

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, May 3, 2022

- 1. Pledge of Allegiance**
- 2. Call for public comment. 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 the May 3rd, 2022, agenda**
- 5. Action to approve the April 26th, 2022, minutes of the Board of Codington County Commissioners**
- 6. Monthly Reports**
 - a. Extension**
 - b. Veterans Service**
- 7. Action to approve the minutes of the April 19th joint meeting with the Codington County Planning and Zoning Board**
- 8. Action to hire a Deputy Sheriff to fill a vacancy**
- 9. Action to approve an out of county inmate contract with Kingsbury County**
- 10. Action to declare misc. equipment, furniture, etc., surplus to be destroyed**
- 11. Action to approve a floor project for restrooms at Memorial Park as budgeted**
- 12. Action to correct 2023 seasonal rate charges per Facilities Manager request**
- 13. Action to approve abatement applications**
- 14. Action to approve claims for payment**
- 15. Action to approve automatic budget supplements**
- 16. Action to approve personnel changes**
- 17. Action to approve travel requests**
- 18. Public Notices – a possible quorum of Commissioners could be in attendance at:**
- 19. Old Business**
- 20. New Business**

21. Open

- a. Public Comments**
- b. Commission Comments**

22. Action to enter into Executive session per SDCL 1-25-2

- (1) Discussion of personnel issues**
- (2) Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters**
- (3) Preparing for contract negotiations with employees or employee's representatives**
- (4) Discussing information listed in SDCL 1-27-1.5 (8) and 1-27-1.5 (17) (safety or disaster)**

23. Action to adjourn until 9:00 a.m., Tuesday, May 10th, 2022; at the Codington County Court House
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**

April 26, 2022

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, April 26, 2022, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair, Brenda Hanten, presiding. Commissioner Waterman led 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 April 26th, 2022 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Waterman, to approve the minutes of April 19th, 2022; all voted aye; motion carried.

MONTHLY REPORTS

Emergency Management Director, Andrew Delgado, updated the Board. Severe Weather Preparedness Week in South Dakota is April 25 – 29, sirens will be tested in Codington County on April 27th; SKYWARN Weather Spotter Classes were held in Codington County in April with 50 in attendance; PDM meetings have been held in Kranzburg, Watertown, and South Shore, with an additional meeting scheduled in Florence. The Director also participated in an Airport Tabletop Exercise; assisted State OEM in accessing the State shelter trailer; finished the Independent Study 242 Course, attended EM 102; and will meet with the Director of Regulatory Compliance with Summit Carbon Solutions. The Emergency Management Office is updating credentialing cards for local Fire Departments and has submitted the quarterly report for the LEMPG. A meeting of stakeholders, of the local POD group, has been scheduled to determine the direction in which to proceed with future events. Emergency Management Deputy Director, Cheri Howell, is scheduled to take the EM 103 course. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled from the month of March 2022, for the Detention Center and Sheriff's Office: fees were collected in the amount of \$7,018.00 and were retained by the County; 599 cases/calls for service; 11 accident reports were completed; 73 warrants served; 256 sets of civil papers served; 3,303 transport miles; average daily inmate population 64.71 (high ADP 75 and low ADP 57); 21 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 9 individuals using remote breathalyzers; 34 individuals testing twice daily PBT'S; 36 individuals reporting twice weekly for UA Drug testing; 0 individuals using sweat patches; 196 bookings; \$8,744.71 collected in fees for out of county prisoner contracts; \$3,700.00 collected in work release fees; \$6,118.00 collected in fees for the 24/7 program; and \$5,138.00 collected for SCRAM fees. Sheriff Howell advised the Board he is monitoring fuel costs within the Sheriff's Office budget and trying to manage those costs along with performing normal active patrols. The Sheriff noted some of the newer vehicles have been switched over to E-30. The Sheriff noted National Correctional Officers Week is observed May 1st through May 7th.

FINGER PRINTING FEES

Motion by Gabel, second by Johnson, to increase finger printing fees from \$10.00 per set to \$20.00 per set, effective May 1st, upon the recommendation of Sheriff Howell; all voted aye; motion carried. Sheriff Howell noted new finger printing equipment was recently installed in the Detention Center.

WALWORTH COUNTY INMATE HOUSING CONTRACT

Motion by Gabel, second by Waterman, to approve a contract between Codington County and Walworth County for the housing of Walworth County inmates in the Codington County Detention Center; all voted aye; motion carried.

