

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, October 28, 2025

1. Pledge of Allegiance
2. Call for public comments. 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 October 28, 2025, agenda
5. Action to approve October 21, 2025, minutes of the Board of Codington County Commissioners
6. Presentation on bridge inspections from Mark Junker, Banner Associates
7. Public Hearing and Action to approve Resolution #2025-16 vacating a portion of right-of-way in Polze Subdivision
8. Action to approve plat resolution #2025-17 Polze Subdivision Lot 15
9. Monthly Reports
 - a. Emergency Management
 - b. Sheriff
10. Discussion/possible action to approve purchase of 2 Cold Water Immersion Suits for Search & Rescue
11. Discussion/possible action to approve purchase of pressure washer for Highway Dept.
12. Action to declare printer surplus to be destroyed, in the Treasurer's office
13. Discussion/possible action to approve MS365 from annual renewal to monthly renewal
14. Action to approve to approve to purchase computer for Auditor's Office
15. Action to approve abatement applications
16. Action to approve claims for payment
17. Action to approve automatic budget supplements
18. Action to approve personnel changes
19. Action to approve travel requests
20. Public Notices – a possible quorum of Commissioners could be in attendance at:
 - a. Lincoln Day Dinner, November 7th, 2025, 2nd Street Station, 5:30 p.m. social, 6:30 p.m. dinner
 - b. Sioux Valley Commissioners Association meeting, November 12th, 2025, 12:00 noon, Madison
 - c. Farm Business Banquet, November 20th, 2025, Watertown Event Center, 6:00 p.m.
21. Old Business
22. New Business
23. Open
 - a. Public Comments

b. Commission Comments

24. Action to enter into Executive session pursuant to SDCL 1-25-2

- (1) Discussion of personnel issues (SDCL 1-25-2(1))**
- (2) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters (SDCL 1-25-2(3))**
- (3) Preparing for contract negotiations or negotiating with employees or employee representatives (SDCL 1-25-2(4))**
- (4) Discussion of pricing or marketing strategies when public disclosure may harm the competitive position of the county owned business (SDCL 1-25-2(5))**
- (5) Discussion of information pertaining to the protection of public or private property (SDCL 1-25-2(6))**

25. 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**

October 21, 2025

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, October 21, 2025, at the Codington County Court House. Commission members present were Lee Gabel (via Zoom), Tyler McElhany, Myron Johnson, Randall Schweer; and Troy VanDusen; Chair VanDusen, presiding. The pledge of allegiance was led by J.T. Fey.

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 Schweer, to approve the agenda for October 21, 2025, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by McElhany, to approve the minutes of October 14, 2025; all voted aye; motion carried.

AWARD BID OF CODINGTON COUNTY BRIDGE REPAIR PROJECT 15-240-155

The following bids were opened and announced during the Board’s meeting held on October 14, 2025, and certified as follows:

<u>BIDDER’S NAME AND ADDRESS</u>	<u>BID AMOUNT</u>
Ti-Zach Concrete, LLC, Le Center, MN	\$256,132.37
Nolz Dragline and Const. Inc., Hartford, SD	\$146,352.75
Lehtola Builders Inc., Lake Norden, SD	\$105,657.10
BX Civil & Const. Inc., Dell Rapids, SD	\$104,227.50
Hollaway Bridge & Culvert Inc., Parker, SD	\$102,729.00
Prahm Const. Inc., Slayton, MN	\$ 92,839.70

All bidders provided a bid bond.
Mark Junker, Banner Assoc., appeared before the Board; Mark reviewed all the Bids with the Board and to accept the bid from Prahm Const. Inc., Slayton, MN, in the amount of \$92,839.70; motion by Johnson, second by McElhany, to accept the bid from Prahm Const., in the amount of \$92,839.70; all voted aye; motion carried.

CONTRACT FOR ENGINEERING SERVICES FOR CODINGTON COUNTY BRIDGE REPAIR PROJECT 15-240-155

Motion by McElhany, second by Gabel to authorize chair to sign Contract for Engineering Services for Codington County Bridge Repair project 15-240-155 with Banner Associates, Inc., in an estimated fee of \$38,000.00, Mark Junker, provided the Board with the contract identifying the Scope of Services; all voted aye; motion carried.

