

**AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Court House, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, December 16, 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 December 16, 2025, agenda
5. Action to approve December 09, 2025, minutes of the Board of Codington County Commissioners
6. Monthly Reports
  - a. Highway
  - b. Facility Manager
7. Action to authorize Chair to sign Engineering Services for Codington County Roads 7 & 10 restoration
8. Action to authorize Chair Amendment #2 to Contract for Engineering Services for Codington County Extension Building Parking Lot Design
9. Action to approve final pay application for Duinneck for Codington County Extension Parking Lot Project
10. Discussion/possible action to approve purchase 2 new computers with 4 monitors in State's Attorney office
11. Discussion/possible action to approve purchase of industrial shredder in State's Attorney office
12. Discussion/possible action to approve union contracts with Codington County Teamsters Local Union No 120 (Correctional Officers) and Sheriff's Deputy Association
13. Discussion/possible action to approve purchase of refurbished printer for Community Service Office
14. Action to declare Search & Rescue trailer surplus to be sold
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:
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 1<sup>st</sup> Ave SE  
Watertown, SD 57201**

December 09, 2025

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 09, 2025, at the Codington County Court House. Commission members present were Lee Gabel (via Zoom), Tyler McElhany (via Zoom), Myron Johnson, Randall Schweer; and Troy VanDusen; Chair VanDusen, presiding. The pledge of allegiance was led by Community Service Office Director, Sara Foust.

**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 Schweer, second by Johnson, to approve the agenda for December 09, 2025, with two additional emergency items added, Transitional Housing grant application, and quote to line additional sewer line at Highway Shop; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by McElhany, to approve the minutes of December 02, 2025; all voted aye; motion carried.

**EAST RIVER POWER COOPERATIVE, INC., FRANCHISE APPLICATION PUBLIC HEARING**

The Board held a public hearing, as previously advertised, to allow any and all interested parties to comment on the East River Power Cooperative, Inc., Franchise Application. Chair VanDusen opened the public hearing at this time. Jerae M. Wire, Construction & Permitting Coordinator for East River Power Cooperative Inc., provided the Board with information about the Franchise Application and explained the various locations that the lines currently are in Codington County. Mr. Wire also explained that this Franchise Application is a continuation of the existing Franchise Agreement for 2006. Dave Eide, Manager for Codington-Clark Electric Coop Inc., also spoke in support of approving the Franchise Application and Resolution. No other comments were offered by persons present for this hearing. Chair VanDusen closed the public hearing at this time.

**EAST RIVER POWER COOPERATIVE, INC. FRANCHISE RESOLUTION APPROVED**

Motion by Johnson, second by Schweer, to approve Resolution #2025-23, East River Power Cooperative, Inc Franchise Resolution, all voted aye; motion carried.

2025-23

RESOLUTION \_  
AUTHORIZATION TO CONSTRUCT ELECTRIC TRANSMISSION  
AND DISTRIBUTION LINES ON THE PUBLIC HIGHWAYS OF  
CODINGTON COUNTY

WHEREAS, East River Electric Power Cooperative, Inc., of heating, n, South Dakota, on the 12<sup>th</sup> day of November, 2025, filed with the County Auditor of Codington County, South Dakota, its duly verified Petition for the purpose of obtaining and acquiring one franchise for both its existing transmission lines and system and the planned extension and future expansion thereof, from Codington County, South Dakota, by and through its County Commissioners, for the right to maintain its existing and future system and to erect and maintain poles and wires for the purpose of

transmitting and distributing electricity for lighting, heating and power purposes, in, along, and over the public highways of Codington County, South Dakota, for rural electrification throughout said County and State for a period of twenty years;

WHEREAS, said application was heard and considered by the members of the Board of County Commissioners of said County of Codington, in South Dakota, on the 9<sup>th</sup> Day of December, 2025, at the hour of 9:00 o'clock a.m., in the Commissioners' Room, in the Courthouse, in the City of Watertown, Codington County, South Dakota, due notice of said hearing having been given by mail as provided by law to all persons, firms or corporations owning or operating transmission, telegraph or telephone lines on or along any part of the highways of said County;

WHEREAS, no person, firm or corporation having appeared in opposition to the granting of such application, and it appearing to the satisfaction of the Board of County Commissioners of said County that the request contained in said Petition should be granted;

THEREFORE, BE IT RESOLVED, by the Codington County Board of Commissioners that the right to construct, maintain and operate poles and wires, both for its existing transmission lines and system, and also for its future extension and expansion, for the purpose of transmitting and distributing electricity for lighting, heating and power purposes, over, upon, along and across the public highways within Codington County, South Dakota, for rural electrification, on a county-wide basis, for a period of twenty (20) years from and after the date and passage hereof, be, and it hereby is, granted to said East River Electric Power Cooperative, Inc., of Madison, South Dakota, subject to the terms and conditions of Chapter 31-26 of the South Dakota Codified Laws (1984 Revisions).

Dated this 9<sup>th</sup> day of December, 2025.

APPROVED BY THE COMMISSION

Troy VanDusen

Myron Johnson

Randall Schweer

Tyler McElhany

Lee Gabel

ATTEST:

Brenda Hanten, Auditor

By: Brenda Hanten – County Auditor

**MONTHLY REPORTS**

Auditor, Brenda Hanten, updated the Board: Levy calculations for taxes payable in 2026 have been submitted to the SD Dept. of Revenue, have made a few corrections one being Webster School due to an issue with a TIF in the City of Webster, waiting for overlapping counties to get theirs completed otherwise they are looking good; year-end budget balances are being monitored for compliance; will be a need for a formal budget hearing the last meeting of the year on December 30<sup>th</sup>, 2025, for the 911 budget, Court Appointed Attorney budget and possibly a few other General Fund budgets. Director of Equalization, Shawna Constant, updated the Board: The 2025 sales have been submitted to the Department of Revenue, they have looked at ¾ of them and once they have completed the rest the DOR will send a report to the board; the appraisers are now working on building permits; I'm working on the intentions for the 2026 assessment year payable 2027 which is due January 1<sup>st</sup>, 2026. Welfare Director, Sara Foust, updated the Board: 40 unique individuals were served in November; Medicaid Reimbursement - \$1878.25 for November; DOH CHW Grant reimbursement - \$757.57, Community Service Office – completed the CHW Opioid Grant \$20,000 per CHW for a total of \$40,000 for the Community Service Office and Community Awareness Campaign grant - \$50,000; Angie is working with the State's Attorney and judges on a pre-trial program that will involve more case management with the goal of beginning it in January. Systems of Care/Codington Connects – Interagency meeting this week on Thursday at 10:00 at the police department, State Representatives are attending; the Agency of the month is Department of Social Services Economic Assistance and Sandy Kerkvliet, is the individual of the month; Housing – working on Transitional housing grant through South Dakota Authority; Watertown Cares does not want to take on Transitional Housing so would like the county to be the applicant with the hope that Codington Connects would be able to help; Childcare – working on a community survey to determine current needs; Centralized Services – working with Codington Connects on making this happen; check out Codington Connects at [www.codingtonconnects.com](http://www.codingtonconnects.com) for more events and information about the community.

