

Agenda  
Coteau Community Market  
Board of Directors Meeting  
July 7, 2025  
1192 4th ST NW  
Watertown, SD

1. Motion to approve the minutes from the May 19, 2025, meeting
2. Review minutes from 2025 annual meeting
3. Financial report
4. Discussion and possible motion for adoption of general manager job description
5. POS update
6. Motion to update stock dates in paperwork
  - 6.1. Change dates in offering section of the disclosure
7. Discussion and possible motion for adoption of proposed updates to producer and product policy
  - 7.1. Remove requirement to be member of co-op
  - 7.2. Require liability insurance in case of contamination
8. Mailing to contact area producers
  - 8.1. What to include
9. Starting to plan:
  - 9.1. Workshops with state and extension experts (federal and state legal requirements, food safety/good agricultural practice standards, etc.)
  - 9.2. Food quality acceptance guidelines
10. Co-op Partners Warehouse (and other wholesale accounts)
  - 10.1. Webster meat processor start up ever get going?
11. Location updates
  - 11.1. Post office
  - 11.2. Estimates
    - a) down payment and signed contract
  - 11.3. Bathroom
  - 11.4. Front entrance
12. Grant go/no go options
13. Ideas for window graphics content
14. Open
15. Next meeting: August
16. Adjournment

Coteau Community Market  
Board of Directors  
May 19, 2025  
420 9th ST SE  
Watertown, SD

Chair Annie Mullin called meeting to order at 3:27 pm. All board members present: Annie Mullin, Chair, Ron Hagen, Treasurer, Mike Mullin, Secretary, Catherine Gjerdingen, and Jan Mullin. Also present: Roberta Hagen.

1. Motion to approve the minutes from the February 3, 2025 meeting. Ron moved and Catherine second. Passed unanimously.

2. Financial report: Annie explained the report.

- Taxes have been done and will be sent for review by Bruce Meyer at Wegner CPAs. An extension was submitted to the IRS to allow for time for the review.
- Motion by Jan to approve \$300 in-kind stock to Annie for website hosting, July 2025-July 2026. Second by Ron. Passed unanimously.

3. Annie reported the following about the capital campaign:

- We made it through the first round of the Healthy Food Financing Initiative grant.
- She has been working on the second set of questions and will have them ready to submit by this coming Sunday.
- We will not know the result until August.

4. There was discussion about 3-4 potential locations. The consensus was that we need to continue looking for a location.

5. Annual meeting

- Date: June 14, 2025
- Location: 1192 4th ST NW Watertown, SD
- Bulk order discussed

6. Open

- Annie told the board that she had been looking at check out more point of sale systems and that there was a conference in Minneapolis for ECRS that she could attend at no cost for the conference fee because of being a potential customer. She would like to attend and has a place to stay at no cost and would not need reimbursement for mileage because she would also visit family. She would like to be reimbursed for meals.
- Mike moved that Annie attend the ECRS conference in July and submit any expenses for her meals at the next board meeting for reimbursement. Second by Catherine. Motion passed unanimously.

Adjourn 4:00 pm

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Mike Mullin, Secretary

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Annie Mullin, Chair

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Approved Date

Coteau Community Market  
Annual Membership Meeting  
June 14, 2025

Meeting called to order at 12:00 p.m. at 1192 4th Street NW in Watertown by Board Chair Annie Mullin. Eight members physically present: Barb Brinkman, Elmer Brinkman, Ron Hagen, Annie Mullin, Jan Mullin, Mike Mullin, Marilyn Petersen, Joan Trygstad. Voting electronically: Mary Antrim, Krisallen Bean, Bev Moore, Jen Moos, Ty Moos, Gail Ramynke, Mary Redlin, Margaret Schulz, Donna Williams. This constituted a quorum of the membership. Others present: Harley Petersen and Chris Berger.

NOTE: Minutes for 2024, the financial report, and ballot to vote were sent to all members prior to the meeting with directions on how to vote electronically.

Catherine Gjerdingen arrived at 12:15.

Marilyn Petersen made the motion to approve the 2024 Annual Meeting Minutes. Second by Barb Brinkman. Motion passed unanimously.

Capital Campaign: Annie reported that she had applied for a grant from Healthy Food Financing Initiative (HFFI) for \$250,000. We should know if we get the grant by August of this year.