DART TOURNAMENT AT CODINGTON COUNTY EXTENSION COMPLEX

Tom Halverson, owner of Shooters Bar, met with the Board to request authorization to sell alcohol at a Dart Tournament which will be held at the Codington County Extension Center Complex on December 5th & 6th, 2025. Mr. Halverson reviewed the procedure for the event, how the sale of alcohol is handled, and noted the license, from Shooters Bar, will be transferred for this event. Shooters Bar will be responsible for the monitoring and sale of alcohol at this event, which he mentioned having security and watch entrances. Motion by McElhany, second by Schweer, to allow the Dart Tournament to sell alcohol at their event at the Codington County Extension Center Complex; all voted aye; motion carried.

MONTHLY REPORTS

Community Health Nurse, Codi Storm, provided a quarterly report to the Board covering the following items: Personnel/office activity, staff training, immunizations, maternal health, child/adolescent services, school health activities, general public health office activities. **Highway Superintendent, Randy Falvey**, provided written report: Duinick paved and shouldered 2 miles of County Road 20-4 between County Road 11 and State Highway 81; striping will commence this week on the freshly chip sealed roads along with the 2 mile stretch of County Road 20-4; Duinick is also working on completing the Florence Main street repaving project, they should finish today or tomorrow, weather permitting; completed a culvert replacement project on CR 9-1, installed 2-8' culverts north of State Highway 20; continue hauling gravel throughout the county; dropped new dump truck off at Northern Truck in Fargo to have the box put on it after waiting several months, due to delays with steel; completed 5-Year Bridge Plan which was sent to the SDDOT for approval and was approved; Basin Construction is working on the Truck Storage upgrade project on the north end of the county shop; 2025 bridge inspections have been completed and will be brought before the Board next week; continuing the fall grass cutting along all of our roads; prepping snow removal equipment for the winter season. . **Facility Manager, Steve Molengraaf**, Ag. Building – chip sealing and parking lot striping are completed, Floor epoxy is completed and looks very good, the warranty work plus the salering door entrance for concrete replacement was scheduled for last week and was delayed due to the wet conditions; Court House – the camera upgrade has been completed, and security guard really likes the upgrade, sound system in the small courtroom has been upgraded, parking lot chip sealing and striping has been completed, the new generator had a load test done last week and everything checked out great; Detention Center – the main waterline valve will be replaced by the first week or so of November; Park – 2025 – 1753 reservations, 1393 online reservations, 360 offline reservations, \$167,710.50 in revenue, 2024 – 1889 reservations, 1465 online reservations, 424 offline reservations, \$161,187.50 in revenue, staff are getting things finalized for the winter shutdown with a couple more mowings and by next week Friday will pretty well done; Weed – spraying for the year has been completed, staff are starting to clean and winterize the equipment; WNV – SD WNV statistics as of October 17th, 2025, 86 human cases, with 4 deaths, 10 human viremic blood donors in 7 counties.

COUNTY HIGHWAY DEPARTMENT TRUCK STORAGE PROJECT

Motion by Johnson, second by McElhany, to approve change order to the Codington County Highway Department Truck Storage project, to add additional overhead doors, with Basin Construction & Drain Tile, LLC, in the amount of \$68,014.66; Adam Hanson, Banner Assoc., Inc., informed the Board that with the change order there were 2 smaller proposals, a credit for \$4,000.00 and to add a hair pin around the peer that ties in the slab that will take the place of the steel tie in the amount of \$2,188.23, the original amount to add the doors is \$69,826.66 minus the \$4,000.00 credit and then adding in the hair pin amount of \$2,188.23 which then the amount is \$68,014.66; all voted aye; motion carried.

MOU BETWEEN CITY OF WATERTOWN AND CODINGTON COUNTY FOR ONGOING MAINTENANCE AND SNOW REMOVAL

Motion by McElhany, second by Schweer, to authorize Chair to sign MOU between the City of Watertown and Codington County for ongoing maintenance and snow removal, the contract was approved by State's Attorney, Alison Bakken; all voted aye; motion carried.

AGREEMENT REGARDING EASEMENT GRANT, ACCEPTANCE OF EASEMENT PAYMENT, EXECUTION OF PROPRIETOR’S CERTIFICATE, AND CONVEYANCE BY QUIT CLAIM DEED

Motion by McElhany, second by Johnson, to authorize Chair to execute an agreement regarding easement grant, acceptance of easement payment, execution of proprietor’s certificate, and conveyance by quit claim deed, this agreement is for purchase of one quarter acre of property in conjunction with the 14th avenue bridge project, the agreement was approved by State’s Attorney, Alison Bakken; all voted aye; motion carried.