**TRANSITIONAL HOUSING GRANT**

Motion by Gabel, second by McElhany, to authorize Community Service Director to apply for Transitional Housing grant, Community Service Director, Sara Foust, informed the Board that the application deadline is Monday, December 15, 2025 and if awarded this grant the funds won't be received until October 2026, with the option to decline if need be; all voted aye; motion carried.

**RIGHT-OF-WAY CERTIFICATE FOR BRIDGE 15-190-022**

Motion by Johnson, second by McElhany, to authorize Chair to sign Right-of-Way Certificate for Bridge 15-190-022, Highway Supt., Randy Falvey, explained that this bridge is located on County Road 11-1 to gain necessary access to of right-of-way required for construction; all voted aye; motion carried.

**UTILITY CERTIFICATE FOR BRIDGE 15-190-022**

Motion by Johnson, second by Schweer, to authorize Chair to sign Utility Certificate for Bridge 15-190-022, Highway Supt., Randy Falvey, informed the Board this is to notify that Codington County will move or adjust any utilities that would be in the path of the project; all voted aye; motion carried.

**SEWER PIPES AT COUNTY HIGHWAY SHOP**

Motion by Gabel, second by McElhany, to approve the quote to clean and line the sewer pipe at the County Highway Shop with Midwest Pipe Lining in the amount of \$4,040.82; Highway Supt., Randy Falvey, informed the Board that it has been determined that while the other break was being taken care of another break was found in a different area of the sewer line and they are able to it now; all voted aye; motion carried.

**PORTABLE RADIANT HEATERS FOR HIGHWAY SHOP**

Motion by Johnson, second by McElhany, to approve a quote for two radiant heaters from Proline Inc., in the amount of \$6,340.00; Highway Supt., Randy Falvey, informed the Board that there isn't any heat in the truck room and these portable radiant heaters will be sufficient to keep it warm with the new improvements made; all voted aye; motion carried.

**FACILITIES TECHNICIAN II JOB DESCRIPTION**

Motion by Schweer, second by Gabel, to approve a job description for the position of Facilities Technician II, Facility Manager, Steve Molengraaf and Human Resource Representative, Natalie Remund, informed the Board that this job description hadn't been updated since the last wage study which now includes a few more job requirements and skills needed to perform the job; all voted aye; motion carried.

**FACILITIES TECHNICIAN II POSITION**

Motion by Johnson, second by McElhany, to approve to advertise a full-time Facilities Technician II position, Facility Manager, Steve Molengraaf informed the Board that this is to fill a vacancy for an employee that left employment and Human Resource Representative, Natalie Remund, mentioned that this is a pay grade 20/\$20.31 hour; all voted aye; motion carried.

**PERSONNEL POLICIES AND PROCEDURES MANUAL UPDATES**

Motion by Gabel, second by Johnson, to approve updates to the Codington County Personnel Policies and Procedures Manual as prepared by Human Resources Representative, Natalie Remund along with State's Attorney, Alison Bakken; Natalie reviewed sections 1-45 of all the new revisions; all voted aye; motion carried.

**EMPLOYEE COMPENSATION AND CLASSIFICATION STUDY**

Motion by Schweer, second by Gabel, to adopt the employee pay scale/schedule, for non-union employees, as prepared for the County, by McGrath Human Resources Group, with an implementation date of January 1, 2026; all voted aye; motion carried.

**HIGHWAY UNION CONTRACT**

Motion by McElhany, second by Gabel, to approve the Codington County AFSCME Local 2488A Union Contract; Human Resource Representative, Natalie Remund, presented the Board with the Codington County AFSCME Local 2488 A (Highway Department Employees); a 2.6% COLA added to the base wage as of Jan. 1<sup>st</sup>, 2026, in addition to the normal July step increase, with satisfactory performance, highway department wage scale, effective January 1<sup>st</sup>, 2026; adopt the 2026 Sanford Plan Health Insurance Options; all voted aye; motion carried.

**PAY PERIOD CHANGE FOR TIMECLOCK PLUS IMPLEMENTATION**

Motion by McElhany, second by Gabel, to approve the pay period change for timeclock plus implementation effective February 15<sup>th</sup>, 2025, the previous pay period will end and the next pay period will begin on the third Sunday of each month, paychecks corresponding to each pay period will be issued on the last Tuesday of each month with the exception of December's paycheck which will be issued early for the Christmas holiday on December 23<sup>rd</sup>; wages that are paid for February 15<sup>th</sup> – February 28<sup>th</sup> will be considered a "pay advance" and will be deducted from employee pay for an equal amount of the advance over the next 4 months; all voted aye; motion carried.

**AUDITOR'S ACCT. W/TREASURER AND REGISTER OF DEEDS FEES**

Motion by Johnson, second by Schweer, to approve the Auditor's Account of the cash and cash items in the hands of the County Treasurer as of the last business day of November 2025, all present voted aye; motion carried.

Cash on hand	\$ 4,468.08
Checks in Treasurers' possession less than 3 days	\$ 104,535.88
Credit Card Charges	\$ 8,878.66
Cash Items	\$ 3,462.63
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$ 121,345.25</b>
<b>RECONCILED CHECKING</b>	
Reliabank (Memorial Park)	\$ 2,229.76
Reliabank Dakota	\$ 25,994,313.55
<b>INVESTMENTS</b>	
SD Public Funds Investment	\$ 1,102.82
Plains Commerce Bank CD's	\$ 500,000.00
<b>TOTAL CASH ASSETS</b>	<b>\$ 26,618,991.38</b>
<b>General Ledger Cash Balance by Funds</b>	
General	\$ 11,293,545.14
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 8,766,401.75
County Jail Build	\$ 3,701,972.09
Custodial	\$ 2,357,072.40
(schools \$1,457,262.00, townships \$60,699.33; city/towns \$337,047.52)	
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$ 26,618,991.38</b>

The Board noted Register of Deeds fees, in the amount of **\$28,373.55**, were collected in the month of November 2025.

