

SOUTH DAKOTA ASSOCIATION OF TOWNS AND TOWNSHIPS

351 WISCONSIN SW, HURON, SD • PHONE (605) 353 1439 • FAX (605) 352-5322

FALL 2011

2011 SDATAT ANNUAL MEETING

DECEMBER 6 & 7, 2011 * CROSSROADS HOTEL & EVENT CENTER, HURON, SD

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TUESDAY

DECEMBER 6, 2011

8:00-9:15 am

REGISTRATION

8:15 am

Resolutions Committee

9:15 am

"ROAD SHOW" Begins

- Doing a Better Job of Road Maintenance- And Setting Priorities
- Signing Update- Retro-Reflectivity

12:00 noon

LUNCH BUFFET

1:00-5:00 pm

"ROAD SHOW" Continues

- Culvert Installation, Maintenance. & Inspection
- Working Together - County/Twp Officials Panel on Road Maintenance

5:00 p.m.

BOARD MEETING

6:00-8:00 pm

SOCIAL/RECEPTION - (Everyone Invited)

WEDNESDAY

DECEMBER 7, 2011

7:30-8:15 am

REGISTRATION

8:30 am

OPENING CEREMONIES

First Reading of Proposed Resolutions

8:30-9:00 am

KEYNOTE ADDRESS - Governor Daugaard (Invited)

9:00-10:30 am

"DRAINAGE ISSUES" PANEL Presentation and Discussion By:

- Attorney General's Office
- SD Dept. of Ag
- East Dakota Water Dev. District
- SDATAT Legal Counsel

10:30-12:15 pm

SPOUSE PROGRAM (on- site) "Simple Scarves and Creative Cards"

10:45 - 11:30 am

BREAKOUT SESSIONS

- Obtaining Section 404 Drainage Permit
 - Army Corps of Engineers
- Securing Alternative Funding - Warrants, Loans & Opt Outs
- Managing Your Risks -
 - Schwebach Insurance Agency

11:30 - 12:15 pm

BREAKOUT SESSIONS

- Exercising Your Legal Rights as a Township - Jay Leibel, SDATAT Legal Counsel
- Open Meeting Laws - Diane Best, A.G.
- Updated Signing Requirements - DOT

12:30 pm

AWARDS LUNCHEON

2:00 pm

SDATAT GENERAL SESSION

3:15 pm

SD TOWN AND TOWNSHIP BOND ALLIANCE ANNUAL MEETING

**Continued on Page 7 for
Annual Meeting Registration**

Make Your Room Reservations Now...

There is a block of rooms reserved at the Crossroads, Huron, SD for the SDATAT Annual Meeting at the special rate of \$70 plus tax.

Make your reservations before November 22, 2011 as the block will be released at that time.

Crossroads Hotel:

605-352-3204



PRESIDENT'S COLUMN

By Jim Puffer

Harvest is here again... For some of you it will be the best one ever! For some farmers it will be an average harvest. But for those who weren't able to plant many acres due to all of the flooding; it is a poor harvest or no harvest at all. Unfortunately, with good prices and little to sell, it can be very disappointing. Whatever your harvest, be careful and complete it safely. Be here for next year; it might be your best crop ever!

The water has slowly disappeared, although some roads still remain under water. Fortunately, in most areas, the water has gone down enough for road repair to begin. In my township we're now fixing roads that had been continuously underwater for 7-8 months. Over the last few years a definite cycle seems to be occurring: water goes down in the fall...roads are repaired...flooding occurs in spring...roads are washed out again! I sometimes wonder if this cycle of fixing roads will EVER end! But we must persist; for without good roads South Dakota's economy could not exist.

Each year we ask our members for their ideas on legislative concerns. If you feel that there is something that needs to be addressed or changed within government, please contact the SDATAT office or a member of our Resolutions committee. They will then bring your proposal to the Resolutions committee at the Annual Meeting in Huron. If your idea passes the Resolution committee and the voting members agree, we will work with the lobbyists to make your idea a reality or play defense to the bills that are in opposition to our policies.

If you've never been to Pierre to watch the legislative process you would be surprised how accessible and down-to-earth most senators and representatives are. They're farmers, ranchers, doctors, attorneys; people of all professions...they are just regular people trying to make things better for South Dakota and really do like to hear from you.