Vote to reelect Jan Mullin. Passed unanimously.

Vote to reelect Mike Mullin. Passed unanimously.

Vote to elect Jen Moos. Passed unanimously.

Annie went through the financial report and answered any questions.

Membership Report: Annie reported no new individual members added in 2024, for a total of 146.

Location: Annie reported that so far we have now looked at 20 different locations. The most recent is at 29 5<sup>th</sup> Street NE. Annie showed a scale drawing of the layout and listed the changes that would need to be made. Discussion followed about what should be paid by the owner and what by the co-op.

Chris Berger left at 12:35.

Discussion about opening if the grant is not received followed. The general consensus was to open a limited store in the 29 5<sup>th</sup> Street NE location if a satisfactory agreement can be reached with the owner.

Report of the Chair: Annie shared that she has found a point of sale software that will work for what we need that costs about \$4,000 to setup and \$150 per month as opposed to the one that is \$40,000 to setup and \$200 per month.

Open: Nothing.

Meeting adjourned at 12:52 p.m.

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Mike Mullin, Secretary

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Annie Mullin, Chair

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Approved Date

## Financial Report

July 7, 2025

	Details	Total	
<b>Balance May 19, 2025</b>		<b>\$1,327.32</b>	
<i>Income</i>			
Membership equity		\$0.00	
Stock		\$0.00	
Donations		\$50.00	
Member sales		\$327.50	Frontier
<b>Total income</b>		<b>\$377.50</b>	
<i>Expenses</i>			
COGS		-\$327.50	Frontier
Governance		-\$3.92	stamps (annual meeting)
Marketing		-\$124.25	domain renewal, theme subscription renewal
<b>Total expenses</b>		<b>-\$455.67</b>	
<b>Balance July 7, 2025</b>		<b>\$1,249.15</b>	Reliabank checking account
<b>Reliabank CD</b>		<b>\$30,000.00</b>	deposited Apr. 15, 2025; matures Sept. 15, 2025
interest earned			
<b>Total cash on hand</b>		<b>\$31,249.15</b>	

**2025 South Dakota State Sales Tax Remitted by Coteau Community Market**

<b>Quarter</b>	<b>Sales tax state</b>	<b>Sales tax Wtn</b>	<b>Sales tax total</b>	<b>Taxable total</b>	<b>Tax due</b>	<b>Tax collection allowance earned (1.5% of taxes collected)</b>	<b>Amount remitted</b>	<b>Date remitted</b>	<b>Confirmation number</b>
Q1	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00	\$0.00	\$0.00	04/15/2025	1115310822464996291
Q2	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00	----	\$0.00	07/06/2025	1073754822465117932
Q3	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00	----			
Q4	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00	----			
<b>Total</b>	\$0.000	\$0.000	\$0.000	\$0.00		\$0.00	\$0.00		

Sales tax collection allowance discontinued July 1, 2025.



## General Manager Job Description

### POSITION SUMMARY

The job of the General Manager is to lead the cooperative and to oversee all operations of the market and the organization. The General Manager reports to the Board of Directors. The General Manager must be a member of the cooperative.

### COMPENSATION

This is an hourly position with a starting pay range of \$15-18 an hour, depending on skills and experience. Benefits include health insurance, paid time off, retirement matching, and employee discount.

### RESPONSIBILITIES

#### FINANCE

- Oversee financial operations of the cooperative, including budgeting, bookkeeping systems, and bank accounts, with board treasurer oversight.
- Collaborate with board on development of long and short range plans.
- Provide regular reports to the board.
- Investigate new business opportunities and make recommendations to the board.

#### HUMAN RESOURCES

- Oversee compliance with the cooperative's personnel policies and update as needed.
- Hire, train, coordinate, manage, schedule, evaluate, and terminate all staff.

#### OPERATIONS

- Establish and maintain a product mix responsive to the members' and community's needs.
- Ensure compliance with all applicable laws: licenses, permits, health regulations, employment, etc.
- Manage utilities, business insurance, facilities, and vendor contracts.
- Ensure a welcoming, safe, healthy, and clean workplace for all staff and customers.

