

SOUTH DAKOTA ASSOCIATION OF TOWNS AND TOWNSHIPS

351 Wisconsin SW Ste 101, PO Box 903 Huron, SD
• Phone (605) 353-1439 • Fax (605) 352-5322
EMAIL: SDATAT@SDTOWNSHIPS.COM - WEB: WWW.SDTOWNSHIPS.COM

WINTER 2023

...Membership Renewal...Legislative Session...Scholarships...Website...

Important Membership Information

Thank you to all the members of SD Association of Towns and Townships! We are working diligently to get your membership renewals in the mail. Some important notes....

- 1. Small town finance officer members should receive dues statement by January 20-30th.
- 2. All township clerks should receive township dues statements by February 15th-20th.
- Those members that have elected to obtain bonding for clerk and treasurer or finance officer through the Bond Alliance, should have a colored bond renewal application included with the mailed dues statement.
- 4. It is up to you to notify the SDATAT office in advance of the application deadline, which is April 1st. Call 605 353 1439 or email Susan at sdtstaff@sdtownship.com
- 5. If you are not receiving emails from the SDATAT office of important information, please verify with us we have the correct email address on file. There is a location of the dues statement for this update.

Website for SDATAT

The SDATAT Website is being updated.
We were notified in December that our
current provider was changing web builder
software. Therefore, the current website
cannot be updated and has lost some connections. As soon as the new website if
functional, we will certainly notify everyone.

Legislative Session

The SDATAT Lobbyist and Officers have worked diligently to pass legislation that benefits the townships in South Dakota with success.

- 1. Use the RAIF program. If you have difficulty understanding the process, contact Terry at the SDATAT Office 605 353 1439.
- Attend meetings presented by Greg Vavra and the SDLTAP team as well as the SDATAT presentations at your County Township meeting this spring.
- A survey indicates two counties each awarded township grants totaling over \$400,000 this first year!
- 4. Only 18 of the 66 counties have returned the survey to date. So far, \$1,968,459 has been allocated for replacement of deteriorated large culverts and/or small structures through the RAIF program.

Scholarships

- The application for the membership's high school seniors is in this newsletter. As soon as the website is functional, you will find it there as well.
- 2. A new \$1000 scholarship in memory of our past Association secretary, Cindy Foster is also available. YOU as an officer of your township board will nominate by preparing a letter of recommendation. There is NO Essay for this memorial scholarship.

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WWW.IMEGCorp.com

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PRESIDENT'S COLUMN

By Dustin Leiseth

Winter has only begun, and the state has received a lot of snow, some areas significantly more than others, over the past month. The challenge for townships keeping roads plowed and open has become very real going forward. Be diligent, do your best, and hopefully your snow budget will be sufficient.

With winter, begins also the 98th legislative session, and there is work to do again, as always! An important bill we will be bringing forth is to include townships along with the state, municipalities, and counties to be excluded from the fuel excise tax imposed if machinery and equipment are owned by these government entities pursuant to SDCL 10-47B-13. Inclusion is only fair, and townships have been unfairly excluded as was brought to our attention this past year.

We will also have a bill, or bills, to cleanup and clarify some voter registration laws and voting laws directly relating to townships.

Additionally, we have discovered that there is a great need to educate not only the residents of South Dakota, but most importantly our legislators, on "What are Minimum Maintenance Roads?".

<u>31-13-1.1</u>. Designation of minimum maintenance road--Level of maintenance.

The board of township supervisors may designate a township road within the township as a minimum maintenance road if the board determines that the road or a segment of the road is used only occasionally or intermittently for passenger and commercial travel. The

board shall identify the beginning and end points of the road designated as minimum maintenance. A minimum maintenance road may be maintained at a level less than the minimum standards for full maintenance roads but shall be maintained at the level required to serve the occasional or intermittent traffic.