SEARCH AND RESCUE TEAM MEMBERSHIP ROSTER UPDATE

Motion by Gabel, second by Johnson, to approve the updated Search and Rescue Team Membership Roster, this would include adding Caden Yurkovich, as recommended by Emergency Manager, Andrew Delgado; all voted aye; motion carried.

CLAIMS

Motion by McElhany, second by Schweer, to approve for payment the following list of claims; all voted aye; motion carried. Clubhouse Hotel & Suites - \$1,991.00, McKesson Medical Surgical - \$10.60, Mitchell A. Vilhauer - \$3,818.00, Reliabank Visa - \$18.23, and Watertown Public Opinion – 693.88.

AUTOMATIC BUDGET SUPPLEMENT

Motion by McElhany, second by Gabel, to approve an automatic budget supplement, to the Emergency Management budget in the amount of \$10,000 with HMEP Planning Grant funds; all voted aye; motion carried.

NEW BUSINESS

Auditor, Brenda Hanten, informed the Board of Governor Larry Rhoden’s upcoming holiday administrative leave, Friday, November 28th, 2025, and Wednesday, December 24th, and Friday, December 26th, 2025, due to previously adopted policy the Board follows the Governor’s administrative leave dates.

OLD BUSINESS

Commissioner Gabel updated the Board about the link that he sent for the webcam at the site of the new jail to be able to watch the progress by using it and they are working on forms for the walls.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Schweer, second by McElhany, to adjourn at 9:36 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten
Cordington County Auditor

Cordington 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 \$ _____

Solution Proposal

63090



63090 .02

504 Jenson Ave SE 3710 S Kiwanis Ave. 1680 East Capitol Ave Suite B 114 Main St. N. Ste. 202F 801 S 42nd Street, Suite G1
 Watertown, SD 57201 Sioux Falls, SD 57105 Bismarck, ND 58501 Hutchinson, MN 55350 Grand Forks 58201
 P: 605.882.1555 P: 605.361.8881 P: 701.258.6689 P: 320.582.0234

Codington County Auditor - MS365 Bus Std, Defender Plan 1, Exchange

October 13, 2025

Bill To:
 Codington County Auditor
 Brenda Hanten
 14 First Ave SE
 Watertown, SD 57201

Phone:
 (605) 882-6297

Ship To:
 Codington County Auditor
 Brenda Hanten
 14 First Ave SE
 Watertown, SD 57201

Email: bhanten@codington.org

Salesperson: Greg Richter

	Description	Price Each	Qty	Ext Price
MS365 Monthly				\$1,238.40
1	MS365 Bus Standard NCE Monthly Microsoft 365 Business Standard (NCE COM MTH)	\$15.00	48	\$720.00 <input checked="" type="checkbox"/>
2	Exchange Online P1 NCE Monthly Exchange Online (Plan 1) (NCE COM MTH)	\$4.80	56	\$268.80 <input checked="" type="checkbox"/>
3	Defender O365 Plan 1 NCE Month Microsoft Defender for Office 365 (Plan 1) (NCE COM MTH)	\$2.40	104	\$249.60 <input checked="" type="checkbox"/>
MS365 Annual				\$12,246.00
4	MS365 Bus Standard NCE Annual Microsoft 365 Business Standard (NCE COM ANN) <i>50 Business Standard expire 11/4/2025</i>	\$148.25	48	\$7,116.00 <input type="checkbox"/> <i>Option Item -Not Included in Total</i>
5	Exchange Online Plan 1 NCE Ann Exchange Online (Plan 1) (NCE COM ANN) <i>71 Exchange Online Plan 1 ANNUAL 11/4/2025</i>	\$47.50	56	\$2,660.00 <input type="checkbox"/> <i>Option Item -Not Included in Total</i>
6	Defender O365 Plan1 NCE Annual Microsoft Defender for Office 365 (Plan 1) (NCE COM ANNUAL) <i>107 Defender Expire 11/4/2025</i>	\$23.75	104	\$2,470.00 <input type="checkbox"/> <i>Option Item -Not Included in Total</i>

PRICING: DUE TO VOLATILITY IN THE SUPPLY CHAIN, PRICES CANNOT BE GUARANTEED. PRICES ARE SUBJECT TO CHANGE AND BE FINALIZED AT TIME OF ORDER.