### CLAIMS

Motion by Gabel, second by Johnson, to approve for payment the following list of claims; all voted aye; motion carried. 3D SERVICES LLC 80.00 MAINT, 605 PROPERTY SOLUTIONS, LLC 1099.02 RENT, A-OX WELDING 24.69 SUPPLIES, ACCREDITATION, AUDIT AND 165.00 SVC, A&B BUSINESS SOLUTIONS 279.65 MAINT, A&B BUSINESS SOLUTIONS 61.02 SUPPLIES, ALCOHOL MONITORING SYSTEMS 1009.80 SVC, ASH LAW OFFICE PLLC 642.18 SVC, ASSOCIATION OF SD COUNTY WEED 700.00 SVC, AUSTIN LAW OFFICES 35623.69 SVC, AUTO VALUE 797.61 REPAIRS/MAINT., AXON ENTERPRISE, INC 361.75 SUP, ALISON BAKKEN 40.00 CELL, EDIE BALDWIN 52.80 JURY, BANNER ASSOCIATES, INC 21915.33 REPAIRS/MAINT., BASIN CONSTRUCTION AND DRAIN T 410191.20 REPAIRS/MAINT., BATTERIES UNLIMITED 128.00 SUP, SHERYL BAUER 52.80 JURY, BEACON CENTER 1000.00 PMT, STEVEN & KIMBERLY BECK 250.00 REPAIRS/MAINT., BLUEPEAK 104.99 UTIL, BLUEPEAK 265.98 UTILITIES, BOB BARKER COMPANY INC 322.74 SUP, BORNS GROUP 3325.12 POST, BOYS & GIRLS CLUB 1733.33 PMT, BRATLAND LAW 2592.00 SVC, BRIAN'S GLASS & DOOR, INC. 625.00 MAINT, BRIGHTLY SOFTWARE, INC 6659.99 MAINT, BROTHERS & SISTERS BEHIND BARS 3935.80 RENT, BUTLER MACHINERY 13054.87 SUPPLIES, CARRICO LAW A PROFESSIONAL LLC 767.90 SVC, CARTNEY BEARING & SUPPLY 74.08 REPAIRS/MAINT., CEDAR SHORE RESORT 196.57 TRAV, CERTIFIED LABORATORIES 692.45 SUPPLIES, CODINGTON-CLARK ELECTRIC COOPE 71.15 UTILITIES, CODINGTON TREASURER PETTY CASH 39.18 REIMB, COKO PROPERTIES 250.00 RENT, COLE'S PETROLEUM 14562.98 SUPPLIES, ANGIE COLLIGNON 40.00 CELL, CRAWFORD-OSTHUS FUNERAL CHAPEL 2275.00 SVC, CREDIT COLLECTIONS BUREAU 545.45 SVC, CREDIT COLLECTIONS BUREAU 93.52 SVC, C & S PEST CONTROL LLC 82.00 MAINT, CULLIGAN OF WATERTOWN 303.25 SUP, DAKOTA RESOURCES 1593.00 SVC, MATTHEW DARGATZ 25.00 CELL, DECASTRO LAW OFFICE, PLLC 10134.00 SVC, KATHY DEJONG 1160.00 SVC, DIAMOND DRUGS, INC 746.54 SVC, JAMIE DOLEN 25.00 CELL, DRAGON'S CONCRETE LLC

7656.14 MAINT, DUININCK INCORPORATED 287990.35 SUPPLIES/REPAIRS, EIGHT TEN PROPERTIES, LLC 1740.00 RENT, KEITH EISCHENS 25.00 CELL, EKOS INC 160.00 SUPPLIES, EMERGENCY SERVICES MARKETING 796.00 SUP, FACE IT TOGETHER INC 3056.31 SVC, JAMES FALK 52.80 JURY, RANDALL G. FALVEY 40.00 CELL, FEDEX 14.83 SVC, TOWN OF FLORENCE 85.95 UTILITIES, SARA FOUST 40.00 CELL, MICHELLE GAIKOWSKI 46.75 SVC, GIS WORKSHOP LLC 1951.00 MAINT, GREEN OVIATT LAW FIRM LLP 11784.00 SVC, JUSTIN HALAJIAN 40.00 CELL, RON HARTLEY 25.00 CELL, HARTWIG HEATING 400.00 REPAIRS/MAINT., DAVID HEDDING 25.00 CELL, JAMES HEDGES 25.00 CELL, HELSPER, MCCARTY & RASMUSSEN 14435.50 SVC, CODY HOFF 25.00 CELL, LLOYD HOWELL 52.80 JURY, HUMAN SERVICE AGENCY 300.00 SVC, CODY HUSMANN 68.20 JURY, HYVEE #1871 ACCTS RECEIVABLE 10.96 SVC, I STATE TRUCK CENTERS 47.69 REPAIRS/MAINT., INTERLAKES COMMUNITY ACTION 1736.17 SVC, DUSTIN JAMISON 61.00 SVC, ANTHONY JOHNSON 33.00 REIMB, EVERETT JOHNSON 8.00 REIMB, MICHAEL & NANCY JOHNSON 552.00 REPAIRS/MAINT., WADE JORDAN 25.00 CELL, JOURNAL TECHNOLOGIES, INC 67.65 SUP, JURGENS PRINTING 59.00 SUP, MITCHELL KALLHOFF 25.00 CELL, JOHN DEERE FINANCIAL 1244.62 SUPPLIES, KIESLER POLICE SUPPLY 8082.20 EQUIP, KIMBALL MIDWEST 823.80 SUPPLIES, RICHARD KOHN 4.05 CELL, ERIK KOSAK 25.00 CELL, ADAM KRANZ 8.00 REIMB, DALTON KRUEGER 51.40 JURY, JOSEPH LAFRAMBOISE 25.00 CELL, VAL LARSON 16.00 SVC, LINH LE 59.80 JURY, LEGAL & LIABILITY RISK MGMT 900.00 TRAV, LUCY M LEWNO 186.44 SVC, JODI LOEHRER 70.70 TRAV, MAAG PROPERTIES, LLC 1375.00 RENT, MAC'S HARDWARE 294.72 REPAIRS/MAINT., MASTERS TELECOM LLC 355.64 UTIL, TYLER MCELHANY 327.50 TRAV, MENARDS 101.68 SUP, MENARDS 1038.98 SUPPLIES, MIDCONTINENT COMMUNICATIONS 526.03 UTIL, MIDWEST TRAILER SALES LLC 300.00 MAINT, KLAYTON MILLER 25.00 CELL, DANIEL MORTENSON 61.20 JURY, MULTI BUSINESS SOLUTIONS INC 5500.00 SVC, MUNICIPAL UTILITIES 11586.39 UTIL, YESIKA G MUNOZ 507.20 SVC, MUTH ELECTRIC 592.64 MAINT, NAPA CENTRAL 314.24 SUPPLIES, NELSON & ERICSSON LAW OFFICE 14520.00 SVC, NEWMAN TRAFFIC SIGNS 2863.15 SUPPLIES, SHAWN NILLS 40.00 CELL, NORTHERN TRUCK 5742.10 REPAIRS/MAINT., NORTHWESTERN ENERGY 188.85 UTILITIES, NYBERG'S ACE 149.00 REPAIRS/MAINT., OFFICE PEEPS, INC. 8396.21 SUP, OFFICE PEEPS 254.32 SUPPLIES, OTTERTAIL POWER CO, 48.61 UTILITIES, RANDY & CHRIS OWEN 257.18 REIMB, WILLIAM PALMIER 30.00 REIMB, THOMAS PAULI 40.00 CELL, MICHELLE PEDERSON 40.00 CELL, PENNINGTON COUNTY JAIL 708.18 TRAV, PENNINGTON COUNTY SHERIFFS OFF 1440.00 SVC, PETERS DISTRIBUTING, INC 1681.32 MAINT, POMP'S TIRE SERVICE, INC. 990.42 REPAIRS/MAINT., PPWIX WEBSITE SERVICES 365.00 SVC, PRAIRIE LAKES HEALTH CARE CENT 3810.09 SVC, PRINT 'EM NOW 193.00 SUP, RAMKOTA HOTEL PIERRE 639.00 TRAV, RAMKOTA HOTEL - PIERRE 122.00 TRAVEL & CONF., ANN RASMUSSEN 88.20 TRAV, COLITA REMMERS 51.40 JURY, RESERVE ACCOUNT 305.87 SUP, RON'S SAW SHOP 17.99 SUP, RON'S SAW SHOP 141.97 SUPPLIES, PATRICIA ROTH 51.40 JURY, HAROLD ROUNDS 25.00 CELL, RULO STRATEGIES LLC 8487.82 SVC, RUNNINGS 27.97 SUP, RUNNING SUPPLY INC. 333.86 REPAIRS/MAINT., DAWN RUSSELL 68.00 SVC, BILL SCHAEFER 16.00 SVC, WAYNE SCHLAHT 52.80 JURY, SCHNEIDER ELECTRIC 1989.80 REPAIRS/MAINT., SCHUMACHER ELEVATOR COMPANY 887.88 MAINT, SD ASSOCIATION OF WEED & PEST 75.00 SVC, SD ATTORNEY GENERAL'S OFFICE 1456.00 SVC, SD DEPARTMENT OF HEALTH 5725.00 SVC, SOUTH DAKOTA DEPT. OF TRANSPOR 14559.84 REPAIRS/MAINT., SD STATE TREASURER 471321.83 NOVEMBER REMITTANCE, SD STATE'S ATTORNEY ASSOC 1921.92 SVC, SDAAO 375.00 SUP, SDACC 7549.00 SVC, SDACO 3130.15 SVC, SDAE4-HP 120.00 TRAV, SDSU EXTENSION 120.06 TRAV, MELISSA SEARS 40.00 CELL, HEIDI SELCHERT 40.00 CELL, SERVICE PLUS 113.41 MAINT, SHERWIN WILLIAMS 272.96 SUP, SIGNPRO 934.56 EQUIP, ANGELA SIMON 52.80 JURY, SIOUX RURAL WATER SYSTEM 59.50 UTILITIES, SIOUX VALLEY COOP 4883.72 SUP, SIOUX VALLEY COOP 1344.22 SUPPLIES, SOCIA LAW, PC 10066.86 SVC, LYNN SOLBERG 40.00 CELL, SOUTH SHORE