The most important thing for our legislators to understand is that a minimum maintenance road MAY be maintained at a level less than the minimum standards for full maintenance roads, BUT still safely serve the occasional or intermittent traffic. Typically, what has been recognized and understood by our association is that this designation is mostly used when NO snow removal is done. Otherwise, the maintenance is the same as full maintenance roads 8 months out of the year.

So, join us! Call or email your legislators and share your story of the importance of minimum maintenance roads in your township. POWER in NUMBERS! Our voice is loudest when you support your associations efforts with a concerted effort of your own.

Listen in every Friday during legislative session, or follow on social media, KXLG 99.1 FM! Your President will be giving interviews and live updates from your association during this 98th Legislative Session!

Let's Go!!!

Dustin

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Dustin Leiseth, President District 8	Ted Petrak, Exec Board District 11	Rod Hofer, DirectorDistrict 4
Tom Bisek, Vice PresidentDistrict 3	Ken Siemonsma, Exec BoardDistrict 12	Cam Wyly, DirectorDistrict 2
Travis Paulson, SecretaryDistrict 5	Peter Fahlberg, Exec BoardDistrict 13	
Mike Vande Weerd, TreasurerDistrict 9	Annette Steilen, Director District 10	VacantDistrict 1
Jim Urban, DirectorDistrict 6	Jim Puffer, Director District 7	Vacant District 14

Remembering the First President of the SD Association of Towns and Townships

Glenn Pierce



formerly of Volga, passed away on January 4, 2023, at the United Living Community. In keeping with Glenn's wishes, no funeral services will be held at this time. Eidsness Funeral Home is assisting the Pierce family with arrangements.

Glenn Curtis Pierce was born on September 16, 1932, in Brookings, South Dakota, to Vernon Sr. and Rhoda (Rovig) Pierce. Glenn graduated from Arlington High School in 1950, where he participated in basketball and football. After high school, he continued to play softball and baseball for many years.

On June 14, 1953, he married Bonita Grong in Badger, South Dakota. The couple were married for 69 years. After high school, Glenn worked at the Badger lumberyard and helped to construct the Badger Elevator. He then started farming until 1986. Glenn also worked at Falcon Plastics in Brookings and the Soybean Plant in Volga before his retirement.

Glenn Pierce, 90, of Brookings, and Glenn was a board member of Bangor Township, board member of Dakota Dairies in Volga, and served on the Board of Directors of Land 'O Lakes in Minneapolis. He helped form and was President of the South Dakota Association of Towns and Townships. He was also a member of the United Methodist Church in Arlington.

> Glenn is survived by his beloved wife, Bonita, of Brookings; his three children: Tom (Irene) Pierce, of Bruce, SD, Jane (Duane Knutson) Pierce, and Pam (Rick) Adler, of Volga; seven grandchildren: thirteen great-grandchildren: and his sisters-in-law: Jean Pierce and Shirley Grong. He is preceded in death by his parents, Vernon Sr. and Rhoda Pierce; brothers: Vernon Jr. and Roger (Anita) Pierce; sister, Juanita (Ray) Moe; and his brother-in-law, LeRoy Grong.

Expressions of Sympathy may be sent to: The Family of Glenn Pierce 19 Oakwood Shoreline Drive Bruce, SD 57220

A look back at the SD Annual Meeting December 2nd & 3rd.



Vice Pres Tom Bisek



SDLTAP Cliff Reuer



Oran Sorenson



OEM Dustin Haight



Attny John Delzer



Clerk Kim Tripp



SDLTAP Greg Vavra, pictured left, engages with township officers during the Road Show.

Thank you to each presenter!