Subtotal	\$1,238.40
Tax	\$0.00
Total	\$1,238.40

Payment Terms:

Payment terms are established at the time of the order. We accept cash or check along with credit card, but our company policy is to limit credit card payment acceptance to \$4,000.00 or less per account per month. We also offer leasing and other options to manage your purchase. Account setup time can take 1-2 business days to review and approve.

Return Policy:

Unopened items can be returned 15 days from date of delivery without restock fees. Items that have been opened will have a 15% restock fee and can be returned up to 30 days from date of purchase. There are no returns for SPECIAL ORDER, CUSTOM CONFIGURATIONS or items that are older than 30 days from date of purchase.

Shipping Disclaimer:

Twotrees is not responsible for any damages that occur during shipping. As the recipient, you are responsible for reporting damaged shipments and to inspect all boxes prior to signing for deliveries. You also have an option of refusing the shipment of any damaged goods. If not refused, take pictures of any damage and have the delivery driver sign off on shipping documentation. Any damage done from shipping must be brought to our attention immediately at time of receiving the product. Delayed reporting of any damages or missing parts may result in rejection of your claim. Hold all damaged goods and all original packing materials for inspection. Shipping insurance is available at and additional cost.

Quoted by: _____

Accepted by: _____

Solution Proposal

63589



63589 .01

504 Jenson Ave SE 3710 S Kiwanis Ave. 1680 East Capitol Ave Suite B 114 Main St. N Ste. 202F 801 S 42nd Street, Suite G1
 Watertown, SD 57201 Sioux Falls, SD 57105 Bismarck, ND 58501 Hutchinson, MN 55350 Grand Forks 58201
 P: 605.882.1555 P: 605.361.8881 P: 701.258.6689 P: 320.582.0234

Codington County Auditor - Brenda All in One PC

October 16, 2025

Bill To:
 Codington County Auditor
 Brenda Hanten
 14 First Ave SE
 Watertown, SD 57201

Phone:
 (605) 882-6297

Ship To:
 Codington County Auditor
 Brenda Hanten
 14 First Ave SE
 Watertown, SD 57201

Email: bhanten@codington.org

Salesperson: Greg Richter

	Description	Price Each	Qty	Ext Price
Items				\$4,168.85
1	HP EliteOne 870 G9 All-in-One Computer HP EliteOne 870 G9 All-in-One Computer - Intel Core i7 14th Gen i7-14700 - 16 GB - 512 GB SSD - 27" QHD Touchscreen - Desktop	\$2,128.85	1	\$2,128.85 ☒
2	HP EliteOne 840 G9 All-in-One Computer HP EliteOne 840 G9 All-in-One Computer - Intel Core i7 14th Gen i7-14700 - vPro Technology - 16 GB - 512 GB SSD - 23.8" Full HD - Desktop - Intel Q670 Chip - 1920 x 1080 <i>24" Options</i>	\$2,025.00	1	\$2,025.00 ☐ <i>Option Item -Not Included in Total</i>
3	Monthly Connect Care MSP Recurring monthly fee for Premium Connect Care, Standard three year agreement. Includes 24x7x365 Remote Monitoring, Monthly Reports, Automated Operating System Patch Management, Antivirus and/or Antispam Monitoring, Updates and Remediation (License Required) Automated Disk Optimization, Desktop and Server Labor for covered equipment both Remote and Onsite (mileage within 75 miles of nearest Connecting Point location is included), Annual Network Documentation and Network Security Scan, Yearly Review and Planning, Remote Checkups <i>1 replacement PC = \$0.00</i> 1	\$0.00	1	\$0.00 ☒
4	Onboarding of MSP device 1 Replacement PC's Implementation of Connect Care monitoring agents on equipment to be covered. Register and verify equipment is live and available to monitor and manage. Provide a master list of equipment to be covered to DISPATCH for update of CRM. See scope detail for items to be completed for Kaseya onboarding. * Check the AD server computers list, Kaseya agent portal and Trend Micro antivirus console have been populated with the new equipment info and removed any computer equipment being retired from these same consoles / portals, document this in work order. Be sure to check that the Kaseya agent and Trend antivirus have been updated for new unit and removed from the unit being replaced if applicable. <i>1 replacement PC = \$0.00</i> 1	\$0.00	1	\$0.00 ☒