Be safe and see you in December at the annual meeting!

REMINDER:

**Set Up Your County Association Meetings!
Coming Up:**

November 10 - Davison/Hanson/Miner/Sanborn -
Pizza Ranch - Mitchell - 6:30 p.m.



**FROM THE DESK
OF THE EXECUTIVE
DIRECTOR**
By Diane Worrall

DON'T MISS IT...

Local government officials (towns, townships and county officials) have a tremendous opportunity on Tuesday and Wednesday, December 6 & 7, 2011 to garner information and ideas to assist them in their duties as local elected officials. The South Dakota Association of Towns and Townships will be holding their educational conference and annual meeting at the Cross Roads Convention Center in Huron, SD.

The annual **"Road Show"** facilitated by Ken Skorseth, SD LTAP, will focus on **"Doing a Better Job of Road Maintenance- Setting Priorities"**. This presentation will identify the importance of planning, identifying critical access routes and determining the current status of your road system through inspection. Also included in the road show will be an update of the **Sign Retro-reflectivity rules** and the **"How To" of Culvert Installation, Inspection, and Maintenance**.

Unique to this years road show will be a **panel discussion showcasing the joint cooperation between county and township officials** and how they have chosen to work together to maintain their secondary roads. It will be an open discussion of what the counties are doing for townships. What is working and what may not be working with these joint cooperative agreements.

Following the road show- everyone is invited to attend the social Tuesday evening to become acquainted with fellow township officials, consultants, legislators and the SDATAT Board of Directors. The event is free to everyone and is being sponsored through contributions and donations. Don't miss this social as some of the most valuable information can be gained by visiting with your fellow attendees and exchanging information.

Saturday morning begins with opening ceremonies beginning at 8:15 am and a keynote address from the Governor's office. Educational Seminars will address **Local Government Drainage Issues; Drainage permitting , Updated Signing Requirements; Exercising Your Legal Rights as a Township; and Managing Your Risks**. Also included will be breakouts on **Open Meeting laws and Securing Alternative Funding Sources- Warrants, Loans, & Opt Outs**. These breakout sessions are designed to provide basic informa-

(Continued from page 2)

tion every local elected official needs to fulfill their responsibility as a member of local government.

During the noon luncheon, those having served 40 years or more on their town/township board will be recognized along with the "Friend of Local Government" award and this year's scholarship winner.



Following the noon luncheon, SDATAT delegates will participate in the business session and formulate policy for the organization for the following year.

This event is a ONCE A YEAR opportunity for local officials. DON'T MISS IT!!!

Read this newsletter carefully for additional information and be sure to check our website www.sdtownships.com for annual meeting updates that will include specific details on the breakout sessions. NOW IS THE TIME to make a commitment to attend this important meeting.

2011 Spouses Program at the SDATAT Annual Meeting Presents:



Sherry Wold modeling one of her "Simple Scarves"

"Simple Scarves and Creative Cards"

This year at the SDATAT Annual meeting we will have an exciting new program for the spouses. Sherry Wold, from Huron, will demonstrate how to make fun, elegant scarves and Christmas cards to go with them, as you make the projects along with her. She will bring all the materials you need; just relax and enjoy your time of fellowship and fun. These scarves make wonderful gifts...if you can let go of them yourselves!

SPEC WITH CONFIDENCE

It's a fact: bids often award to the lowest initial price. But there's the price of buying a piece of equipment – and then there's the cost of owning it. Depreciation, repairs, and maintenance can severely impact an agency's budget and add high equipment costs beyond the initial price.

Life Cycle Costing is a better way to evaluate purchase options. It protects budgets by requiring bidders to disclose the expected lifetime costs of service, repair and other facts to yield a true value comparison.

Caterpillar makes Life Cycle Cost proposals easy. Visit govbidspec.com to download bid specs, Life Cycle Cost forms and Scheduled Maintenance forms. Edit them to your agency's needs and include them with your RFP to bidders.

Butler Machinery can show you the benefits of incorporating Life Cycle Costing into your agency's RFPs. When you have all the facts, you'll find Cat equipment delivers lower total costs and better return on investment.