Tami Schwebach



SDLTAP Andrew Peterson



Craig Smith State DOT



Legis Audit Rod Fortin

Here are the SDATAT Directors representing your area



District 2 Cam Wyly Brown, Edmunds, Mcpherson 605 290 3281



District 3 Tom Bisek Day, Roberts, Marshall 701-212-3426



District 4 Rod Hofer Spink, Faulk 350 1590



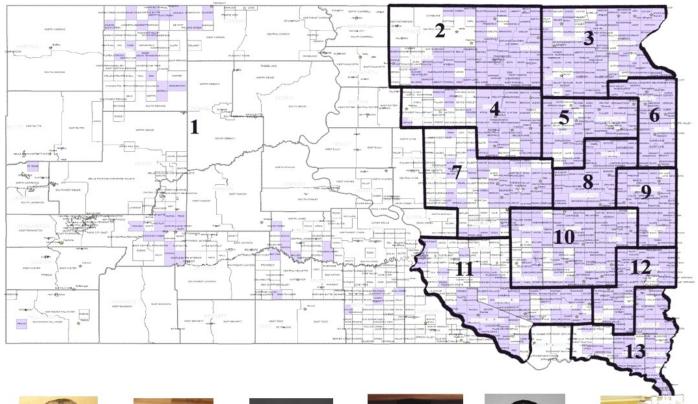
District 5 Travis Paulson Codington, Clark 605-880 9797



District 6 Jim Urban Deuel, Grant 605 880 9403



District 7 Jim Puffer Beadle, Hand, Jerauld 605-350-2742





District 8 Dustin Leiseth Hamlin, Kingsbury 605-520-0996



District 9 Mike VandeWeerd Brookings, Moody 605-695-1178



District 10 Annette Steilen Davison, Hanson, Lake, McCook, Miner, Sanborn 605 999 8140



District 11
Ted Petrak
Aurora, Brule,
Ch. Mix, Douglas
Hutchinson
605-730 3155



District 12 Ken Siemonsma Minnehaha, Turner 605-360-8305



District 13 Pete Fahlberg Clay, Lincoln, Union, Yankton 605 957 5116



2023 SDATAT SCHOLARSHIP PROGRAM

The South Dakota Association of Towns & Townships is offering one \$1000 and one \$500 scholarship to two senior high school students who reside in South Dakota, are currently attending a South Dakota public, private, parochial high school or a home school program, and lives in a town or township that is a **current member of SDATAT**. (A membership list is available on the sdtownships.com website) or contact your local town/township board. Graduates of the class of 2023 are eligible to apply for the scholarship. The student must use the scholarship for a college, university, or vocational school which has a physical presence in South Dakota. Applicants must complete an application form and submit it along with their essay on this year's topic:

It has been said" Your generation has lost the work ethic". Is this true? Does being raised in a rural or city environment play a role? Interview at least one adult you view with a strong work ethic and generosity factor. Compare and contrast their motivation with your own today and for your future.

Guidelines for the essay are:

- Essays must be no more than 500 words, and must be typed with double spacing.
- Applicants should not include identifying information such as their name, school, town or township, or their local officials anywhere in the essay or on the essay itself.
- Essays will be judged on: following guidelines, originality, depth of subject matter in relationship to the
 title, correct grammar, spelling, and punctuation. The application may be accompanied by no more than
 two, one-page support letters.

The completed application, typed essay, and letters of support, if any, should be submitted in one envelope addressed to: SDATAT Scholarship, PO Box 903, Huron, SD 57350.

Deadline for the application is April 1, 2023. No late applications will be considered.

The scholarship award will be paid to the appropriate financial aid office upon notification of enrollment at a SD college, university, or technical school in September of the winner's second year of study.

APPLICANT INFORMATION

Name	Date of Birth			
Your phone number _		F	Email	
Address				
State	_ Zip	School Presently	Attending	
Local Unit of Governm	ent where you reside:	Town or Townsh	ip	/ County
Is your small town/tow	nship a member of SD	ATAT?Y	Zes	_No (list at sdtownships.com web site)
Parent's names				
Future Goals				

^{*}You may submit one typed double spaced page with additional information about yourself.