	Description	Price Each	Qty	Ext Price
5	<p>Onsite setup of PC Unbox and run initial setup of HP EliteOne 870 or 840 for Brenda Hanten. this includes the installing of the latest Microsoft updates, installation of Codington Trend Monthly Endpoint Protection and installation of existing Microsoft Office 365 Business Standard licenses syncing OneDrive to User Profile on PC On site setup at customer site Connect to the customer's existing Domain network and the move user profile data including Email data ect.. Installation of Ultra County Management software mapped to county Server. Also includes installing of printer drivers for existing local and network printers and running test prints on both PC's. Clean up work area, dispose of boxes, confirm with customer that the work area is acceptable following the replacement of PC(s).</p> <p>Client has MSP contract, please record SN of unit being replaced in labor notes. Also be sure to check that the Kaseya agent and Trend antivirus have been updated for new unit and removed from the unit being replaced if applicable.</p> <p><i>Covered under ConnectCare MSP program - a 395.00 value</i></p>	\$0.00	1	\$0.00 X

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Payment Terms:

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Quoted by: _____

Accepted by: _____

Subtotal	\$2,128.85
Tax	\$0.00
Total	\$2,128.85

RESOLUTION 2025-17

A Resolution to approve the platting of Polze Subdivision Lot 15 in the County of Codington, South Dakota

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

Polze Subdivision Lot 15 located in Government Lot 4 of Section 17, Township 116 North, Range 53 West of the 5th P.M., Codington County, South Dakota. (Pelican Township), and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner, and second by Commissioner ; all voted aye; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 28th day of October, 2025, at Watertown, Codington County, South Dakota

Troy VanDusen
Commission Chair, Codington County, South Dakota

STATE OF SOUTH DAKOTA
§
COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2025-12, adopted by the Board of County Commissioners of Codington County, South Dakota.

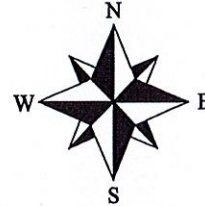
Dated this 28th day of October, 2025, at Watertown, Codington County, South Dakota.

Brenda Hanten
County Auditor, Codington County, South Dakota

Exhibit Drawing

Public Access Road to be Vacated lying between Lots 3, 4 and 13 of Polze Subdivision in Gov't Lot 4 of Section 17, Township 116 North, Range 53 West of the 5th P.M., Codington County, South Dakota.

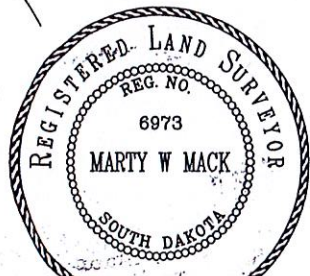
March 2025
Scale: 1"=50'
● Monument Recovered



**MACK**
Land Surveying LLC

Marty Mack
Registered Land Surveyor
Certified Federal Surveyor

Cell: (605) 880-3108 • Phone: (605) 878-2007
808 South Maple • Watertown, SD 57201
macklandsurveying@gmail.com