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Aberdeen, SD 57401
4950E Hwy 12
605-225-6240

Bismarck, ND 58501
3630 Miriam Ave
701-223-0890

Dickinson, ND 58601
2803 I-94 Business Loop E
701-456-1400

Fargo ND 58104
3402 36th St SW
701-280-3100

Grand Forks, ND 58201
1201 S. 46th St
701-775-4238

Hankinson, ND 58041
17040 Hwy 11
701-242-7474

Hoople, ND 58243
7695 Hwy 18 S
701-894-6363

Jamestown, ND 58401
1910 27th Ave. SE
701-251-1400

Minot, ND 58701
1505 Hwy 2, Bypass E
701-852-3508

Pierre, SD 57501
801 N. Garfield Ave.
605-224-5400

Rapid City, SD 57702
3601 Deadwood Ave.
605-342-4850

Sioux Falls, SD 57107
3201 N. Louise Ave.
605-336-3010

The National Institute of Governmental Purchasing (NIGP), National Association of State Procurement Officials (NASPO) and National Association of Fleet Administrators (NAFA) endorse the use of Life Cycle Costing as a preferred procurement method.

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SDATAT MEMBERS EARN LARGE DIVIDEND

By Tami Schwebach



Congratulations, Safety Dividend Plan members, on a safe and profitable year! Thanks to your efforts in risk management the Safety Dividend Program has earned a dividend this year. **Your Association will receive a check from EMC Insurance Company for \$102,019.98 with half that distributed to the participating small towns and townships.** The other half is used by the Association for its efforts in lobbying and education.

In light of all the flooding on South Dakota township roads over the last 3 years, to receive such a large dividend is amazing and is a testament to the hard work of small town and township officials. You were busy posting road closed signs, putting up barricades, inspecting culverts, holding meetings, keeping records, and working with FEMA. As a result of all this hard work, there were no large liability claims this year. Most importantly, there were no major accidents or injuries on township roads. You board members have done a good job of keeping the traveling public informed of the condition of your roads.

There were many claims involving travelers hitting washed out roads and culverts and damaging their vehicles. In almost all of these cases, the claim was denied by EMC. The township officials focused their efforts in signing the roads and putting up barricades and in these cases, the adjuster felt that they had done their job and were not liable.

Another factor in helping the Safety Dividend Program earn a dividend is that there were no new errors and omissions claims. These types of claims tend to have large payments in

attorneys' fees, and this would certainly affect the chances of a dividend. There are still some on-going errors and omissions claims, but fortunately they did not have an affect on the current dividend year. We commend the town and township officials for following procedure and keeping good records--this helps to prevent this type of claim.

In review, the Safety Dividend Program was started 22 years ago as a way to provide reasonable insurance premiums for participating entities as well as to promote membership in the Association. There are currently 491 participating small towns and townships, and these members generated \$385,751 in premium. Over \$655,000 has been paid in dividends over the past 22 years.

To participate in the Safety Dividend Program and take advantage of any paid dividends, your town or township must be a paid-up member of the Association, must have its insurance with EMC Insurance Company, and must elect to participate in the Program by signing a Dividend Assignment form which would be provided by your EMC Agent.

Member lists are being reviewed and a list of participants will be provided to the Association. At that time, they will distribute the individual checks to the members.

Thank you for your efforts in risk management this year—they have obviously paid off with a successful year for the Safety Dividend Program. Please keep up the good work, and we will see you at the annual meeting in December.

INSURING TOWNS AND TOWNSHIPS

Schwebach Insurance Agency

402 Garfield, Dell Rapids, SD 57022



Safety Dividend Group Plan Approved By Your Association

1-800-657-8005

Safety Dividend Plan
Available Through All
Employers Mutual Agents

Underwritten by



Insurance Companies

To Inspect Your Twp Right-of-Way!

By Diane Worrall, SDATAT Executive Director



TREES IN RIGHT OF WAY

If you're like me- I need a list to remind me of what I need to accomplish... especially if my 'to do' list is rather lengthy or contains deadlines! Therefore I have created a **checklist of tasks that could be completed simultaneously** while touring your township roads this fall... before the winter makes some of them impossible to do so or a dead-

line is missed.

1) **Check for fences and other obstacles (trees, rocks, and debris) in twp road right-of-ways...** Ditches are, by their origin and use, an area of right-of way which are to be free of obstructions should anyone go off the road and the likelihood of a car accidentally going off the road in the winter is much greater than in the summer.