Township Officers Recognized at the Annual Meeting December 3rd at the Sioux Falls Best Western



Eldon Hofer, pictured left is from Hitchcock, SD in Beadle County. Eldon and his wife Alie Boomsma Hofer were present at the awards luncheon in which SDATAT President Leiseth presented Eldon a plaque recognizing him for faithfully serving 60 years as treasurer. He began as treasurer in Fairfield Township in the 1960's and later in Pleasant View Township. Eldon and his wife have raised two sons Todd and Ken and three daughters, Shari Steinheuser, Helene Wedel and Jo Ellen Salmen. Their family includes 24 grand children and 16 great grandchildren. Eldon and Alie have recently celebrated their 60th wedding anniversary



Frances Tschetter, from Huron, has devoted 41 years to Liberty Township in Beadle County as their treasurer. She has worked at the famous Humphry Drug store for 52 years and assisted on the farm with her husband Chester. Together they raised 2 children, Jeff Tschetter and Sara Sides. They are proud of their 4 grand children, 4 step grand children and 10 great grand children.



Milton Haselhorst is from Mansfield, SD, New Hope township in Brown County. He has served as clerk for 43 years. Milton farmed in the area along with his wife Rhonda. He has also held various offices at this church, Trinity Lutheran over the years. His family includes his daughter Danielle and grand daughter Alexis who were all present as Milton was given his recognition plaque.



Scholarship Cade LeBrun



Scholarship Andrew Gustad



Spouses gathered for crafting, speakers & fellowship

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Thank you

Insurance Matters-EMC Insurance Dividend for Members

By Tami Schwebach

On behalf of EMC Insurance Company, I am very happy to report that there has been a dividend paid in the Safety Dividend Program with your SD Association of Towns and Townships and EMC Insurance Company. The dividend for the year running 7/31/2021 to 7/31/2022 was \$105, 594.04. The total dividend paid over the 32 years of the program is \$1,483,999.

Half of the dividend stays with the Association to help with their budgeting and special projects, and half is paid back to the participating small towns and townships. Each individual dividend is based on the insurance premium paid by the member; the more your town or township pays for its insurance, the higher the dividend will be. Larger townships should receive

anywhere from \$200 to \$1,000, while an average township will receive \$35. Most dividends will be shown as a line-item deduction from your dues with the Association; larger dividends will be paid to the town or township by check.

As a refresher for those of you who may not be familiar with the Safety Dividend Program, this is a plan between the SDATAT and EMC Insurance Co. to provide insurance coverage for small towns and townships at a reasonable premium with the prospect of participating in dividends realized from good risk management

practices. At the end of every dividend year (July 31st) EMC reviews the premiums paid by the participating members compared to losses paid and expenses, and if premiums paid are greater, EMC will pay a dividend to the Association. The Association then pays half that dividend back to the participating townships. There is no added cost for your insurance; your town or township just has to be a member of the SDATAT and

carry insurance with EMC Insurance Company.

Since the payment of a dividend is directly tied to claims, your efforts as township boards in practicing good risk management is of utmost importance. I think that you all have been doing an excellent job in keeping your township roads safe, and as a result, there were no PAID claims for accidents on township roads in this dividend year. There were some smaller claims reported, but the townships were not found liable.

These small claims included a driver that hit a pile of gravel that had just been dumped on the road. The gravel

> was dumped right before dark, and the township didn't have time to place any markers or flags. Another claim occurred when a township was spreading gravel. The township had posted road work signs, but a woman came over a hill and hit the gravel. In both these claims, the townships were not liable for the vehicle damage.

Unfortunately, we did have bad weather in South Dakota this year, and the wind and hail storms were hard on township buildings. EMC paid over \$76,000 in wind and hail claims to machine sheds and township halls.

Thank you all for your good risk management and safe practices! Through your hard work in reviewing your signs and monitoring your road conditions, every township officer and every small town official has helped contribute to this dividend, but more importantly, you have helped to keep your roads and communities safe for your residents. Please keep up that good work!