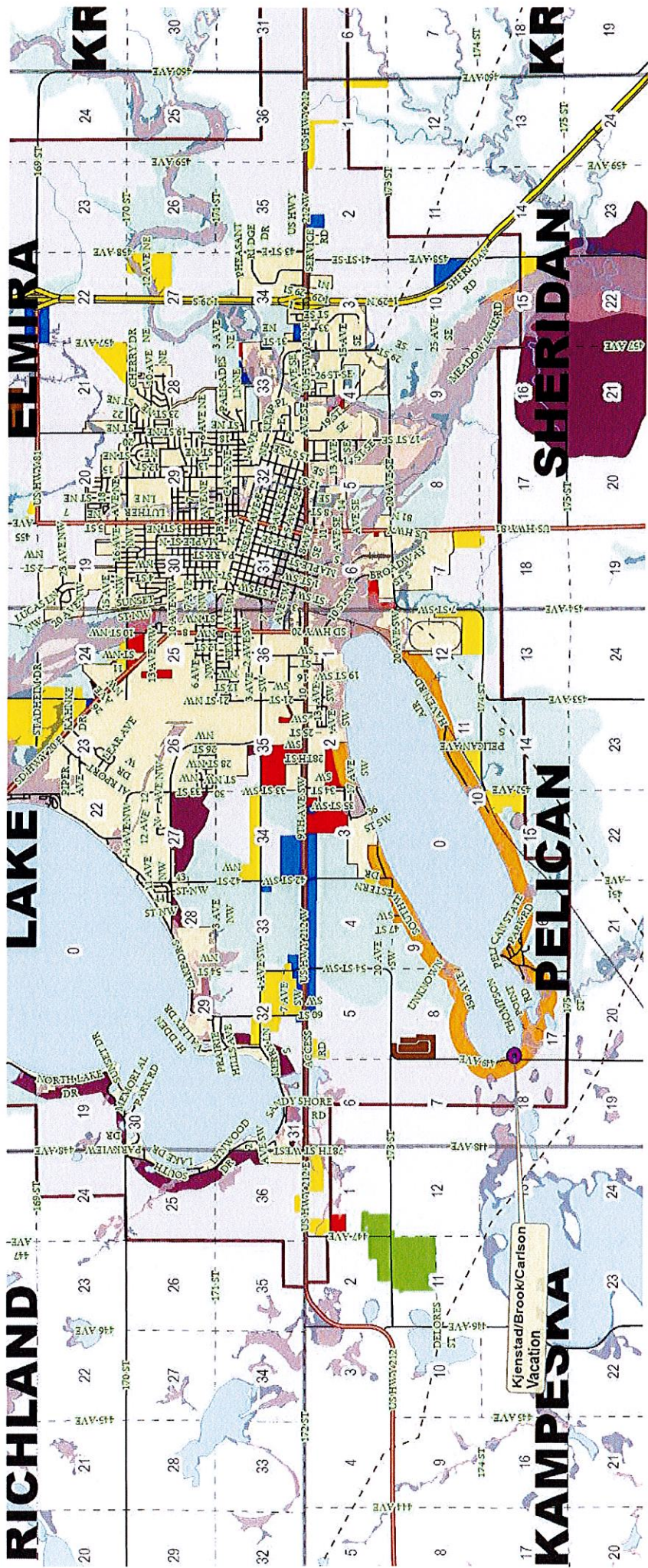


Marty W Mack
Registered Land Surveyor

Vacation of Right-of-Way

Right-of-way located between Lots 3 and 4, and Lot 13 of the Plat of Lots 1 through 13 of Polze Subdivision in Government Lot 4 of Section 17, Township 116 North, Range 53 West of the 5th P. M., Codington County, South Dakota (Pelican Township)