GAZETTE 459.61 PUB, STEVE STAHLKE 25.00 CELL, STAN HOUSTON 250.00 RENT, STAR LAUNDRY 132.44 SUPPLIES, STATE BAR OF SOUTH DAKOTA 1495.00 SUP, STEVE'S WORLD 11291.69 EQUIPMENT, STREICHER'S 58.00 SUP, SCOTT SWANSON 25.00 CELL, SYNERGY INNOVATIONS LLC 550.00 EQUIP, T&L QUICK CARE PC 170.00 SVC, ANN TAECKER 52.80 JURY, KEVIN THEISEN 57.00 JURY, THOMSON REUTERS-WEST 447.00 SVC, DOUGLAS D. TORSTENSON 25.00 CELL, JAMES TORSTENSON 20.00 CELL, TWOTREES TECHNOLOGIES 12125.95 SUP, TWOTREES TECHNOLOGIES 186.95 SUPPLIES, TYLER TECHNOLOGIES, INC 76.58 MAINT, US IMAGING INC 62666.65 SVC, VANDER HAAG'S 2862.19 REPAIRS/MAINT., VERIZON WIRELESS 2289.79 UTIL, VERIZON WIRELESS 1269.58 UTIL, VERIZON 40.01 UTILITIES, RELIABANK VISA 365.37 7060 NOV CHARGES, RELIABANK VISA 279.33 SUP, RELIABANK VISA 2765.28 SUP, RELIABANK VISA 89.32 SUP, RELIABANK VISA 128.59 SUP, RELIABANK VISA 218.91 SUP, RELIABANK VISA 5.76 SUP, RELIABANK VISA 66.74 SUP, RELIABANK VISA 1710.89 , MARLONIE VOGELSANG 25.00 CELL, WALMART - CAPITAL ONE 276.99 SUP, KELLI WANNA 51.40 JURY, WARNE PLUMBING 6361.24 MAINT, WATERTOWN LAWN & GARDEN 15494.27 EQUIP, WATERTOWN MHP LLC 22.02 REIMB, WATERTOWN PUBLIC OPINION 69.60 PUB, ISAAC WESELOH 52.80 JURY, WINDOW PROS 18.92 MAINT, WATERTOWN LANDFILL 20.00 SUP, WW TIRE SERVICE INC 1745.47 MAINT, SUSAN ZIRBEL 64.00 JURY, ZONAR 797.76 REPAIRS/MAINT., SDML 106,756,

#### **BOARD MEETING DATE**

The Board noted they will meet on the 5<sup>th</sup> Tuesday of the month on December 30<sup>th</sup>, 2025.

#### **OLD BUSINESS**

Commissioner Gabel informed the Board of the change orders for the new jail project.

#### **NEW BUSINESS**

Treasurer, Carol Maloney, appeared before the Board to request closing her office on Wednesday, December 10<sup>th</sup> and Thursday, December 11<sup>th</sup>, 2025, due to carpet being laid in their office, the Board approved closing the Treasurer's office for these two days. Auditor, Brenda Hanten, provided the Board with information for an estimated claims payment for the new jail build project in December 2025 in the amount of \$1,037,120, whether they want to pay it in 2025 or wait until 2026, advised to proceed with submitting the claims.

#### **OPEN**

**Commissioner Comments** – Commissioner Johnson mentioned he will be attending the SD Retirement meeting via zoom.

#### **EXECUTIVE SESSION**

Motion by Johnson, second by Schweer, to enter into executive session per SDCL 1-25-2 Preparing for contract negotiations or negotiating with employees or employee representatives (SDCL 1-25-2(4)) at 10:17 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:32 a.m., no action was taken. Human Resource Representative, Natalie Remund, was present for executive session.

#### **ADJOURNMENT**

Upon conclusion of all business to come before the Board, a motion was made by Gabel, second by McElhany, to adjourn at 10:32 a.m., all voted aye; motion carried.