ORDINANCES #78, 79, 80, & 81, 2ND READING AND ADOPTION

Zoning Officer, Luke Muller, gave the 2nd reading on proposed ordinances #78, #79, #80, and #81. The Zoning Officer noted the Board previously met in special joint session at 6:30 p.m., Tuesday, April 19th, with the Codington County Planning and Zoning Board for the first reading and public hearing on proposed ordinances #78, #79, #80 and #81.

Motion by Gabel, second by VanDusen, to adopt Ordinance #78, AN ORDINANCE ENTITLED, AN ORDINANCE AMENDING ARTICLE III DISTRICT REGULATIONS OF ORDINANCE 65, AN ORDINANCE AMENDING ORDINANCE 15, AN ORDINANCE ESTABLISHING COMPREHENSIVE ZONING REGULATIONS FOR CODINGTON COUNTY, SOUTH DAKOTA, AND PROVIDING FOR THE ADMINISTRATION, ENFORCEMENT, AND AMENDMENT THEREOF, PURSUANT TO SDCL 11-2, 1967, AND AMENDMENTS THEREOF, AND FOR THE REPEAL OF ALL RESOLUTIONS AND/OR ORDINANCES IN CONFLICT HERewith.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF CODINGTON COUNTY, SOUTH DAKOTA: that Article III District Regulations adopted by Ordinance #65, March 27, 2017, as amended, of the Zoning Ordinance of Codington County be amended by adding Chapter 3.10A "TD-R" RAUVILLE TOWN DISTRICT. Upon roll call vote of the Board; Gabel, Waterman, Johnson, VanDusen, and Hanten, voted aye; motion carried.

Motion by Johnson, second by Gabel, to adopt Ordinance #79, AN ORDINANCE ENTITLED, AN ORDINANCE AMENDING CHAPTER 3.12 AP AQUIFER PROTECTION OVERLAY DISTRICT OF ORDINANCE 65, AN ORDINANCE AMENDING ORDINANCE 15, AN ORDINANCE ESTABLISHING COMPREHENSIVE ZONING REGULATIONS FOR CODINGTON COUNTY, SOUTH DAKOTA, AND PROVIDING FOR THE ADMINISTRATION, ENFORCEMENT, AND AMENDMENT THEREOF, PURSUANT TO SDCL 11-2, 1967, AND AMENDMENTS THEREOF, AND FOR THE REPEAL OF ALL RESOLUTIONS AND/OR ORDINANCES IN CONFLICT HERewith.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF CODINGTON COUNTY, SOUTH DAKOTA: that Section 3.12.03.01 [Permitted Uses in Zone A] of CHAPTER 3.12 AQUIFER PROTECTION OVERLAY DISTRICT adopted by Ordinance #65, March 27, 2017, as amended, of the Zoning Ordinance of Codington County be amended. Upon roll call vote of the Board; Gabel, Waterman, Johnson, VanDusen, and Hanten, voted aye; motion carried.

Motion by VanDusen, second by Gabel, to adopt Ordinance #80, AN ORDINANCE ENTITLED, AN ORDINANCE AMENDING ARTICLE III DISTRICT REGULATIONS AND CHAPTER 5.12 EXTENDED HOME OCCUPATIONS OF ORDINANCE 65, AN ORDINANCE AMENDING ORDINANCE 15, AN ORDINANCE ESTABLISHING COMPREHENSIVE ZONING REGULATIONS FOR CODINGTON COUNTY, SOUTH DAKOTA, AND PROVIDING FOR THE ADMINISTRATION, ENFORCEMENT, AND AMENDMENT THEREOF, PURSUANT TO SDCL

11-2, 1967, AND AMENDMENTS THEREOF, AND FOR THE REPEAL OF ALL RESOLUTIONS AND/OR ORDINANCES IN CONFLICT HEREWITH.

BE IT FURTHER ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF CODINGTON COUNTY, SOUTH DAKOTA: that Section 3.04.01 [Permitted Uses] of CHAPTER 3.04 AGRICULTURAL DISTRICT adopted by Ordinance #65, March 27, 2017, as amended, of the Zoning Ordinance of Codington County be amended. Upon roll call vote of the Board; Gabel, Waterman, Johnson, VanDusen, and Hanten, voted aye; motion carried.