Vacation approval



Kjenstad/Brook/Carlson
Vacation

Kjenstad/Brook Vacation of Right of Way

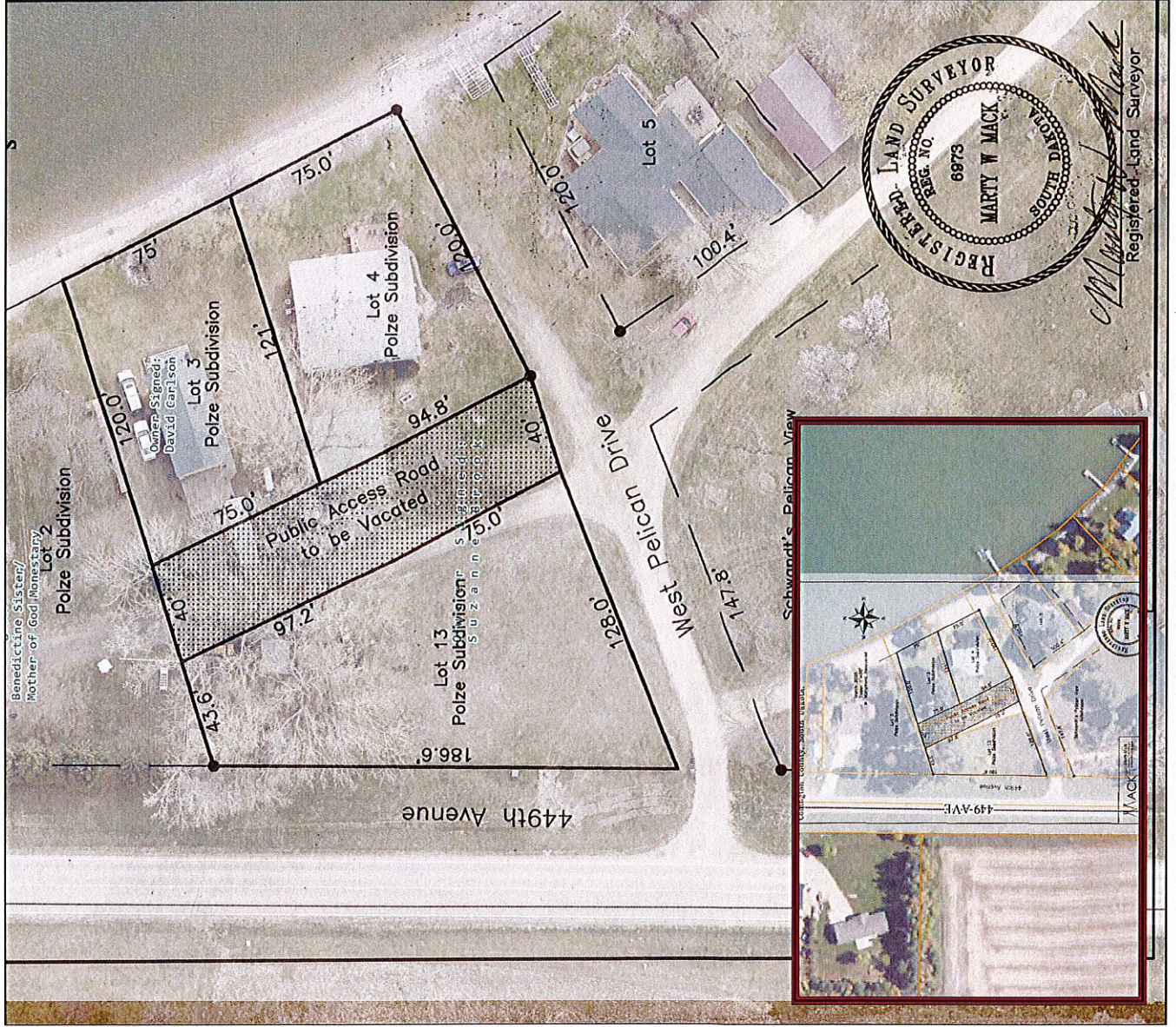
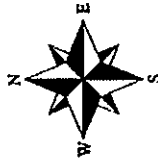
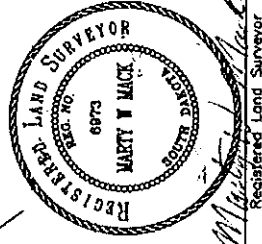
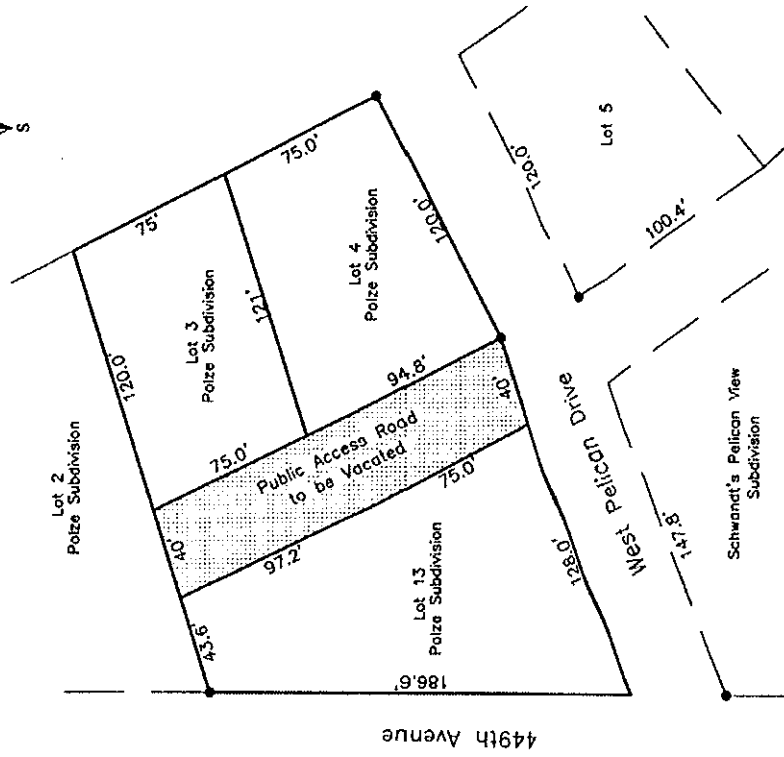


Exhibit Drawing

Public Access Road to be Vacated lying between Lots 3, 4 and 13 of Polze Subdivision in Gov't Lot 4 of Section 17, Township 116 North, Range 53 West of the 5th P.M., Codington County, South Dakota.