ATTEST:

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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 \$\_\_\_\_\_



Banner Associates, Inc.  
803 South Dakota St  
Milbank, SD 57252  
Tel 605.692.6342  
Toll Free 855.323.6342  
[www.bannerassociates.com](http://www.bannerassociates.com)

December 8, 2025

Mr. Randy Falvey  
Codington County Highway Superintendent  
1201 10<sup>th</sup> St. NW  
Watertown, SD 57201

Re: Letter of Contract – Engineering Services for:  
Codington County Roads 7 & 10 Restoration

Dear Mr. Falvey:

Banner Associates, Inc. (“Banner”) is pleased to submit this Letter of Contract for Engineering Services for the Codington County Roads 7 & 10 Restoration project. Through correspondence with yourself as well as a site visit, we understand that the roadways have experienced fatigue to include cracking, rutting, and degradation as a product of heavy truck usage largely serving construction material production pits. Codington County’s forces have provided some pavement maintenance efforts on the roadway in the past in the form of asphalt patching and chip seals. We further understand that this project will need to be coordinated with a contractor completed replacement work for a highway structure on County Road 7.

The project constitutes approximately 5.2 miles of Codington County Roadway beginning on County Road 10, east of Interstate 29 at the edge of the DOT control of access, traveling 2.2 miles east where the roadway curves to the south and becomes County Road 7 for three miles and terminates approaching US Highway 212. The scope of work associated with the proposed construction project will be determined based on field data collected from coring of the roadway surfacing section as well as coordination communications with the Codington County Highway Department, and in general may consist of single lift or full depth milling of existing asphalt pavement, digout replacement for any areas noted as unstable, asphalt patching, asphalt leveling, and mainline asphalt paving. Construction of the project is anticipated to occur during the 2026 Construction Season.

Engineering Scope of Services:

- Survey and Geotechnical Soil Borings
  - Collect soil borings at a minimum frequency of 2 per mile for the full 5.2-mile stretch of the County Roads to establish an expected typical section as a basis for design considerations.
  - Collect centerline and edge of asphalt topographic survey prior to initial grinding of roadway.
  - Collect centerline and edge of asphalt topographic survey of entire project as well as full topographic survey of curves where superelevation rates will be evaluated.
  
- Design and Bidding Phase
  - Measure existing highway width and cross/crown slopes and identify any soft areas necessitating dig outs.



- Meet with Highway Superintendent to discuss measurements, plan sheets, and specifications.
- Provide superelevation recommendations based on roadway design speed for finished surface.
- Plan sheets and specifications:
  - a) Title Sheet
  - b) Estimate of Quantities
  - c) Typical Section(s)
  - d) Rates of Materials
  - e) Table of Additional Quantities
  - f) Plan Notes
  - g) Traffic Control
  - h) Temporary and Permanent Pavement Marking specifications (Will not reassess no-passing zones)
  - i) Standard Details
- Project Manual using EJCDC Documents:
  - a) Advertisement
  - b) Instructions to Bidders
  - c) Bid Form
  - d) Bid Bond
  - e) Notice of Award
  - f) Agreement Between Owner and Contractor
  - g) Notice to Proceed
  - h) Performance Bond
  - i) General Conditions
- Attend bid opening, tabulate bids, and provide recommendation to County.
- Support County efforts to enter into contract with the low bidder.

➤ Construction Phase

- Banner Recommends adding the construction services as an amendment once construction documents are bid and an expected construction timeline is provided by the Contractor.

Exclusions:

Based on our understanding of the project, the following items are excluded from our Engineering Scope of Services:

- Perform design calculations for roadway surfacing section needs based on traffic volumes.
- Re-align roadway horizontal geometrics or evaluate roadway vertical geometrics for design standards associated with the present-day posted speed limit.
- Landowner Meetings
- Environmental Services
- Advertise project in local paper



Client (County) Obligations:

- Advertise project in local paper and solicit bidders and enter into agreement with Contractor
- Identify and repair any culvert pipe crossing the roadway prior to construction commencing
- Provide access to site for geotechnical exploration, topographic survey, and general engineering site visits.

Engineering Services Compensation:

We are proposing to complete the above-described Engineering Scope of Services for Surveying, Soil Borings, Design and Bidding Phases for an estimated fee including reimbursable expenses of **\$40,000.00**.

Actual hours will be billed. Soil Borings will be performed by a sub-contracted Geotechnical Engineering company. Any work that falls outside this scope will be billed separately based on our Schedule of Labor Rates and Expenses, which are attached to this letter contract.

Time Schedule of Work:

We propose to deliver the plans and specifications and project manual to Codington County on or before April 1<sup>st</sup>, 2026, pending a notice to proceed by December 16<sup>th</sup>, 2025. We anticipate construction taking place during the 2026 construction season.

This Letter of Contract incorporates and includes Banner’s Schedule of Labor Rates and Expenses and General Conditions. If you have any questions regarding this Contract, please do not hesitate to contact me.

Sincerely,

Waylon Blasius, PE  
Project Manager  
Banner Associates, Inc.

Pat Carey, PE  
Vice President  
Banner Associates, Inc.

Enclosure:

1. Schedule of Labor Rates and Expenses
2. General Conditions

ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Client - Codington County, South Dakota



Owner :  
Project :  
Date :

Codington County, South Dakota  
Codington County Roads 7 & 10 Restoration  
12/8/2025

Engineering Services	Project Manager	Design Engineer	2 - Man Survey Team	CADD Technician	Administrative	Task Hours
<b>PROJECT MANAGEMENT</b>						
Resource Planning and Scope/Budget/Personnel Management	8				2	10
Kick-off Meetings (Internal and External)	4	4		2		10
Progress Meetings (Internal and External)	6	6		2		14
Closeout (Internal and External)	4	4		1	2	11
<b>SURVEY</b>						
Site Measurements by Engineer	4	12				16
Site Survey by Surveyors	1	1	10			12
Data Processing and File Setup	1	1	2	2		6
Geotechnical Subconsultant Soil Borings						
<b>DESIGN AND BIDDING</b>						
Design Considerations and Coordination	4	24		32		60
Construction Plan Production, Project Manual, and Cost Estimates	8	40		40		88
QA/QC, Revisions, Final Documents for Bidding	6	12		8		26
Construction Contract Support	4	4				8
<b>Engineering Services Subtotal:</b>	<b>50</b>	<b>108</b>	<b>12</b>	<b>87</b>	<b>4</b>	<b>261</b>
<b>Reimbursables</b>	<b># trips</b>	<b>Miles/trip</b>	<b>Mileage</b>	<b>Meal Per Diem</b>	<b>Printing/Postage</b>	
Surveying	2	90	\$ 153.00	\$ 28.00	\$ -	
Engineer	4	90	\$ 252.00	\$ 56.00	\$ -	
<b>Reimbursables Subtotal:</b>			\$ 405.00	\$ 84.00	\$ -	



Banner Associates, Inc.  
409 22nd Avenue South  
Brookings, SD 57006  
Tel 605.692.6342  
Toll Free 855.323.6342  
[www.bannerassociates.com](http://www.bannerassociates.com)

December 8, 2025

Steve Molengraaf  
Codington County South Dakota Maintenance Department  
14 1<sup>st</sup> Ave. SE  
Watertown, SD 57201

RE: Amendment No. 2 to Contract for Engineering Services for Codington County Extension Building Parking Lot Design

Dear Mr. Molengraaf:

Banner is pleased to submit this amendment request to our existing contract for the Codington County Extension Building Parking Lot Construction project. Our amendment is based upon Banner's actual services rendered for construction and warranty work items in partnership with Codington County in oversight of the construction of the parking lot project. Please be sure to identify any of the services below that you may feel are inaccurate or misrepresented.