#### OUTREACH/MARKETING

- Develop and execute an advertising and marketing strategy to increase public awareness, membership, and sales of the cooperative's products and services.
- Develop and manage educational events.
- Communicate information about the business to the members through a regular newsletter, social media, and the annual report.
- Engage staff, board, and members in community outreach and partnership development.

### QUALIFICATIONS

- Demonstrated ability to motivate, lead, listen to, and coordinate people.
- Direct supervisory experience in a management role.
- Computer and software skills and use of social media for outreach.
- Preferred experience with operations, capital, and budgeting.
- Ability to evaluate and determine appropriate strategic changes.
- Passionate about the local food economy.
- Knowledge of current trends in natural and local foods industry, sustainable and organic farming and livestock.

# **Coteau Community Market DISCLOSURE DOCUMENT**

## **OFFERING OF NONVOTING INVESTMENT STOCKS TO EXISTING CO-OP MEMBERS ONLY**

Coteau Community Market (the “Cooperative” or “Co-op”) is currently offering up to 15,000 of its Class B nonvoting stock only to its existing members who are residents of (Individual Members) or headquartered in (Institutional Members) South Dakota. The purpose of this offering (the “Offering”) is to raise gross proceeds for the Cooperative of up to \$1.5 million, under the terms and conditions outlined in the accompanying Term Sheet. This offering is being made pursuant to the exemptions from federal registration contained in Rules 147 (17 CFR §230.147) and 147A (17 CFR §230.147A) and Section 3(a)(11) (15 U.S. Code §77c) of the Securities Act of 1933, and the registration exemption afforded by the South Dakota Uniform Securities Act of 2002 [SDCL §47-31B-201(8)].

### **RESTRICTED**

By accepting this Disclosure Document, the recipient acknowledges that all information contained in this Disclosure Document is only for members of the Cooperative and is not for general dissemination. The recipient also agrees not to use the information for personal benefit (other than in connection with the recipient's investment decision).

# Coteau Community Market

## TERM SHEET

This Term Sheet summarizes the principal terms of the Cooperative's Offering of Class B nonvoting stock to its existing members only. This Term Sheet will be subject to and qualified by the provisions of: (1) a stock purchase agreement (the "Stock Purchase Agreement") to be entered into between the Cooperative and each investor (the "Investor") in the form attached to this Disclosure Document as Exhibit 1; (2) the Cooperative's [Articles of Incorporation](#) and [Bylaws](#) (the "Charter Documents") attached to this Disclosure Document as Exhibits 2 and 3 respectively; and (3) the provisions of applicable law.

<b>The Cooperative</b>	Coteau Community Market is a member-owned cooperative food market serving Watertown, SD, and the surrounding region. Coteau Community Market incorporated in 2018 as a Cooperative under the South Dakota Cooperative Association Act (SDCL chapters 47-15 to 47-20 inclusive).
<b>The Offering</b>	<p>The Cooperative is offering up to 15,000 of its Class B nonvoting stock only to its existing members who are residents of (Individual Members) or headquartered in (Institutional Members) South Dakota. The purpose of this Offering is to raise gross proceeds to the Cooperative of up to \$1.5 million under the terms and conditions outlined on this Term Sheet.</p> <p>This offering is being made pursuant to the exemptions from federal registration contained in Rules 147 (17 CFR §230.147) and 147A (17 CFR §230.147A) and Section 3(a)(11) (15 U.S. Code §77c) of the Securities Act of 1933, and the registration exemption afforded by the South Dakota Uniform Securities Act of 2002 [SDCL §47-31B-201(8)].</p> <p>Offered stocks are subject to the restrictions contained in the Charter Documents.</p> <p>The Offering will open on May 1, 2021, and close on August 31, 2021, or earlier upon sale of all the offered stocks. The Cooperative may extend the Offering closing date in one or more increments to no later than December 31, 2022.</p>
<b>No Escrow; No Minimum Offering</b>	The proceeds from the sale of stocks may be released immediately and be available to the Cooperative as received in the course of the Offering. There is no minimum number of stocks that must be sold in the Offering.
<b>Minimum Investment Amount</b>	The minimum investment amount is \$100.
<b>Terms and Provisions</b>	The rights, preferences, terms, and provisions applicable to stocks are described in detail in the attached Charter Documents, and are further summarized in this Term Sheet.
<b>Purchase Price</b>	\$100 per stock