March 2025
 Scale: 1"=50'
 ● Monument Recovered



MACK
 Land Surveying, LLC
 Marty Mack
 Registered Land Surveyor
 No. 6873
 State of South Dakota
 604 665-1198 • Phone: 605-678-2947
 604 South Main • Watertown, SD 57201
 macklandsurveying@gmail.com



PO Box 14 / 117 West Kemp Ave
 Watertown, SD 57201
 605-882-5898

Quotation

Quotation Number	Date
T50738	10/16/2025

Name / Address
CODINGTON COUNTY HWY DEPT 1201 10th ST NW WATERTOWN, SD 57201

Ship To

We Service what We Sell.

Rep	Terms	FOB
JAI	DUE ON RECEIPT	WATERTOWN, SD

Item	Description	Qty	Retail	Price Each	Total
420X4Temp	ALKOTA 420X4 3.62gpm 2000psi HOT WATER PRESSURE WASHER WITH NON FLAT WHEELS AND TEMPERATURE CONTROL WITH SOLENOID	1	8,450.00	6,840.00	6,840.00
Trade-In Pressu...	Aaladin HWPW 3gpm @ 2000psi			-1,050.00	-1,050.00

Thank you for your interest.	Subtotal	\$5,790.00
prolinewatertown.com Ask about our financing options. This quote is valid for thirty days.	Sales Tax (6.2%)	\$0.00
	Total	\$5,790.00



PO Box 14 / 117 West Kemp Ave
Watertown, SD 57201
605-882-5898

Quotation

Quotation Number	Date
T50737	10/16/2025

Name / Address
CODINGTON COUNTY HWY DEPT 1201 10th ST NW WATERTOWN, SD 57201

Ship To

We Service what We Sell.

Rep	Terms	FOB
JAI	NET 30	WATERTOWN, SD

Item	Description	Qty	Retail	Price Each	Total
Coil-Alkota Service-Pressur... Shop Supplies	Machine: Aaladin HWPW 3gpm @2000psi Issue: Coil Leaking Repair: Remove old coil and insulation. Retrofit new coil. Hook up and test Alkota Heating Coil with Wrapper 324200206S Pressure Washer Service/Labor Charge Metal and Welding	1		1,709.00 135.00 10.00	1,709.00 135.00 10.00

Thank you for your interest.	Subtotal	\$1,854.00
prolinewatertown.com Ask about our financing options. This quote is valid for thirty days.	Sales Tax (6.2%)	\$0.00
	Total	\$1,854.00

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Government Buildings

Name of traveling employee _____

Employee title _____ Employee status exempt nonexempt

Purpose of travel _____ s Conference

Method of transportation _____ County vehicle

Destination _____

Departure date and time _____ Destination arrival date and time _____

Return departure date and time _____ Return arrival date and time _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) fuel

Lodging expense \$125

Meals \$22 Registration \$75

Other costs _____

Overtime costs involved in the requested travel _____

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs?

Yes No If no, why _____

Is this travel a budgeted item? Yes No

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Emergency Management

Name of traveling employee _____

Employee title _____ Employee status exempt __ nonexempt X

Purpose of travel Conference

Method of transportation County vehicle

Destination _____

Departure date and time _____ Destination arrival date and time _____

Return departure date and time _____ Return arrival date and time _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) fuel

Lodging expense \$125

Meals \$22 Registration \$75

Other costs _____

Overtime costs involved in the requested travel _____

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs?

Yes X No _____ If no, why _____

Is this travel a budgeted item? Yes X No _____

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Government Buildings

Name of traveling employee _____

Employee title _____ Employee status exempt ___ nonexempt X

Purpose of travel 2025 Safety Benefits Conference

Method of transportation County vehicle

Destination _____

Departure date and time _____ Destination arrival date and time _____

Return departure date and time _____ Return arrival date and time _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) fuel

Lodging expense \$125

Meals \$22 Registration \$75

Other costs _____

Overtime costs involved in the requested travel _____

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs?

Yes X No _____ If no, why _____

Is this travel a budgeted item? Yes X No _____

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____