### Scope of Services

#### ADDITIONAL SERVICES FROM CONSTRUCTION PHASE

- The Contractor continued work beyond the project substantial completion date and incurred liquidated damages deducted from their final pay application of \$4,200.00 for the delay.
- Banner provided services through the additional construction timeframe, which extended beyond the anticipated construction timeline and therefore caused Banner additional manhours to complete the contracted scope of services.
- Banner provided coordination and administrative services through the warranty period, where Banner participated in multiple meetings, provided drawings and cost estimates, and made site visits during and after warranty construction was completed.
- Banner's estimated manhours for Construction Administration and Observation as presented in Amendment No. 1 for Construction Services totaled 388 hours. Banner's actual hours utilized to perform the services contracted as well as the additional services noted herein total 476 hours, a difference of 88 additional service hours. Banner is not requesting compensation for all 88 additional service hours.

### Compensation

Banner requests amending the existing contract based on the additional services noted herein as billed hourly, not to exceed **\$8,000.00**. We appreciate the opportunity to support Codington County and look forward to future partnerships together. If you have any questions on anything listed in this document please do not hesitate to contact me at 1-605-692-6342 or [waylonb@bannerassociates.com](mailto:waylonb@bannerassociates.com).



Page 2

Sincerely,

A handwritten signature in blue ink that reads "Waylon Blasius". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Waylon Blasius, PE  
Transportation Department Head  
Banner Associates, Inc.

ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Client – Codington County, South Dakota

**Contractor's Application for Payment**

<b>Owner:</b> <u>Codington County, SD</u>	<b>Owner's Project No.:</b> <u>N/A</u>
<b>Engineer:</b> <u>Banner Associates, Inc.</u>	<b>Engineer's Project No.:</b> <u>24207.00</u>
<b>Contractor:</b> <u>Duininck Incorporated</u>	<b>Contractor's Project No.:</b> <u>N/A</u>
<b>Project:</b> <u>Codington County Extension Parking Lot</u>	
<b>Contract:</b> <u>Unit Price Bid Contract</u>	
<b>Application No.:</b> <u>4</u>	<b>Application Date:</b> <u>12/8/2025</u>
<b>Application Period:</b> <b>From</b> <u>1/1/2025</u> <b>to</b> <u>12/1/2025</u>	

1. Original Contract Price		\$ 515,414.80
2. Net change by Change Orders		\$ (1,962.70)
3. Current Contract Price (Line 1 + Line 2)		\$ 513,452.10
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)		\$ 513,452.10
5. Retainage		
a. <u>0.0%</u> X \$ 513,452.10 Work Completed		\$ -
b. _____ X \$ - Stored Materials		\$ -
c. Total Retainage (Line 5.a + Line 5.b)		\$ -
6. Amount eligible to date (Line 4 - Line 5.c)		\$ 513,452.10
7. Less previous payments (Line 6 from prior application)		\$ 499,687.70
8. Amount due this application		\$ 13,764.40
9. Balance to finish, including retainage (Line 3 - Line 4)		\$ -

**Contractor's Certification**

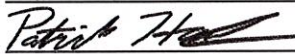
The undersigned Contractor certifies, to the best of its knowledge, the following:

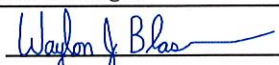
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor:** Patrick Hand

**Signature:**  **Date:** 12/9/25

Recommended by Engineer	Approved by Owner
<b>By:</b> <u>Waylon J. Blasius</u>	<b>By:</b> _____
<b>Title:</b> <u>Project Manager</u>	<b>Title:</b> _____
<b>Signature:</b> <u></u>	<b>Signature:</b> _____
<b>Date:</b> <u>12/8/2025</u>	<b>Date:</b> _____

**Progress Estimate - Unit Price Work**

Owner: Codrington County, SD  
 Engineer: Banner Associates, Inc.  
 Contractor: Dumnick Incorporated  
 Project: Codrington County Extension Parking Lot  
 Contract: Unit Price Bid Contract

**Contractor's Application for Payment**

Owner's Project No.: N/A  
 Engineer's Project No.: 24207.00  
 Contractor's Project No.: N/A