<b>Dividend Rights</b>	<p>Stockholders are entitled to receive, out of the Cooperative's legally available funds and assets, when and if declared by the Board of Directors, non-cumulative cash dividends at rates declared each year by the Board, not to exceed eight percent (8%) by law. <b>The Cooperative is not required to declare or pay dividends on stock in any given year.</b></p> <p><b>The Cooperative's Board does not always consider maximizing profit as the first or only criteria for decision making.</b> The Cooperative's Board of Directors establishes policies that guide management and board decisions. Some of these ends are non-financial in nature, and achieving them can mean that the board and management will not always consider maximizing profit as the first or only criteria for decision making, which could adversely affect the Cooperative's profitability, the Cooperative's ability to declare or pay dividends to stockholders and patronage refunds to members, or to pay for the redemption of stock.</p> <p>Dividends earned on stock are taxable and will be reported for the year paid with a 1099-DIV to the federal government.</p>
<b>Liquidation Preference</b>	<p>If the Cooperative is dissolved, including through a merger or sale, the holders of outstanding Class B stocks are entitled to receive the original purchase price they paid for the stocks plus declared but unpaid dividends prior and in preference to any payment or distribution, including patronage dividends, to the holders of Class A stocks. If the funds available to the Cooperative upon liquidation are insufficient to pay the holders of Class B stocks their full amount, then all the available funds shall be distributed among them in proportion to the full amount they would otherwise have been entitled to receive. Refer to Article V, section 8 of the Articles of Incorporation in the Charter Documents for more information.</p>
<b>No Voting Rights</b>	<p>No voting rights are conveyed with stock.</p>
<b>Redemption Rights</b>	<p>The Cooperative reserves the right to acquire or recall any stock. Stock in this Offering is redeemable at the option of the holder or the Cooperative at any time after five (5) years from date of issue, for a redemption price equal to their original purchase price plus any declared but unpaid dividends, as funds are determined by the Board to be available. Refer to <a href="#">Article V, section 7</a> of the Articles of Incorporation in the Charter Documents for more information.</p>
<b>Non-Transferable</b>	<p>Stock shall not be sold or transferred except back to the Cooperative. Refer to <a href="#">Article V, section 6</a> of the Articles of Incorporation in the Charter Documents for more information.</p>
<b>Use of Proceeds</b>	<p>The Cooperative intends to use the funds raised in this Offering to establish the market, including but not limited to: obtaining a physical location (lease or purchase) and renovation of the location; purchasing fixtures and inventory; and paying staff. The total proceeds of this Offering are the estimated operating budget for the first five years of the market.</p>

<b>Offering Limited to Existing Members</b>	<p>Only existing members (“Members”) in good standing may participate in this offering. Individual Members must be residents of the state of South Dakota and Institutional Members must be headquartered in South Dakota to participate in this Offering. Refer to <a href="#">Bylaws sections 2.6 and 2.5</a> in the Charter Documents for more information.</p>
<b>Closing Conditions</b>	<p>The Investor must deliver to the Cooperative:</p> <ol style="list-style-type: none"> <li>1. a signed Stock Purchase Agreement,</li> <li>2. a completed <a href="#">IRS Form W-9</a> (Request for Taxpayer Identification Number and Certification),</li> <li>3. and the purchase price of the stocks being purchased, in immediately available funds.</li> </ol> <p>The Offering is subject to all other conditions set forth in the Stock Purchase Agreement.</p>
<b>Risk Factors</b>	<p><b>As with all stocks, any investment in the Cooperative is subject to a variety of risks, and could possibly lead to loss of an Investor's entire investment.</b> In view of the myriad risks to which the Cooperative is inherently subject, an investment should not be made by anyone who cannot afford to lose their investment in its entirety.</p>
<b>Additional Information</b>	<p>This Term Sheet and the accompanying materials do not purport to be all-inclusive or to contain all of the information that a prospective Investor may desire in investigating the Cooperative and evaluating an investment. Each prospective Investor must conduct and rely on their own evaluation of the Cooperative, its business, and the terms of the Offering in making an investment decision with respect to the stocks. Any prospective Investor having questions regarding this Offering or desiring any additional information or documents to verify or supplement the information contained in this Term Sheet or the accompanying materials is strongly encouraged to contact the Cooperative through its representative Anne-Marie Mullin.</p>