INSURING TOWNS AND TOWNSHIPS

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402 Garfield, Dell Rapids, SD 57022

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Insurance Companies

Safety Dividend Plan Available Through All Employers Mutual Agents



LEGAL INSIGHTS

Annual Meeting Preparation

By John Delzer, Attorney

19553 U.S. Highway 81, Suite 2, Arlington, SD 57212. Phone (605) 983-9900.

Winter 2023 is moving right along, and before we know it the first Tuesday in March will be here. With that date comes the necessity of each Township holding its annual meeting. As there are many veteran township officers that are ending their service to the township and an equal number of new officers taking

their place, it is always a good idea to look at the statutory requirements for your meeting well in advance of the annual meeting. This sample agenda for your township should provide the basic framework for the topics that need to be considered at your meeting: Tuesday, March 7, 2023

SAMPLE AGENDA FOR ANNUAL TOWNSHIP MEETING

- 1. Call to order by Township Clerk (§8-3-6)
 - A. Members present:
 - B. Others present:
 - C. Clerk shall keep minutes (to be filed within two days §8-3-11)
- 2. Preparation for Election of Township Officers (§8-3-6)
 - A. Voters select 3 election judges from registered voters of township
 - B. Voters select moderator
 - C. Judges determine qualifications of voters (8-3-9)
- 3. Moderator states items on agenda (§8-3-10)
 - A. Read prepared agenda
 - B. Ask for any additions to agenda
- 4. Moderator proclaims opening of polls (§8-3-14)
 - A. Nomination of township officers (§8-3-2, 8-3-12, 13, or 13.1) (depending upon size of township)
 - B. Officers elected by ballot (§8-3-16 and 8-3-17)
 - a) Supervisor
 - b) Clerk
 - c) Treasurer
 - C. Close nominations
- 5. Reading and approval of minutes of last annual meeting in 2022

- 6. Submission of Treasurer's Financial Statement (§8-10-29)
 - A. Board's Report Audit of Financial Statement (§8-10-28)
 - B. Treasurer's Annual Financial Report
- 7. Establish Sum to be Raised by Taxes (§8-3-2(2))
 - A. Establish General Tax Levy (Section 10-12-28)
 - B. Establish tax levy for secondary road capital improvement fund (§10-12-28.2) optional
 - C. Establish Fire Protection (§10-12-28.1) and/or Snow Removal Reserve Fund (§31-13-22) optional
- 8. Set Salaries of Township Board (§8-4-8)
 - A. Establish annual salary
 - B. Rate of daily compensation for meetings, inspections, emergency events, etc.
- 9. Ratify and Approve all Board actions for Fiscal Year 2022
- 10. Supervisor report on road maintenance designation §31-13-1, 1.3 and 1.4)
- 11. Weed Control (determine who pays landowner or township (§31-31-5 & 6)
- 12. Purchase of equipment in excess of \$15,000.00 (§8-9-3) (may be done at separate election)
- 13. Voters Designate Depository (§8-10-5) (Only needs to be done if changed)
- 14. Closing of Polls, Ballot Count & Announcement of Election Results
- 15. Adjourn





RAIF...

Reflections on the 1st Year Greg Vavra SDLTAP Program Manager

As year one of the RAIF comes to an end, we have learned many lessons over the first year. Here are some items we need to keep in mind for next year.

Do we have a completed five-year plan?

If we find we have missed a structure in the inventory, make sure you talk to whomever did your inventory so it can be include it in next year's cycle. It must be on the inventory to be eligible. May 31 is the deadline to add additional culverts to the system.

Please keep a copy of the RAIF fact sheet on hand for future reference. Also, please watch for any upcoming legislation which could affect the program.

In 2023 the dates used for the program should be followed closely by the county and townships. All culverts must be inventoried by May 31 each year. You shall submit your 5-year plan by August 31 to the county commission. You shall submit your application by October 31 and the County Commission must award the grant no later than January 15.