Every summer farmers and others erect temporary fences and cattle ways on township road right-of-ways. While these fences are improper, many township boards look the other way when they exist. The livestock behind the fences keep the vegetation grazed, eliminating the need for mowing, and thus, help with snow control during the winter. However, these fences also create lethal dangers for snowmobilers and other persons using road ditches for recreational purposes. In some cases the fences even prevent large farm equipment from traveling safely down the road during harvest.

The fences in the right-of-way are legal liabilities for the person (s) who erected them; for the land owner on whose land adjoins the right-of-way and for the township on whose right-of-way they exist. Therefore, townships officers are strongly advised to check the roadways in their respective townships for such fences and any other obstacles (such as trees, rocks, bales of hay, etc.) and then inform the land operator and owner to remove any such obstacle as soon as possible and certainly before snow or frozen ground makes the task impossible. Trees and debris (besides being a potential safety hazard in the roadway ditch) are also major reason snow collects on the road. **The deadline to remove bales from the right-of-way is Nov 1st and is mandated by SDCL 31-13-56.**

2) **Check to see if the twp ditches have been**

mowed ...SDCL 31-31-3 requires that ditches be mowed. If the ditches are not mowed or obstacles (trees) removed according to the date and requirements set forth by the twp board, the costs for completion can be assessed to the landowners' taxes. This assessment must be done and turned into the county auditor prior to Nov.1 to meet required deadlines.

3) **Check traffic regulatory signs for replacement.** Once a sign is erected in the township right-of-way, it is the townships' responsibility to maintain these signs in good repair.

4) **Check for ditching or drainage alterations-** As more farmers are ditching and tiling their fields, there have been a number of issues that have arisen because of the water draining into the township right-of-way or the adjacent landowner altering the ditch without permission to better drain his land. **SDCL 31-32-7 makes it illegal for an unauthorized person to alter, fill, obstruct the highway grade or ditch and SDCL 31-32-8 makes the unauthorized individual liable for damages caused. This raises the potential of both civil and criminal sanctions for the landowner.**

5) **Perform annual inspection of all township culverts- SDCL 31-14-33 requires the twp board of supervisors annually inspect and if necessary, repair all culverts within the township road system.** Although the specific time of inspection is not mandated- fall can serve as the perfect time to do your annual inspection of your culverts within the township before the spring flooding arrives. **FEMA has now stated that they will be requesting and requiring the townships' annual culvert inspection reports prior to authorizing a culvert reimbursement.** (See Page 10 for further recommendations on culverts)

This checklist is not intended to be all-inclusive...and hopefully these reminders with the explanations will serve to make your job more understandable and easier for you. Remember we are all in this together... and if someone knows of a better or easier way just let me know and I will pass it on!



UNREADABLE STOP SIGN

Preparing For Winter Snow

LEGAL INSIGHTS

By Jay M. Leibel, Atty
605-256-9161



It goes without saying the large amount of snow and moisture has put a great deal of strain on all levels of government for road maintenance in the last couple years. That, combined with tight budgets, makes it more important to **consider being proactive in lieu of being reactive when it comes to keeping roads open.** As a result the following questions can arise.

1. What should be considered in trying to be proactive?

Plan ahead and be aware of what types of resources are available. This may not only be financial, as in the budget, but involving residents, and consider alternate ways to insure necessary access to mail routes, bus routes and towns.

2. What is our responsibility as to snow removal?

There is no clear cut answer. Many consider snow removal to be part of normal and customary road maintenance. Others consider it separate and this view is supported somewhat by the provisions of South Dakota law that allow townships to designate minimum maintenance roads or the ability to establish a separate snow removal fund.



3. What are other townships doing?

There seem to be basically three methods of handling snow removal. Some own their own equipment and employ an operator. Others hire a local contractor to do snow removal on a schedule as directed by the township board. As each snow storm moves through the township should decide if and when snow will be removed. The township may decide not to do anything until there is significant accumulation of snow. Residents using the road provide snow removal until it becomes necessary for the township to become involved. For example, it may become necessary to have a contractor wing the snow banks to widen the roads.