Motion by Gabel, second by Johnson, to adopt Ordinance #81, AN ORDINANCE ENTITLED, AN ORDINANCE AMENDING ARTICLE II DEFINITIONS AND ARTICLE IV ADMINISTRATION OF ORDINANCE 65, AN ORDINANCE AMENDING ORDINANCE 15, AN ORDINANCE ESTABLISHING COMPREHENSIVE ZONING REGULATIONS FOR CODINGTON COUNTY, SOUTH DAKOTA, AND PROVIDING FOR THE ADMINISTRATION, ENFORCEMENT, AND AMENDMENT THEREOF, PURSUANT TO SDCL 11-2, 1967, AND AMENDMENTS THEREOF, AND FOR THE REPEAL OF ALL RESOLUTIONS AND/OR ORDINANCES IN CONFLICT HEREWITH.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF CODINGTON COUNTY, SOUTH DAKOTA: that ARTICLE II DEFINITIONS adopted by Ordinance #65, March 27, 2017, as amended, of the Zoning Ordinance of Codington County be amended. Upon roll call vote of the Board; Gabel, Waterman, Johnson, VanDusen, and Hanten, voted aye; motion carried.

RICHLAND TOWNSHIP ROAD DISCUSSION

Attorney, Mitch Koehn, representing the Wittnebel and Wishard families, and the general public addressed the Board regarding the condition of 167th street in Richland Township which is designated a minimum maintenance township road. Mr. Koehn noted that due to flooding in the area, Horseshoe Lake road, which was previously considered the main access to properties in the area, is now under water. Mr. Koehn also indicated that requests have been made, to Richland Township officials, to remove the minimum maintenance designation from 167th street and build up the road to a full maintenance road. Property owner Doug Wishard also addressed the Board regarding the hardship to reach his property due to these impassable roads. Property owner Barrett Wittnebel addressed the Board with his intent to build a house on his property in this area. Emergency Management Director, Andrew Delgado; Travis Paulson, area representative for the South Dakota Towns and Townships Association; and Zoning Officer, Luke Muller, also participated in this discussion regarding responsibility for maintenance designation of Township roads. Mr. Koehn requested that the Board select an individual to review this area and the aforementioned roads to determine how to move forward to build a viable road for property owners in the area. Chair Hanten advised those present for this discussion that this matter will be discussed with the County's legal counsel to research responsibility to resolve and/or move forward on the matter.

LAKESIDE WORSHIP SERVICES AT MEMORIAL PARK

Motion by Johnson, second by Waterman, to allow the Lutheran Church of our Redeemer to conduct worship services at Memorial Park during the 2022 park season, from May 29th through September 4th, 2022 and to allow the Church to reserve the picnic shelter through 11:00 a.m. for these dates as well; all voted aye; motion carried.

NATIONWIDE RETIREMENT PLAN DOCUMENT RE-STATEMENT

Motion by Gabel, second by Hanten, to approve the restated 457(b) Governmental Plan Document for Codington County through Nationwide Retirement Solutions, per regulations of the Internal Revenue Service; all voted aye; motion carried.

2022 BOARD OF EQUALIZATIONS MINUTES

Motion by Gabel, second by Waterman, to approve the minutes of the 2022 County Board of Equalization; all voted aye; motion carried. Motion by Gabel, second by Johnson, to approve the minutes of the 2022 Consolidated Board of Equalization.

RIDES TO WELLNESS GRANT PARTNERS MOU

Motion by VanDusen, second by Gabel, to approve an MOU regarding the Rides to Wellness grant. This grant allows transportation services for passengers through the National Rural Transit Assistance Program Community Rides Grant Program. This MOU will allow for the transport of Veterans, working with the Codington County Veteran's Service office, at no cost to the Veteran. All voted aye; motion carried.

ABATEMENT APPLICATIONS

Motion by Johnson, second by Gabel, to approve property tax applications on the following properties: Property record #4653, tax bill #5195 - \$16.13; Property record #4653, tax bill #15787 - \$224.00; & Property record #20416, tax bill #5196 - \$17.07; all voted aye; motion carried.

CLAIMS

Motion by Gabel, second by Johnson, to approve the following claim for payment: City of Watertown, \$22,080.41, February 911 surcharge collections; Gabel, Waterman, Johnson and Hanten voted aye; VanDusen was recused; motion carried. Motion by Gabel, second by VanDusen, to approve for payment the following claims: Debbie Melville 17.90 sup; SD Dept. Health 7254.50 qtrly svc pmt; VISA – First Interstate Bank 366.42 sup/misc; VISA Reliabank 3884.34 sup/travel; all voted aye; motion carried.