# Coteau Community Market

## BUDGET ASSUMPTIONS

What	Amount	Notes
Location square footage, total	976	
Location square footage, retail	675	
Projected annual sales	\$205,000	0.5% of annual grocery spending in 10 minute drive radius

### INVESTMENTS NEEDED TO RAISE \$120,000

\$120,000 will cover startup costs

Investment Size	Number of Investments	Total	Percent of Goal
\$10,000	2	\$20,000	16.67%
\$5,000	5	\$25,000	20.83%
\$1,000	70	\$70,000	58.33%
\$100	50	\$5,000	4.17%
<b>Total</b>	<b>127</b>	<b>\$120,000</b>	<b>100.00%</b>

### INVESTMENTS NEEDED TO RAISE \$1,500,000

\$1.5 million will cover startup and five years of operating costs

Investment Size	Number of Investments	Total	Percent of Goal
\$100,000	1	\$100,000	6.67%
\$50,000	5	\$250,000	16.67%
\$10,000	20	\$200,000	13.33%
\$5,000	100	\$500,000	33.33%
\$1,000	400	\$400,000	26.67%
\$100	500	\$50,000	3.33%
<b>Total</b>	<b>1,026</b>	<b>\$1,500,000</b>	<b>100.00%</b>

# Coteau Community Market START-UP BUDGET

Use	Amount	Percent of Total
Rent location, renovations, utilities	\$14,000	11.52%
Contingency fund	\$15,000	12.35%
Equipment, fixtures, and POS system	\$35,000	28.81%
Inventory	\$30,000	24.69%
Working capital	\$13,000	10.70%
Employee salaries and benefits	\$13,200	10.86%
Marketing	\$1,300	1.07%
<b>Total</b>	<b>\$121,500</b>	<b>100%</b>

\* Totals may not add up exactly to 100% due to rounding.

# ESTIMATED FIVE-YEAR OPERATING BUDGET

Use	Amount	Percent of Total
Inventory	\$680,000	58.52%
Employee salaries and benefits	\$300,000	25.82%
Rent	\$62,000	5.34%
Marketing	\$31,000	2.67%
Monthly operating costs	\$10,000	0.86%
Credit card fees	\$19,000	1.64%
Miscellaneous	\$60,000	5.16%
<b>Total</b>	<b>\$1,162,000</b>	<b>100%</b>

\* Totals may not add up exactly to 100% due to rounding.

# COTEAU COMMUNITY MARKET POLICY: PRODUCERS AND PRODUCTS

Coteau Community Market's promise to customers is this: we will do our utmost to make sure that the information we tell you about a product is accurate, so you know what you're buying.

To that end, we've established the following policies.

## Producers

- Producers must be a member of the co-op in order to sell directly to Coteau Community Market.
- An on-site visit will take place once a producer has applied to sell to the market. Annual site visits to verify production methods are required as well. (More details on this will be provided as we work out the process.)
- Having one or more third-party certifications is not a guarantee you can sell your product at the market, but is certainly taken into account.
- Using drain tiles in fields to drain wetlands, raising animals in confined animal feeding operations (CAFOs), and using manufactured chemical toxins (herbicides, chemical fertilizers, antibiotics, etc.) will automatically disqualify a producer from selling through Coteau Community Market.
- Producers must let the market know if there are significant changes in production methods or loss of third-party certification. Failure to do so will result in the producer's products being removed from the market until the situation is resolved.

## Products

- All products sold in Coteau Community Market will be non-GMO and grown, raised, or produced in a sustainable manner, to the best of our knowledge and research.
- For those products that can't be grown, raised, or produced here, preference is given to brands that aren't owned by big, non-organic umbrella corporations. Preference is also given to companies that are open and inclusive. These products must also be certified by a third-party agency [e.g. Oregon Tilth, Fair Trade USA, California Certified Organic Farmers (CCOF), etc.] and researched by the market buyer.
- If there are state or federal laws that govern and regulate the production of what a producer does (e.g., how and where meat is processed, must be produced in a commercial kitchen, etc.) or how a product is labeled, those laws must be followed in order to sell the product in the market.