4. How should we prepare our township residents?

We suggest addressing the issue of snow removal at a public meeting. This could be done at the October meeting (the agenda could list snow removal as an agenda item). The second option is to call a special township board meeting for the purpose of discussing snow removal. This meeting may start with an explanation of the problem, a review of the costs spent on snow removal in the last year or two and a statement as to the township's current financial condition. Options discussed such as may be set forth in the answer to **#3. Finding out what the residents want and what they are the willing to pay will help the boards decide what is in the best interest of the township given the circumstances.**

All roads should be reviewed to determine if there are any with little or no wintertime use. Those would not need snow removal. These roads that may be graveled or bladed in the summer aren't used during winter.

The township road map should be reviewed to determine if any residents have access by more than one route and thereby be reduced to one direction.

Discuss the alternate methods to provide efficient snow removal in a cost effective manner. For example, having a temporary change of address to the local post office where mail could be picked up instead of having the rural mail carrier deliver to the residence or by having a temporary mailbox near a neighbor. This may save considerable money if there is a road with very minimal traffic so that it doesn't have to be kept open strictly for the mailman.

Discuss with the residents who have school children if alternative routes or pick up points could be utilized to save considerable money with minimal inconvenience to the students' families.

It could also include discussion as to when the roads will be bladed. For example, instead of after every snowfall, possibly not blade them until there is a greater accumulation of snow.

This article is not intended to provide legal advice to our readers. Rather, this article is intended to alert readers to new and developing issues and to provide some common sense information and suggestions to complex legal questions. You are urged to consult legal counsel of your choice or the author of this article if you wish to obtain a specific legal opinion regarding how these legal standards may apply to your particular circumstances. Jay Leibel of Issenhuth & Leibel, LLP at 205 North Egan Avenue, PO Box 28, Madison, South Dakota 57042 at (605) 256-9161.

IN MEMORY OF



**Leodell "Lee"
Bjorkman**
Oct.17, 1928- Sept. 25, 2011



**Jerome "Pete"
Schwebach**
Aug. 27, 1926 - Oct. 10, 2011

Leodell "Lee" Bjorkman, 82 passed away peacefully on Sunday, September 25th, 2011, at Sanford USD Medical Center in Sioux Falls.

Lee proudly served as a township supervisor for Spring Lake Township Board in Kingsbury County for 46 years. He also served on the SD Association of Towns and Township Board of Directors for 12 years as the Kingsbury County Representative and held the office of Treasurer for the association. Lee was highly respected, not only in his community but in all of Kingsbury County and throughout the state. His dedication and sacrifice for local government was outstanding and will be greatly missed.

Messages of condolence may be sent to his wife:

Betty Bjorkman
217th Street
Arlington SD 57212

Pete Schwebach, 85, died peacefully of lung cancer at the Dougherty Hospice House on Monday Oct. 10th.

Pete, with his wife Marie, started the Schwebach Agency in 1960 and worked continuously until his retirement in 2010.

In 2001, Pete and Marie were the first recipients of the "Friend of Local Government" award and were members and long time supporters of SDATAT. Pete also provided one on one consultation with local government leaders.

Local government in South Dakota is fortunate to have had Pete as an ally. His knowledge and expertise was extremely valuable to our membership and he will be greatly missed.

Messages of Condolence may be sent to his wife:

Marie Schwebach
516 Sunset Drive
Dell Rapids, SD 57022

SDATAT ANNUAL MEETING REGISTRATION FORM * DEC 6 & 7, 2011

****Apply \$5 Late Fee After 11/30/11 for Each Registration****

Name: _____ Spouse _____

Address: _____ City/State/Zip _____

Phone: _____ Email: _____ Township/County: _____

Tuesday Only Registration-\$20.00*

Wednesday Spouse Registration - \$25*

Wednesday Only Registration - \$30.00*

Spouse Lunch Only- \$15/each day

Full Registration(Tues & Wed) - \$45*

TOTAL AMOUNT ENCLOSED \$ _____

*All Registrations include meals

Send Registration with Appropriate Fees to: SDATAT Annual Meeting, PO Box 903, Huron, SD 57350

Call the Crossroads Hotel & Event Center (605-352-3204) and ask for a Room Reserved Under SDATAT for the

Special Rate of \$70.00 plus tax

Resolutions are Now Being Accepted for SDATAT's 2011 Annual Meeting

The South Dakota Association of Towns and Townships Resolutions Convention Standing Committee is accepting resolutions from member towns and townships and county or multi-county associations or from individual delegates from member towns and townships at the convention for presentation at SDATAT's 32nd annual meeting, which will be held Wednesday, December 7, 2011, in conjunction with the annual education conference. Resolutions should be hand printed or typed and identified with the sponsor.