SALARY CLAIMS

Motion by VanDusen, second by Waterman, to approve for payment the following salary claims for the month ending April, 2022; all voted aye; motion carried: Commissioners: 10,775.98 total salaries. Auditor: 23,327.64 total salaries. Co. Treasurer: 33,918.10 total salaries. States Attorney: 36,277.83 total salaries. Gov. Buildings: 18,580.18 total salaries. Dir. Equalization: 47,425.88 total salaries. Reg. of Deeds: 25,552.50 total salaries. Veterans Service: 12,202.70 total salaries. Sheriff: 103,862.43 total salaries. Co. Jail: 127,640.05 total salaries; New Hire Abby Wentz PT 22.62 per hour; New Hire Nolan Koistinen PT 22.62 per hour; New Hire Brandon Anderson PT 22.62 per hour. Welfare: 16,080.43 total salaries; New Hire Nicole LaVille 3406.92. County Nurse: 5,304.33 total salaries. Ag. Bldg.: 10,398.13 total salaries. Co. Extension: 10,724.86 total salaries. Weed: 4,489.89 total salaries. Planning Board: 376.74 total salaries. Road & Bridge: 103,932.83 total salaries. Emergency Management: 12,478.75 total salaries. Crime Victim: 7,429.89 total salaries. W.I.C.: 4,970.40 total salaries. Total 615,749.54. Breakdown of withholding amounts which are included in the above: S.D. Retirement 57,605.32; S.D. Retirement 74.12 spouse option; S.D. Supplemental Retire. 3,615.00 suppl. retire.; Sanford 85,071.87 ins.; Reliance Standard Life Insurance 763.98 life ins.; Delta Dental 6483.76 ins.; Avesis 903.75 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 439.65 employee union dues; AFLAC 3,901.26 ins.; John Hancock 5,750.00 suppl. retire.; AFLAC 865.69 ins.; Watertown United Way 90.00 employee contributions; Office of Child Support 435.00 employee payments; Sioux Valley Credit Union 25,156.00 employee payments; SDRS Supplemental Retirement 4,195.00 Roth retirement; Teamsters Local Union 120 422.00 employee union due; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 40,841.63 federal withholding; ReliaBank Dakota 56,176.82 social security; ReliaBank Dakota 13,138.04 medicare.

TRAVEL REQUESTS

Motion by Johnson, second by Gabel, to approve the following travel requests: Director of Equalization and Appraiser, District meeting; Welfare Director and Community Care Coordinator, 2022 CHW Annual Conference; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by Johnson, second by Gabel, to enter into executive session, per SDCL 1-25-2 (1) & (2), personnel issues and contractual matters; at 10:12 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:36 a.m., no action was taken. Human Resource Representative, Natalie Remund, was present for executive session.

ADJOURNMENT

With no further business to come before the Board, a motion was made by Johnson, second by VanDusen, to adjourn at 10:36 a.m., until 9:00 a.m., Tuesday, May 3rd, 2022; 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: MAY22 - Codington County Veterans Service Office – Todd Rose

0 DAV transports in APR, 1 trip currently schedule for MAY. We will be sending an extra driver down on 4MAY22 to bring back our new DAV VAN. Next step will be to start the process on requesting the title for the Explorer and plan a roll out event of the new DAV Van.

New Deputy Veteran Service Officer – Jay Roberts accepted the position, His official start date will be 1AUG22, he is currently a Readiness NCO for the South Dakota National Guard and has the commitment to complete Annual Training with his unit in July2022, that is why the official start date is delayed. He will be working most Mondays and a few additional days until that time to complete required computer training along with in office training.

Completed and signed MOU with Community transit and the Rides for Wellness Program.

I Attended Vietnam Veteran recognition ceremony by Representative Dusty Johnson at National Guard Readiness Center, 19APR22, 1300 hrs. Over 20 Vietnam Veterans were recognized. This was a small but great event.

National Military Appreciation Month includes Loyalty Day on May 1st, Military Spouse Appreciation Day on May 6th, Victory in Europe Day on May 8th, Armed Forces Day on May 21st, and Memorial Day on May 30th. May is also Gold Star Awareness Month and provides us the opportunity to pay tribute to the families of our fallen heroes.

Future:

New DAV Van Media Rollout

Coordinate tng and leave plan, Peg's still planning last day to be 31JUL22.

Memorandum of Understanding for Network of Care, to my understanding I will need to one for the county VSO office to have a user on this system.

Jay and I will be attending a one Day Mini conference in Brookings, SD – 12MAY22 1000-1400. I have coordinated the use of a county vehicle.

Congressional Bill H.R 3967 “Honoring Our Pact Act” was passed by the House and moving on to the US Senate. If this bill was to pass it would bring additional support to several issues concerning toxic exposure, issues dealing with burn pits and airborne hazards along with several items dealing with Agent Orange Presumptive Conditions and usage.

Any questions or concerns?