Bid Item No.	Description	Application Period: From 01/01/25 to 12/01/25			Contract Information			Work Completed			Application Date: 12/08/25		
		C	D	E	F	G	H	I	J	K	L		
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (\$)	Quantity of Materials Incorporated this Pay Period	Value of Work Completed this Period (\$)	Total Materials Incorporated to Date	Value of Work Completed to Date (\$)	% of Value of Item (%)	Balance to Finish (\$)		
Original Contract													
1	MOBILIZATION	1	LS	\$ 70,000.00	\$70,000.00		\$0.00	1.0	\$70,000.00	100%	\$0.00		
2	TRAFFIC CONTROL	1	LS	\$ 7,000.00	\$7,000.00		\$0.00	1.0	\$7,000.00	100%	\$0.00		
3	CLEARING	1	LS	\$ 3,000.00	\$3,000.00		\$0.00	1.0	\$3,000.00	100%	\$0.00		
4	PLACING CONTRACTOR FURNISHED TOPSOIL	132	CY	\$ 60.00	\$7,920.00		\$0.00	117.0	\$6,720.00	89%	\$1,200.00		
5	SEEDING, HYDRO-MULCHING, FERTILIZING	0.4	ACRE	\$ 7,500.00	\$3,000.00		\$0.00	0.4	\$3,000.00	100%	\$0.00		
6	WEED CONTROL	1	LS	\$ 1,500.00	\$1,500.00		\$0.00	0.0	\$0.00	0%	\$1,500.00		
7	SILT FENCE	18	LF	\$ 12.00	\$216.00		\$0.00	18.0	\$216.00	100%	\$0.00		
8	INLET SEDIMENT CONTROL DEVICE	2	EACH	\$ 175.00	\$350.00		\$0.00	2.0	\$350.00	100%	\$0.00		
9	TEMPORARY VEHICLE TRACKING CONTROL	2	EACH	\$ 1,200.00	\$2,400.00		\$0.00	2.0	\$2,400.00	100%	\$0.00		
10	CONCRETE WASHOUT AREA	1	EACH	\$ 720.00	\$720.00		\$0.00	0.0	\$0.00	0%	\$720.00		
11	TURF REINFORCEMENT MAT	18	SY	\$ 18.00	\$324.00		\$0.00	18.0	\$324.00	100%	\$0.00		
12	MANHOLE CONSTRUCTION PLATE MARKER	1	EACH	\$ 300.00	\$300.00		\$0.00	1.0	\$300.00	100%	\$0.00		
13	CLEAN AND GRUB TREE	1	EACH	\$ 750.00	\$750.00		\$0.00	0.0	\$0.00	0%	\$750.00		
14	REMOVE EXISTING FENCE	140	LF	\$ 10.00	\$1,400.00		\$0.00	140.0	\$1,400.00	100%	\$0.00		
15	REMOVE EXISTING STORM SEWER STRUCTURE	2	EACH	\$ 600.00	\$1,200.00		\$0.00	2.0	\$1,200.00	100%	\$0.00		
16	REMOVE EXISTING STORM SEWER PIPE	150	LF	\$ 11.00	\$1,650.00		\$0.00	150.0	\$1,650.00	100%	\$0.00		
17	REMOVE EXISTING ASPHALT PAVEMENT	4796	SY	\$ 6.00	\$28,776.00		\$0.00	4796.0	\$28,776.00	100%	\$0.00		
18	REMOVE EXISTING CONCRETE PAVEMENT	19	SY	\$ 25.00	\$475.00		\$0.00	19.0	\$475.00	100%	\$0.00		
19	REMOVE EXISTING CURB AND GUTTER	27	LF	\$ 18.00	\$486.00		\$0.00	27.0	\$486.00	100%	\$0.00		
20	REMOVE EXISTING CONCRETE SIDEWALK	152	SY	\$ 7.00	\$1,064.00		\$0.00	152.0	\$1,064.00	100%	\$0.00		
21	SALVAGE EXISTING BASE COURSE	785	CY	\$ 9.00	\$7,065.00		\$0.00	785.0	\$7,065.00	100%	\$0.00		
22	UNCLASSIFIED EXCAVATION	593	CY	\$ 20.00	\$11,860.00		\$0.00	593.0	\$11,860.00	100%	\$0.00		
23	UNCLASSIFIED EXCAVATION DIGOUTS	148	CY	\$ 14.00	\$2,072.00		\$0.00	28.4	\$397.60	19%	\$1,674.40		
24	SUBBASE FOUNDATION AGGREGATE	150	TON	\$ 63.00	\$9,450.00		\$0.00	0.0	\$0.00	0%	\$9,450.00		
25	TRENCH STABILIZATION MATERIAL	50	TON	\$ 51.00	\$2,550.00		\$0.00	0.0	\$0.00	0%	\$2,550.00		
26	VERY UTILITY	10	EACH	\$ 210.00	\$2,100.00		\$0.00	10.0	\$2,100.00	100%	\$0.00		
27	GEOTEXTILE FABRIC	100	SY	\$ 5.15	\$515.00		\$0.00	258.0	\$1,328.70	258%	-\$813.70		
28	BASE COURSE	1740	TON	\$ 30.00	\$52,200.00		\$0.00	1934.7	\$58,041.00	111%	-\$5,841.00		
29	ASPHALT CONCRETE	1227	TON	\$ 106.00	\$130,062.00		\$0.00	1255.4	\$133,072.40	102%	-\$3,010.40		
30	REVERSE CONCRETE CURB AND GUTTER	273	LF	\$ 22.00	\$6,006.00		\$0.00	352.0	\$7,744.00	100%	\$0.00		
31	CONCRETE CURB AND GUTTER	352	LF	\$ 22.00	\$7,744.00		\$0.00	352.0	\$7,744.00	100%	\$0.00		
32	6" REINFORCED CONCRETE VALLEY GUTTER	867	SF	\$ 10.50	\$9,103.50		\$0.00	867.0	\$9,103.50	100%	\$0.00		
33	6" REINFORCED CONCRETE TILEL SECTION	110	SF	\$ 10.50	\$1,155.00		\$0.00	110.0	\$1,155.00	100%	\$0.00		
34	6" REINFORCED CONCRETE APPROACH PAVEMENT	1182	SF	\$ 6.50	\$7,683.00		\$0.00	1182.0	\$7,683.00	100%	\$0.00		
35	4" CONCRETE SIDEWALK	1772	SF	\$ 6.00	\$10,632.00		\$0.00	1772.0	\$10,632.00	100%	\$0.00		
36	6" REINFORCED CONCRETE SIDEWALK	2846	SF	\$ 7.45	\$21,202.70		\$0.00	2846.0	\$21,202.70	100%	\$0.00		
37	6" PVC STORM PIPE	89	LF	\$ 23.25	\$2,069.25		\$0.00	89.0	\$2,069.25	100%	\$0.00		
38	6" DRAIN TILE PIPE	77	LF	\$ 16.00	\$1,232.00		\$0.00	77.0	\$1,232.00	100%	\$0.00		
39	DOWNSPOUT DRAIN ASSEMBLY	1	EACH	\$ 740.00	\$740.00		\$0.00	1.0	\$740.00	100%	\$0.00		
40	18" RCP CLASS 3 FURNISH AND INSTALL	153	LF	\$ 95.00	\$14,535.00		\$0.00	153.0	\$14,535.00	100%	\$0.00		
41	18" RCP FLARED END, FURNISH AND INSTALL	2	EACH	\$ 1,100.00	\$2,200.00		\$0.00	2.0	\$2,200.00	100%	\$0.00		
42	CONNECT TO EXISTING STORM SEWER PIPE	1	EACH	\$ 1,600.00	\$1,600.00		\$0.00	1.0	\$1,600.00	100%	\$0.00		
43	AREA INLET WITH FRAME AND GRATE (2'x2')	1	EACH	\$ 6,300.00	\$6,300.00		\$0.00	1.0	\$6,300.00	100%	\$0.00		
44	STORM SEWER JUNCTION BOX, TYPE 1 (6"X6")	1	EACH	\$ 7,900.00	\$7,900.00		\$0.00	1.0	\$7,900.00	100%	\$0.00		
45	24" PREFINISHED GALVANIZED COIL	330	LF	\$ 36.00	\$11,880.00		\$0.00	330.0	\$11,880.00	100%	\$0.00		
46	6" STEEL BOLLARD	3	EACH	\$ 900.00	\$2,700.00		\$0.00	3.0	\$2,700.00	100%	\$0.00		
47	CEMENT TREATED SURGRADE	44521	SF	\$ 0.35	\$15,582.35		\$0.00	40825.0	\$14,289.80	92%	\$1,292.55		
48	PORTLAND CEMENT	118	TON	\$ 290.00	\$34,220.00		\$0.00	118.0	\$34,220.00	100%	\$0.00		
					Original Contract Totals				\$504,742.95	98%	\$10,671.85		