Each resolution (or separate division of any proposition) should be preceded with the word, "Resolved".

The State Association follows Roberts Rules of Order (revised). Resolutions will be voted on at the annual meeting. Each resolution and any and all special orders of business are open to debate and to be voted upon at the convention's annual meeting. Resolutions and any amendments may be submitted from the floor of the convention. Any floor resolution or amendment should be provided in writing to the secretary before or during the resolutions debate. All resolutions and amendments require a majority vote of the convention membership for passage. Resolutions are to conform with the association's overall goals and objectives. According to board policy, any resolution that proposes to dissolve the township (or town) government system, according to the purposes of the association, will be unacceptable.

Voting rights are provided to each fully paid SDATAT member; town mayor, finance officer, town board member and township chair, su-

pervisor, clerk and treasurer. The secretary will have available, at the convention, a copy of proposed resolutions for each registered voting delegate.

The Resolutions Committee will receive and put in proper form all resolutions referred to it and will submit them to the convention assembly at the time designated in the program for the committee to report. The committee will recommend the action which in its opinion, the convention should take concerning each resolution referred to it.

Please submit resolutions as early as possible. Any resolutions being sent to the state office should be mailed so as to arrive on or before Tuesday, November 22, or presented in person to the committee on Tues-

day, December 6th. Resolutions and any questions or concerns may be further directed to the following board members of the Resolutions Committee; Darwin Bettmann - 605-380-3191, Tom Bisek - 605-212-3426, Rodney Stormo - 605-881-2914, or David Scott - 605-680-1189



All Townships Required to Hold Regular Meeting on October 25, 2011

SD Codified Law 8-5-1 states that the township board of supervisors shall hold regular meetings on the last Tuesday of February, the last Tuesday of March, and the last Tuesday of October of each year. Therefore your next regularly scheduled meeting shall be held on October 25, 2011

Meeting notice, with the township agenda, must be posted at least 24 hours in advance of the meeting at the location of the meeting and/or clerk's house.

(SDATAT recommends that you post the notice/agenda at both locations)



LEGISLATIVE REPORT

By Richard Howard

I am pleased to have the opportunity to work with SDATAT again as Lobbyist during the 2012 Legislative Session. The Board offered me a contract at their meeting in Dell Rapids on September 15, 2011. It has been a privilege to work for you during the 2009, 2010 and 2011 Sessions. The 2011 Session was particularly rewarding as we were successful in securing an increase of \$5.3 million per year for maintaining township roads. It was especially rewarding to be part of a real team, including SDATAT Board Members, Township Supervisors, County Commissioners and ordinary citizens in contacting and working with Legislators at home and in Pierre. It was especially important to have a local presence in Pierre during Committee meetings and floor votes. Now that we have seen the process work, I am hopeful we can continue the same teamwork on SDATAT issues as we proceed into the 2012 Session.



It is anticipated that the SDATAT membership will

continue with approval of current resolutions dealing with the definition of secondary roads and the re-distribution of the Wind Energy Tax between counties and townships. It is also expected that a gas tax increase for maintaining the State Highway System may be proposed. In addition, I am sure there are several additional issues of concern to Townships (such as drainage) that should be considered for potential legislative action. If you have any such issues, please contact Diane Worrall, Resolutions Committee members (Darwin Bettmann, Tom Bisek, Rodney Stormo, & David Scott) or any other SDATAT Board Members as soon as possible. The sooner you identify new issues, the more time that will be available for review and study before the Annual Meeting in December.

The 2012 Session is scheduled to begin January 10 and run through March 2, 2012 with March 19 reserved for consideration of Gubernatorial vetoes. Again, I am pleased to work for you during the 2012 Session, and I look forward to a continued teamwork effort.