Official Proceedings
Codington County Commissioners Joint Meeting with Codington County Planning and Zoning
Codington County Extension Center Complex
1910 W Kemp
Watertown, SD 57201
6:30 p.m., April 19, 2022

Commissioner Brenda Hanten brought the meeting of the Codington County Commissioners to order at 6:40 pm. Members of the County Commission present were Brenda Hanten, Myron Johnson, Lee Gabel, and Charlie Waterman. Absent: Troy VanDusen.

Motion by Gabel, second by Johnson, to approve the agenda. Motion passed unanimously.

Motion by Gabel, second by Waterman, to approve a Petition to vacate public right-of-way located between the south line of Lots 6, 7, and alley right-of-way in Block 7 of North Kampeska and the north line of Lot 28 and alley right-of-way in Block 2 of Vera and Lot 1 of Poor's Third Addition, all in the SW1/4, Section 1-T116N-R54, Codington County, SD. Public hearing closed. Motion passed unanimously.

First reading of Ordinance #78, an ordinance entitled, an ordinance amending article III district regulations of ordinance 65, an ordinance amending ordinance 15, an ordinance establishing comprehensive zoning regulations for Codington County, SD, and providing for the administration, enforcement, and amendment thereof, pursuant to SDCL 11-2, 1967, and amendments thereof, and for the repeal of all resolutions and/or ordinances in conflict herewith. Public hearing closed. Second reading and action on Ordinance #78 is scheduled for Tuesday, April 26 at the regular weekly meeting of the Board of County Commissioners.

First reading of Ordinance #79, an ordinance entitled, an ordinance amending Chapter 3.12 AP Aquifer Protection Overlay District of ordinance 65, an ordinance amending ordinance 15, an ordinance establishing comprehensive zoning regulations for Codington County, SD and providing for the administration, enforcement, and amendment thereof, pursuant to SDCL 11-12, 1967, and amendments thereof, and for the repeal of all resolutions and/or ordinances in conflict herewith. Public hearing closed. Second reading and action on Ordinance #79 is scheduled for Tuesday, April 26 at the regular weekly meeting of the Board of County Commissioners.

First reading of Ordinance #80, an ordinance entitled, an ordinance amending article III district regulations and Chapter 5.12 Extended Home Occupations of ordinance 65, an ordinance amending ordinance 15, an ordinance establishing comprehensive zoning regulations for Codington County, SD, and providing for the administration, enforcement, and amendment thereof, pursuant to SDCL 11-2, 1967, and amendments thereof, and for the repeal of all resolutions and/or ordinances in conflict herewith. Public hearing closed. Second reading and action on Ordinance #80 is scheduled for Tuesday, April 26 at the regular weekly meeting of the board of County Commissioners.

First reading of Ordinance #81, an ordinance entitled, an ordinance amending article II definitions and article IV administration of ordinance 65, an ordinance amending ordinance 15, an ordinance establishing comprehensive zoning regulations for Codington County, SD, and providing for the administration, enforcement, and amendment thereof, pursuant to SDCL 11-2, 1967, and amendments thereof, and for the repeal of all resolutions and/or ordinances in conflict herewith. Public hearing closed. Second reading and action on Ordinance #81 is scheduled for Tuesday, April 26 at the regular weekly meeting of the board of County Commissioners.

Motion by Commission Johnson, second by Commissioner Gabel, to adjourn the Board of County Commissioners meeting at 7:51 pm. Motion passed unanimously.

Respectfully Submitted,

Becky Goens, Secretary
Codington County Planning and Zoning Board

REQUEST FOR SURPLUS PROPERTY DECLARATION

I, Brad Howell, Sheriff of Codington County, South Dakota, hereby request that the property listed below be declared as surplus property:

1. 2-056 Wrangler Floor Scrubber S/N: 4699AA0A GEN00914
2. 2-105 HP Elite Desk S/N: MSL8411YPS , MXL8411YP5
3. 1-411 Panasonic Toughbook Computer S/N: 4CTYA92248
4. 1-001 Keyless Access Control System for Detention Center and Sheriff's Office S/N: 1206903
5. 1-045 Computer, Panasonic Toughbook SN: 9AKSB21742 GEN01412
6. 1-047 Computer, Panasonic Toughbook SN: 8CKYA19994 GEN01353
7. 1-359 Computer, Panasonic Toughbook SN: 2DTYA65034 GEN01565

Dated this 25 day of Apr. 11, 2022.



Brad Howell, Sheriff

DECLARATION OF SURPLUS PROPERTY

The property listed above has been declared surplus this _____ day of _____, 2022. The property is to be destroyed.