## Purchasing order preference

The order of preference for how purchasing decisions are made is as follows:

## 1. Local, sustainable, healthy food

Foods that are locally grown, raised, or produced using beyond organic, sustainable methods. That means they are some combination of the following:

- grown using regenerative methods like composting, cover cropping, crop rotation, etc.—any methods that improve the soil and our environment;
- grown using no manufactured chemical toxins (herbicides, insecticides, or fertilizers) or uncomposted manure sludge;
- not genetically modified organisms (non-GMO);
- picked or processed using documented workers paid fair wages;
- raised in managed natural pastures;
- raised with unlimited access to the outdoors;
- raised without antibiotics or growth hormones;
- processed humanely;
- cooked, baked, or made with local products that are raised in the manner detailed above;
- minimally packaged, using materials manufactured with no toxins or known carcinogens, which can be disposed of in an ecologically sustainable manner (recycling, composting).

**Local:** grown, raised, or made within one hundred fifty (150) miles of Coteau Community Market, in Watertown, SD, USA.

What does this mean? If an item can be found locally and it is grown without manufactured chemicals and in a sustainable manner or made with local items that are grown in that manner, it gets preference over similar items available from elsewhere.

Obviously, there will be some wiggle room, simply because there is no absolute that applies to every single situation. For example, a farm ten miles away from the market transitioning to organic certification will be given preference over the same product available from an already certified organic farm halfway across the planet. But local, conventionally grown produce loses in the face of sustainable or certified produce from slightly further away.

## 2. Regional, sustainable, healthy food

Food grown, raised, or made in the region in the manner described above gets preference over food grown elsewhere in the country and on the planet.

**Regional:** grown, raised, or made within Iowa, Minnesota, Nebraska, North Dakota, or South Dakota but outside the defined local radius.

## 3. Fair trade organic products

Coffee, tea, and chocolate can't grow here without a lot of help and infrastructure, so we'll sell brands that are fair trade and organic certified.

## 4. Organic products from elsewhere

This is the final catch-all category, for those foods (including many fruits) that absolutely cannot be grown or raised in the region, and for which there is no fair trade certification.

*Adopted: January 19, 2019*

*Updated: February 19, 2019; April 9, 2020; July 10, 2023*

# Proposal

## Watertown Handyman

825 43<sup>rd</sup> St NW  
Watertown, SD 57201  
Phone: 1-605-553-6961  
Email: [watertownhandyman@gmail.com](mailto:watertownhandyman@gmail.com)



Proposal submitted to	Annie Mullin Food Co-op	Job name	Food Co-op Board	Ref #	V1
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Address : 29 5<sup>th</sup> Street NE, Watertown SD 57201

Proposal #		Proposal valid till date #	07/03/2025	Number of pages	1
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We hereby submit specifications and details for:

*Removal of 2 Interior walls in center of room*

*Upgrading water wall in main area to sink and stainless steel protective cover*

*Upgrade of Electrical*

*Front door sweep*

All scrapped or leftover materials to be removed from site by Watertown Handyman.  
Broom and Shop Vac cleanup as needed.  
Painting to be completed by Mullin

**Any changes to design, materials will require change order signed by Mullin and Watertown Handyman.**  
**Any changes in material cost from date of Estimate to actual build will be the responsibility of Mullin**  
**Any unidentified obstacles during construction will be discussed in person with Mullin to set direction and identify cost impacts for approval of changes.**  
**Materials will be supplied by Menards and Cashway Lumber as needed.**

**Watertown Contractor License CL-22-7. Liability Insurance of \$2,000,000**

Labor and Materials: \$ 9884.08

Excise Tax: \$ 201.73

Total: \$ 10085.81

We hereby propose to furnish material and labor to complete the job as per the above specifications for a sum of:

US\$ \_\_10085.81

With the terms of payments as follows: Payment of 50% down will be provided to Watertown Handyman prior to project start for scheduling and ordering of materials. 50% is \$5042.91  
Remaining 50% due at completion of project.

Please revert for any clarification / further details.

