record owner of the above-described real estate held by Codington County under tax deed desires a reconveyance of the property pursuant to the provisions of SDCL sections 10-25-41, 10-25-42 and 10-25-43; and

WHEREAS, it further appearing to the satisfaction of the Codington County Commission that taxes, filing fee, insurance, publishing and all other costs associated with the reconveyance in the amount of \$___ will be deposited with the Codington County Treasurer prior to 4:00 p.m. on January 5, 2021. If said taxes, penalty, interest, filing fee, insurance, publishing costs along with all other fees and costs required for the reconveyance are not paid to the Treasurer by the deadline indicated above, this Resolution shall become null and void and the property shall remain in the name of Codington County.

NOW THEREFORE BE IT RESOLVED, by the Codington County Commission, that consistent with the terms of this Resolution, the Codington County Commission hereby authorizes reconveyance of the above-described property and further authorizes the Treasurer of Codington County to execute a Quit Claim Deed transferring the interest of Codington County, South Dakota, back to the record owner of said property, Chad A. Stavig. This Resolution shall be published in the regular minutes of the Commission meeting and said reconveyance shall be made only after the time for appealing from this Resolution has expired.

Dated this 5th Day of January 2021

Brenda Hanten, Chair
Codington County Board of Commissioners

ATTEST:

Cindy Brugman
Codington County Auditor

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME : JACKI MANNING DATE: 12/30/2020

EFFECTIVE DATE: 5/1/2020 POSITION TITLE: CLERK DEPARTMENT: REGISTER OF DEEDS

CURRENT STEP: 13 NEW STEP: 14

CURRENT PAY RATE: \$20.44 NEW PAY RATE: \$20.69

REASONS FOR CHANGE: ANNIVERSARY DATE **FILED**
DEC 30 2020
CODINGTON COUNTY AUDITOR

EMPLOYEE SIGNATURE *Jacki Manning*

DEPARTMENT HEAD SIGNATURE *Ann Rasmussen*

DATE 12/30/2020


COUNTY COMMISSIONERS _____

DATE _____

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME <i>Vanna Engst</i>		DATE <i>12-16-20</i>
EFFECTIVE DATE <i>1-1-21</i>	POSITION TITLE <i>Records Mgmt</i>	DEPARTMENT <i>Sheriff</i>
CURRENT STEP <i>7</i>	NEW STEP <i>7</i>	
CURRENT PAY RATE <i>20.25</i>	NEW PAY RATE 22.79 <i>23.19</i>	
REASONS FOR CHANGE <i>Promotion to Records Manager</i>		

EMPLOYEE SIGNATURE *Vanna Engst*

DEPARTMENT HEAD SIGNATURE 

DATE *12-16-20*

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

DEC 28 2020

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Kari Kraayenbrink		DATE 12/29/2020
EFFECTIVE DATE 12/8/2020	POSITION TITLE Welfare Clerical	DEPARTMENT Welfare
CURRENT STEP 3	NEW STEP	
CURRENT PAY RATE 16.45 hr.	NEW PAY RATE 19.30 hr. 12/8/2020 - 12/31/2020 19.64 hr. begin 1/1/2021 until TBD	
REASONS FOR CHANGE temporary wage assignment in absence of a Welfare Director		

EMPLOYEE SIGNATURE *Kari Kraayenbrink*

DEPARTMENT HEAD SIGNATURE _____

DATE _____

COUNTY COMMISSIONERS _____

DATE _____

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Jeanie Ochsendorf		DATE
EFFECTIVE DATE 01/01/2021	POSITION TITLE Office Coordinator	DEPARTMENT Community Health Nurse
CURRENT STEP 9	NEW STEP 10	
CURRENT PAY RATE 20.84/3626.16	NEW PAY RATE 21.52/3744.48	
REASONS FOR CHANGE anniversary step increase		

EMPLOYEE SIGNATURE Jeanie Ochsendorf

DEPARTMENT HEAD SIGNATURE [Signature]

DATE 12-28-20

COUNTY COMMISSIONERS _____

DATE _____

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Sara Aman		DATE
EFFECTIVE DATE 01/01/2021	POSITION TITLE Deputy Office Coord.	DEPARTMENT W.I.C.
CURRENT STEP 7	NEW STEP 8	
CURRENT PAY RATE 19.22/3344.28	NEW PAY RATE 19.87/3457.38	
REASONS FOR CHANGE anniversary step increase		

EMPLOYEE SIGNATURE Sara Aman

DEPARTMENT HEAD SIGNATURE [Signature]

DATE 12-28-2020

COUNTY COMMISSIONERS _____

DATE _____

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME James Torstenson		DATE 12/18/2020
EFFECTIVE DATE 1/1/2021	POSITION TITLE Emergency Manager	DEPARTMENT Emergency Management
CURRENT STEP Step 12	NEW STEP Step 13	
CURRENT PAY RATE \$30.42/\$5293.08	NEW PAY RATE \$31.34/5453.16	
REASONS FOR CHANGE Anniversary Date		

EMPLOYEE SIGNATURE 

DEPARTMENT HEAD SIGNATURE _____

DATE 12/21/2020

COUNTY COMMISSIONERS _____

DATE _____

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