CODINGTON COUNTY BOARD OF COMMISSIONERS

By: _____
Chairman

Cindy Brugman

From: Steve Molengraaf
Sent: Tuesday, April 26, 2022 3:38 PM
To: Cindy Brugman
Cc: Brenda Hanten; Charlie Waterman; Lee Gabel; Myron Johnson; Troy VanDusen
Subject: agenda items
Attachments: Pro Maintenance proposal for Memorial Park April 26, 2022.pdf

Cindy

I have a couple of agenda items for the May 3rd meeting.

The one is attached for the floor epoxy in the remaining restrooms at the park. It is a budgeted item.

Second is I need to make a change for the seasonal rate charges for 2023. I was made known that the rate was incorrect. It was set for \$780 for a 4 week stay, correction should be \$690 for a 4 week stay. They're supposed to have five nights free for 28 day stay.

Steve Molengraaf
Codington County
Director of Facilities
605-882-6255
605-881-9396



10 Michigan Street NE • P.O. Box 575
Hutchinson, MN 55350
(320) 587-3135 • www.promaintenanceinc.com

April 26, 2022

Mr. Steve Molengraaf
Codington County Extension Building
1910 Kemp Ave
Watertown, SD 57201

Phone: 605-881-3690; Email: codmain1@codington.org

Pro Maintenance proposes to furnish all material and perform all labor necessary to complete the following:

Project: Codington County Memorial Park

Scope of Work: Install 27 Mil Epoxy Floor System with Eco-HTS Topcoat

1. Remove any linoleum and glue, as needed.
2. Grind floor to remove any residual glue and to profile for adhesion.
3. Install primer coat of Eco-MPE at a rate of 450 square feet per gallon.
4. Install fill coat of Eco-PT at a rate of 450 square feet per gallon.
5. Install body coat of Eco-MPE at a rate of 100 square feet per gallon.
6. Broadcast random decorative flake, if desired.
7. Install Eco-HTS Satin Finish Urethane with shark grip at a rate of 550 square feet per gallon.

West Men's and Women's Bathroom / Shower Room – 644 Square Feet

Pavillion Men's and women's Restrooms – 286 Square Feet

Floors: 930 square feet – price is \$10.85 per square foot = \$10,090.50

NOTES:

- Quote is based on all areas being done at the same time. If the square footage decreases, the prices will increase.
- Any base board to be removed prior to Pro Maintenance's arrival.
- Toilets, partitions, and bottom end caps to be removed prior to the arrival of Pro Maintenance.
- All doors need to be removed prior to the arrival of Pro Maintenance.
- Bathrooms need to be completely sanitized prior to our arrival.
- Concrete remediation requirements are an unknown. All repairs required once any linoleum and adhesive are removed will be an extra cost to be determined.

Price quote is for weekday, non-union labor. If weekend work is required, add 7%.

There will be a charge for garbage disposal, based on cost of disposal, if unable to leave at job site. Customer to provide dumpster.

Temperature of concrete must be consistent 65 degrees or higher prior to our arrival.

If there is fiberglass in concrete add \$0.20 to square foot price.

If 480 volt, 3 phase, 50 amp electrical hookup is not available - a charge of \$450.00 per day for generator use will apply.

A. Flooring system will follow contour of existing concrete surface.

B. Pro Maintenance Inc.'s payment terms are Net 30, unless other arrangements have been made.

C. Prices valid for 3-months from quote date.

Sincerely,

Tim Pederson, Pro Maintenance

Phone: 605 690-1175; Email: tpederson@promaintenanceinc.com

MOISTURE VAPOR WARRANTY

Commercial or Industrial: All warranty related to Moisture reduction primers solely come from the manufacturer. There is no implied warranty for moisture related failures from Pro Maintenance, Inc.

All concrete should be tested for moisture levels. Testing costs are very economical and can significantly reduce the total cost of ownership by determining if a moisture reduction primer is required. Relative Humidity testing will signify if your concrete has high levels of moisture that may result in delamination. Each manufacturer of moisture reduction primers requires testing. The results will tell us what system or product you require.

- RH testing results between 75% and 89% require 12-15 mils applied in two coats wet on wet over a shot blasted surface
- RH testing results between 89% and 99% require 20- 25 mils applied in two coats wet on wet over a shot blasted surface
- By accepting the proposal, the customer acknowledges that by proceeding without testing there is no warranty on moisture related issues. In addition, if the customer elects to test and purchase a moisture vapor reduction primer, based on the RH readings, the warranty is solely from the manufacturer of said product.