Authorized Signatory: Name Sean Thurman (owner) Signature: 

## Acceptance of Proposal

I/We have reviewed your proposal and hereby indicate our acceptance of the same, as per the details, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

Authorized Signatory: Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

<b>Removal of Center Walls</b>
Remove 2 walls in center of room
Remove ceiling tile and grid as needed
Relocate wiring from walls in ceiling boxes
Reinstall new grid (will require rivoting to existing grid as needed, and will be a slightly diff color)
Install new ceiling tiles (may need to relocate ceiling tiles)
Repair floor where wall stood (paramount flooring glue down)
<b>Waterwall Upgrade</b>
Remove tile from Waterwall and discard
Open up wall to determine plumbing availability
Reconfigure plumbing in wall to sink location
State plumbing rough-in inspection
Close wall with removed sheetrock
Construct 36"x42" stub wall and anchor to wall and floor
Construct new 2x wall cap and paint to match wall cap
Install sheetrock over new wall and tape/texture
Install new Stainless steel paneling from Mack Steel 42"x8' and 42"x36" and silicone corner
Install new sink and faucet provided by Mullen
State plumbing final inspection
<b>Electrical Updates</b>
Install (1) dedicated 20A service for freezer
Rework center wall electrical to boxes in ceiling
Install (1) dedicated CAT5 line to cash register
State Electrical rough-in and final inspection
<b>Misc</b>
Install new front door sweep

# Proposal

## Watertown Handyman

825 43<sup>rd</sup> St NW  
Watertown, SD 57201  
Phone: 1-605-553-6961  
Email: [watertownhandyman@gmail.com](mailto:watertownhandyman@gmail.com)



Proposal submitted to	Annie Mullin Food Co-op	Job name	Food Co-op Landlord	Ref #	V2
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Address : 29 5<sup>th</sup> Street NE, Watertown SD 57201

Proposal #		Proposal valid till date #	07/03/2025	Number of pages	1
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We hereby submit specifications and details for:

*Bathroom Door Upgrade Replacement to 36" and electrical switch move and knob*

*(2) Safety light replacements @ both entrances*

*Rear Exterior Door replacement and knob*

*New ADA compliant toilet and install*

All scrapped or leftover materials to be removed from site by Watertown Handyman.  
Broom and Shop Vac cleanup as needed.  
Painting to be completed by Mullen

**Any changes to design, materials will require change order signed by Mullin and Watertown Handyman.**  
**Any changes in material cost from date of Estimate to actual build will be the responsibility of Mullin**  
**Any unidentified obstacles during construction will be discussed in person with Mullin to set direction and identify cost impacts for approval of changes.**  
**Materials will be supplied by Menards and Cashway Lumber as needed.**

**Watertown Contractor License CL-22-7. Liability Insurance of \$2,000,000**

Labor and Materials: \$ 4792.30

Excise Tax: \$ 97.81


Total: \$ 4890.11

We hereby propose to furnish material and labor to complete the job as per the above specifications for a sum of:

US\$ \_\_4890.11

With the terms of payments as follows: Payment of 50% down will be provided to Watertown Handyman prior to project start for scheduling and ordering of materials. 50% is \$2445.05  
Remaining 50% due at completion of project.

Please revert for any clarification / further details.

Authorized Signatory: Name Sean Thurman (owner) Signature: 

## Acceptance of Proposal

I/We have reviewed your proposal and hereby indicate our acceptance of the same, as per the details, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

Authorized Signatory: Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

<b>Bathroom Door</b>
Enlarge door opening to 36" R.O new header and door frame sides
Move Electrical Switch over 8"
Sheetrock repair as needed.
Texture
Install new door and new lever door knob
Install new door trim casing
Install new paramount flooring in doorway
<b>Rear Entry Door</b>
Remove rear exterior door 36x80
Install new rear exterior door 36x80 (shim, screws and spray foam, then caulk exterior)
Install new keyed door knob (Schlage lever)
<b>Electrical Updates</b>
Install (2) new emergency lights
<b>Misc</b>
Pickup and install new toilet

Exterior Door 3068 ST-Flush Sta-Plus Steel Door Left hand Inswing Single Bore Satin Nickel HInges Sandtone Aluminum Clad Retro Frame W/ Standard Brickmould \*Special Order Item

Exterior Door knob SN Accent Keyed Lever Schlage F51 A ACC 619

Interior door 3068 1-3/8" SC Solid Core Doore Left hand Oak Flush Panel Single Door prehung in Oak 4-13/16" Frame Brass HInges Door and Jamb Prefinished Standard Color

Paramount Bliss Albarino Glue Down Flooring

Toilet: Menards 2403.813.020 (right side handle special order) Tall elongated bowl