CHANGE ORDER NO. 2					
ITEM	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE	
Remove SW	SY	21	\$7.00	\$147.00	
Remove Asphalt	SY	27	\$6.00	\$162.00	
Concrete Mobilization	EACH	1	\$500.00	\$500.00	
Frost Pier Installation	EACH	3	\$1,300.00	\$3,900.00	
Sidewalk Panel Installation	SF	432	\$7.45	\$3,218.40	
					<b>\$7,927.40</b>



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 States Attorney - 2 new PCs with 4 Monitors**

December 8, 2025

**Bill To:**  
 Codington County States Attorney  
 Alison Bakken  
 14 1st Ave SE  
 Watertown, SD 57201

**Phone:**  
 (605) 882-6276

**Ship To:**  
 Codington County States Attorney  
 Alison Bakken  
 14 1st Ave SE  
 Watertown, SD 57201

Email: abakken@codington.org

Salesperson: Greg Richter

	Description	Price Each	Qty	Ext Price
<b>Items</b>				<b>\$3,426.00</b>
1	<b>HP Elite 800 G9 SFF</b> HP Elite 800 G9 Desktop Computer - Intel Core i5 14th Gen i5-14500 - vPro Technology - 16 GB - 512 GB SSD - Small Form Factor - Black Intel Q670 Chip - Windows 11 Pro - Intel UHD Graphics 770 DDR5 SDRAM - English Keyboard - 260 W	\$1,295.00	2	\$2,590.00 X
2	<b>HP 327ph 27" Class Full HD LCD Monitor</b> HP 327ph 27" Class Full HD LCD Monitor - 16:9 - Black 27" Viewable - In-plane Switching (IPS) Technology - 1920 x 1080 - 16.7 Million Colors - 250 Nit - 5 ms - 100 Hz Refresh Rate - Speakers - HDMI - VGA - DisplayPort	\$209.00	4	\$836.00 X
3	<b>Monthly Connect Care MSP</b> 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  2 replacement PC = \$0.00	\$0.00	1	\$0.00 X
4	<b>Onsite setup of PC</b> Unbox and run initial setup of HP Elite 800 SFF - users are Kari and Jamie per McKayla, this includes the installing of the latest Microsoft updates, installation of Codington Trend Micro antivirus. Installation of Kari and Jamie MS365 Business Standard licensing. On site setup at customer site connecting to the customer's existing Domain network with dual HP 327 monitors and the moving user profile data off existing HP PC if applicable. Install New Case Management software.. Also includes installing of printer drivers for existing local and network printers and running test prints. Clean up work area, dispose of boxes, confirm with customer that the work area is acceptable following the replacement of PC(s).  If 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.  Covered under Codington Connect Care MSP a \$900.00 value	\$0.00	1	\$0.00 X
5	<b>Onboarding of MSP device</b> 2 replacement PC 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.  2 replacement PC	\$0.00	1	\$0.00 X

Description	Price Each	Qty	Ext Price
<b>PRICING: DUE TO VOLATILITY IN THE SUPPLY CHAIN, PRICES CANNOT BE GUARANTEED. PRICES ARE SUBJECT TO CHANGE AND BE FINALIZED AT TIME OF ORDER.</b>			
<b>Subtotal</b>			<b>\$3,426.00</b>
<b>Tax</b>			<b>\$0.00</b>
<b>Total</b>			<b>\$3,426.00</b>

**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:**

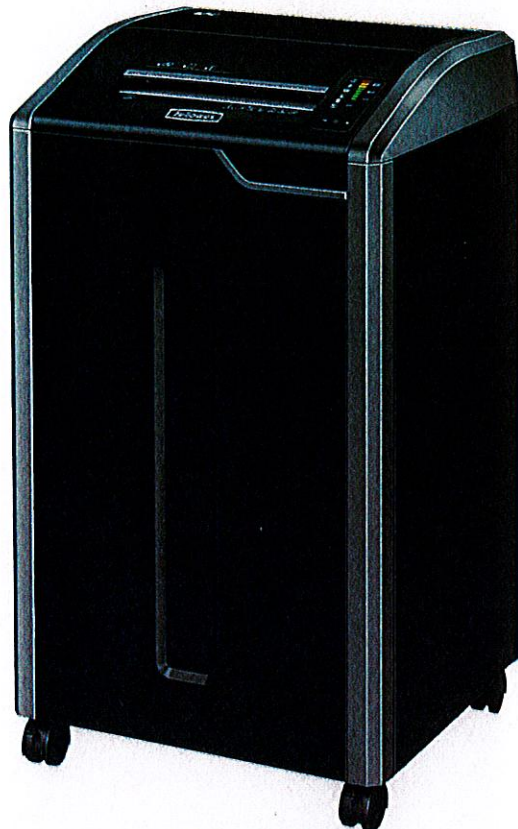
Unopened items can be returned 15 days from date of delivery without restock fees. Items that have been opened will have a 15% restock fee and can be returned up to 30 days from date of purchase. There are no returns for SPECIAL ORDER, CUSTOM CONFIGURATIONS or items that are older than 30 days from date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

Quoted by: \_\_\_\_\_

Accepted by: \_\_\_\_\_



Fellowes Powershred  
425Ci 100% Jam Proof  
Commercial Grade 30-  
Sheet Cross-Cut Paper  
Shredder, TAA  
Compliant (38425),  
Black

[Click to see full view](#)

 Ask Rufus

[Does it have a safety feature?](#)

[Can it shred credit cards?](#)

[Is it hard to empty?](#)

[Ask something else](#)



PROPOSAL

PREPARED ESPECIALLY  
FOR: Codington County Community Services  
Watertown, SD

DATE: November 21, 2025  
ATTN: Sara Foust

Refurbished Toshiba e-Studio 4515AC

- 45 Pages Per Minute Black & Color
- Print/Scan/Copy
- Network Printing & Scanning Standard
- 2 x 550 Paper Cassettes
- Automatic Duplexing Standard
- 10.1" Color WSVGA Color Touch Screen
- 320 GB Self-Encrypting Drive
- Reversing Automatic Document Feeder
- 2 Paper Cassettes
- Stand
- 6,295 Black Copies
- 199,469 Color Copies

Total Purchase Price \$2,950.00

*Includes the trade-in of OKI MP3537MC.*

Service Agreement Black .011 per copy  
Color .078 per copy

Includes toner, developer, drums, supplies, parts, maintenance, service calls, and labor. Excludes staples and paper. A minimum of 2,000 black and 500 color copies per month.

\$61

~~15 Amp Power Manager \$198.00~~

Prices subject to change.

THE ABOVE PRICES INCLUDE: Freight, Delivery, and Warranty.  
All Prices Subject to Sales Tax.

cg\_codcocommunityservicestos4515ac

Signature \_\_\_\_\_

Watertown, SD † 605.886.6488  
Brookings, SD † 605.692.6363

Huron, SD † 605.352.2548  
Madison, SD † 605.256.6637

info@officepeeps.com  
www.officepeeps.com