EXCESS MATERIAL CONSUMPTION

If your project is resurfacing, your quote is based on a material consumption formula of 1/4 inch per square foot. On occasion during the preparation and or removal process we encounter unknown variables that change the consumption formula. I.E. soft concrete, old patches that need to be removed, and rough concrete created when removing well adhered coatings. These variables require our crews to use extra material to provide you with the floor that meets your food safety needs and your client's expectations.

We base our material consumption on 1/4 inch per square foot in lieu of 3/8th or more so you are not paying for extra material. With our program you are only paying for what is actually used. When and if we encounter a project that requires extra material the following rates apply per (23 square foot kit):

- 1 to 10 kits: \$180.00 per kit
- 11 to 30 kits: \$160.00 per kit
- 31 and > kits: \$135.00 per kit

In most cases the crews will do their best to inform the client prior using extra material however in many cases it is not realized until they are actually troweling the floor and do not have the time to notify the client.

Shale Notice-

Shale is a black stone that is found in the aggregate used for mixing cement, which is very common in the Midwest. When a concrete floor gets wet it absorbs like a sponge. The shale retains the moisture, and when it freezes it expands, and may form a hole in concrete floors.

- I understand that my cement may be composed of shale. I understand that Pro Maintenance will fill any existing pop outs to at least 90% fill. I also acknowledge that new pop outs could appear after floor coating is installed.
- I acknowledge that shale is a concrete problem, and not an adhesion failure. If future shale pop outs occur there will be a charge to repair because shale pop outs are an existing issue and not covered under Pro Maintenance's warranty.

PRO MAINTENANCE LIMITED WARRANTY STATEMENT

Pro Maintenance warrants that all coating materials and resurfacers are applied as required by manufacturer's specifications and will repair any coatings that have peeled due to improper preparation and application if notified within a period of one year provided the work has not been damaged by Owner, or used for a purpose for which it was not intended or abnormal wear and tear and/or abuse.

Pro Maintenance cannot be held responsible for damage caused by factors beyond its control including damage to the coating from substrate failures and hydrostatic or vapor pressure.

Surface discoloration resulting from chemical staining or UV exposure may occur under certain conditions and is not covered under this limited warranty.

PRO MAINTENANCE SPECIFICALLY DISCLAIMS IMPLIED WARRANTIES OF MERCHANTABILITY OF FITNESS FOR PURPOSE. THE OWNER AGREES THAT PRO MAINTENANCE SHALL NOT BE LIABLE FOR LOSS OF USE, DAMAGE TO CONTENTS, OR CONSEQUENTIAL DAMAGES ATTRIBUTABLE TO DEFECTIVE WORK AND THAT ITS SOLE REMEDY FOR DEFECTIVE WORK SHALL BE REPAIRED BY PRO MAINTENANCE UPON NOTICE PROVIDED HEREIN.

UNLESS OTHERWISE PROVIDED IN THE CONTRACT, THE FOREGOING WARRANTY IS THE ONLY WARRANTY MADE BY PRO MAINTENANCE AND IS EXPRESSLY MADE IN LIEU OF ANY AND ALL WARRANTIES, GUARANTEES, OR REPRESENTATIONS WHETHER EXPRESSED OR IMPLIED.



with over 40 years in the industry

CREATING RELATIONSHIPS THROUGH GOOD BUSINESS PRACTICES

CONTROL – CONSISTENCY – COST SAVINGS – CONSOLIDATION

Our Advantage

We reduce bad costs by helping general contractors, design build firms, and architects specify and install flooring systems designed to hold up in the client's environment. We don't design and bid to just win the project and submit costly change orders; we bid the job right the first time. This reduces the chance of unwanted business disruptions, downtime, project delays, and repairs; which helps increase your profitability, improve operational efficiencies, and help reduce slip and fall incidents. Just as important, we protect reputations. Pro Maintenance has been an industry leader in industrial floor and wall coatings installation, focusing on innovation, sustainable products, and customer satisfaction for 40+ years. Our goal is to increase customer satisfaction while reducing your cost of doing business.

Account Services

When you partner with Pro Maintenance, Inc., you receive:

- Dedicated Pro Maintenance, Inc. Project Manager
- Unparalleled support team
- Detailed pricing platform and budget numbers for all projects
- Site surveys and concept meetings to help budget and plan
- Customized system specifications / recommendations
- Professional, consistent quality installation

Our customers say...

"Pro Maintenance has been instrumental in helping define and shape our flooring process. We have seen a significant decrease in post construction costs which increases our customer satisfaction rating."