40 SERVICE AWARDS

Small town and township board members who have served a **minimum of 40 consecutive years and are currently serving** on their town/township board are eligible for the SDATAT 40 Year Service Award. (If they have not been previously recognized.) The awards will be presented during the SDATAT Annual Meeting Awards Luncheon to be held at the Crossroads Hotel and Convention Center in Huron, SD, December 7th, 2011 at 12:30 pm.

A short commentary of the nominee must be attached to the application. Those without the commentary will not be considered.

Name _____ Number of years served _____
 Address, City, St, Zip _____
 Phone number _____ Email _____
 Town/Township _____ County _____

Please fill in the above information and send along with a brief commentary on the person you are nominating to: **SDATAT PO BOX 903 HURON SD 57350** (Include picture, if possible)

CULVERT INSPECTION AND REPAIR

Culvert Inspection and Repair

In the autumn water levels are usually low, making it a great time to inspect culverts and perform routine maintenance. Remember that SDCL 31-14-33 requires that you annually inspect each culvert and repair if necessary... **Regular maintenance is essential to keep culverts working properly.** This article will cover inspections to determine needed cleaning and repair.

Inspections

Thorough inspection is essential to effective maintenance. Knowledge of culvert material can predict the types of problems a culvert may have. In SD- there three major types of culverts

- Steel culverts are subject to corrosion and abrasion, and have a shorter life span than other materials. Corrugated metal pipe (CMP) is most common within townships and has a life expectancy of 25 years..
- Plastic culverts bend easily and are subject to impact damage at low temperatures. (not commonly used)
- Concrete is the most durable material, but concrete and reinforcing steel still deteriorate. Reinforced concrete pipe (RCP).



SEDIMENT-FILLED PIPE

Cleaning

Inspections frequently show that culverts require cleaning. During cleaning, certain maintenance tasks should be considered and performed:

- Remove obstructions and clean inside the pipe.
- Examine the culvert for visible cracks, changes in shape, corrosion or abrasion.
- Check upstream or within the right-of-way for trees, dead branches, and other debris that may obstruct the pipe.
- Look for evidence of past overflow to indicate whether the culvert is the correct size.
- Remove debris and sediment

Repairs

Bent or broken culvert ends should be repaired for smooth water flow.



- **Bent ends on corrugated metal pipes (CMP)**- Tapered ends are made for both CMP and RCP pipe. The pipes placed in the townships do not have the tapered end are often damaged while

mowing. Much of the problem of overflowing culverts is that they have the end crimped from mowing or snow plowing. The CMP pipe is usually long enough to take a torch and make it a tapered end- thus eliminating the bent or crimped edges. Tapered ends allow debris to slide up on roadway in-slope and keep pipe open during periods of high flows. Another fix is to restore the bent ends of the culvert to their original shape. But keep in mind that there is nothing to prevent them from crimping again.



TAPERED PIPE

- **Separated joints on Reinforced Concrete Pipe (RCP)**- There is a lot of concrete pipe around South Dakota and it has worked faithfully for many decades. It does not rust, and because of its smooth surfaces conducts more water for the same diameter than CMP. However, over the years the pipes have separated and caused holes in the road. What would you do if they belonged to you and you did not want to spend a lot of money? For generations people dug up the separated joint, sealed it with bitumen seal or cements, put a covering over it like an old mud flap and maybe poured some concrete on it. Problem fixed for another 50 years...

However, there will be times that the water and weather conditions do not allow this and the culvert has to be replaced with CMP since it is easier to work with and less expensive. If you do have questions relating to culvert size, installation, maintenance, and inspection- do not hesitate to consult SDLAP or a local engineer for their advice. SDLTAP (1-800-422-0129) provides technical road advice to local governments at NO charge.

Remember, culvert inspection is required- document it. Repair damaged culverts. Open plugged culverts. With the number of culverts washing out from flooding- the question has been raised by FEMA whether deferred maintenance is a factor to these culvert failures. FEMA has already stated that for the next presidential disaster- culvert maintenance records will be required before such culvert reimbursement will be authorized.

(This article is not intended to provide any professional engineering advice to our readers. You are encouraged to consult with an engineering firm of your choice or SDLTAP regarding how these instances may apply to your particular circumstance.)

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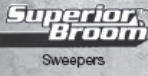
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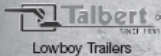
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800-422-0129

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Important FEMA Phone Numbers:

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