Steve W. Nelson,

VP of Construction

RICE COMPANIES

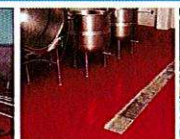


Pro Maintenance, Inc., Made in the U.S.A

Benefits

That may apply to our various offerings

- LOW to No VOC's-LEED® credits available
- NSF® Registered F&B systems
- NSFI® Certified Non-Slip coatings
- Newest Technologies and equipment
- The best install crews



We specialize in...

- Food & Beverage
- Grocery – Retail
- Aviation
- Manufacturing
- Industrial
- Education
- Healthcare
- Commercial restaurants
- Warehousing
- Construction & Control Joint Repair

Pro Maintenance, Inc. is the largest floor coating applicator in a five-state area.

We work closely with our suppliers and leverage our buying power to provide the best technology and a competitive price.

Who we work with on your project only depends on one thing:

**What's right
for your
project!**



CREATING RELATIONSHIPS THROUGH GOOD BUSINESS

Contact Us:

For more information about what system is right for you, please contact your Pro Maintenance representative by calling us at **800-657-6701!**

Sincerely,

Scott Perkins - President
Mike Holtz – Vice President

Email: Info@promaintenanceinc.com

320-587-3135



PROMAINTENANCE, Inc.

It's your concrete, let us protect it™

WWW.PROMAINTENANCEINC.COM



PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME : <i>Austin Hanson</i>		DATE: <i>4-21-22</i>
EFFECTIVE DATE: <i>5-15-22</i>	POSITION TITLE: <i>Full-Time Corrections Officer</i>	DEPARTMENT: <i>CCDC</i>
CURRENT STEP: <i>1</i>	NEW STEP: <i>1</i>	
CURRENT PAY RATE: <i>22.62</i>	NEW PAY RATE: <i>22.62</i>	
REASONS FOR CHANGE: <i>switch from part time to full time</i>		

EMPLOYEE SIGNATURE *[Signature]*

DEPARTMENT HEAD SIGNATURE *[Signature]*

DATE *4-21-22*

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

APR 22 2022

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME :

Lucas Langerock

DATE:

3/31/2022

EFFECTIVE DATE:

5/1/2022

POSITION TITLE:

Seasonal Park
Custodian

DEPARTMENT:

Memorial Park

CURRENT STEP:

NEW STEP:

AA #4

CURRENT PAY RATE:

NEW PAY RATE:

\$16.03

REASONS FOR CHANGE:

Rehire Seasonal Custodian at Memorial Park

EMPLOYEE SIGNATURE

Lucas Langerock

DEPARTMENT HEAD SIGNATURE

Steve Holmgren

DATE

COUNTY COMMISSIONERS

DATE

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

FILED

APR 19 2022

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME : Steve Stahlke		DATE: 4/26/2022
EFFECTIVE DATE: 5/1/2022	POSITION TITLE: Facilities Tech 2	DEPARTMENT: Detention Center
CURRENT STEP: Grade 15 - #8	NEW STEP: Grade 20 - #6	
CURRENT PAY RATE: \$19.59/\$3408.66	NEW PAY RATE: \$20.14/\$3504.36	
REASONS FOR CHANGE: Steve has proven himself with all his skills and hard diligence to earn a grade and step increase to Facilities Tech II		

EMPLOYEE SIGNATURE Steve Stahlke

DEPARTMENT HEAD SIGNATURE Mark Be...

DATE 4-27-22

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

APR 27 2022

CODINGTON COUNTY AUDITOR

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department State's Attorney
Name of traveling employee Rebecca Morlock Reeves & Allison Bakken
Employee title SA & deputy Employee status exempt ☐ nonexempt ☐
Purpose of travel Attend State's Attorney conference
Method of transportation Automobile
Destination _____
Departure date _____ ion arrival date _____
Return departure _____ eturn arrival date _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) mileage
(partial reimbursement will be available)
Lodging expense approx 750.00 (partial reimbursement will be available)
Meals _____ Registration 0
Other costs 0
Overtime costs involved in the requested travel no

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 Cheri Howell

Employee title Deputy Director Employee status exempt ☐ nonexempt ☒

Purpose of travel Travel to Pierre for State EM 103 Class

Method of transportation EM Vehicle

Destination _____

Departure date _____ on arrival date at: _____

Return departure date _____ turn arrival date _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) County Vehicle

Lodging expense \$75.00

Meals Paid by the County Registration N/A

Other costs N/A

Overtime costs involved in the requested travel Any overtime hours will be flexed

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

Yes XX No _____ If no, why _____

Is this travel a budgeted item? Yes X No _____

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____