Please remember that only projects on full maintenance roads are eligible currently. Work is possibly being done to possibly change this

If you have RAIF questions please feel free to reach out to your association or SDLTAP with any questions you may have with the program.

We will be watching projects as they are completed and using this information to help look for a long term funding source for this program. It is imperative that we work to grow this program and make sure we spend the associated funding so we can continue this program and continue to improve local transportation in South Dakota.

DID YOU KNOW?

Our services are free to townships? We can set up road grader training? We have traffic counters to loan out?

There is so much more SDLTAP can offer!

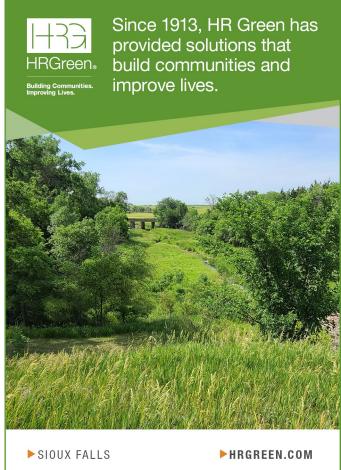
For transportation technical assistance and training needs please call or email SDLTAP for more information

Andrew Peterson

SDLTAP Field Services Manager
605-661-7882 (Cell) 800-422-0129 (Office)

<u>andrew.peterson@sdstate.edu</u> Website: <u>www.sdstate.edu/sdltap</u>









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.....HELP Obtaining UEI Number.....

Beginning April 5, 2022, entities were required to convert their DUNS number to a UEI (Unique Entity Identifier) number when federal funds are involved. This includes township that apply for FEMA grants. In other words, if your township ever intends to file a FEMA claim, this number will be required in order to receive those funds.

This will continue to be a major challenge for most townships to complete this on their own. Why all the problems?

The Federal Government has transitioned from an "out of house' DUNS number to an "in house" UEI number with a precise data matching system to identify credible organizations. The data matching is geared more towards those organizations that provide a service or supply to the Federal Government. Since townships provide neither of those, most townships cannot provide enough information to be verified.

A work around has been created for this problem.

STEP1: Start with sam.gov and attempt to register your township as a new entity. You will be acting as the Administrator for the township.

Administrator Role:

Registering in the SAM portal requires one individual to take on
the administrator role to create a user identity. The role of the
administrator is to verify information and to upload required
documentation. The administrator is typically a Township
Officer who uses their address as the physical address of the
Township. Its important to know tht SAM WILL NOT recognize
pos office box numbers, so a physical address must be used.

Required Documentation:

- Verification of a start up date, as well as documentation that verifies doing business in the Township name is needed.
- Administrators should try their best to have some documentation saved in a pdf format ready to upload. Some Townships do have history archives.
- For those that do not have those pieces, a list of incorporation dates by City and County that verifies the date the Post Office as established, then a Wikipedia listing the Townships in a particular county can satisfy SAM requirements.
- Locate a physical address for the township that meets the physical address registered in SAM.
- Once that information is uploaded into SAM, the system will search its records in SAM for a match. If a match is not found, an incident is created.
- When an incident is created, the documentation nees to be uploaded and labeled. When uploaded, all required categories must be identified in the same document.
 - * Legal Business name and physical address
 - * Legal business name and doing business as name
 - * Legal business name and US state of incorporation
 - * Legal business name and start year

After the documents have been uploaded, type a message in the box below the document upload section. The typed message should be a simple affirmation of what has been uploaded.

Open a new tab and go to fsd.gov and view incidents. Paste the message there in the text box for the incident you have just created.

If there are still problems after these attempts....

STEP 2: Contact one of the (PTAC) Small Business Development Centers and let them know you are working to get your townships UEI number.

West River: Amy Meyer 605 716 0010 East River: Marcella Hurley 605 367 5757

THINGS TO KNOW....

- 1 Once the UEI number is assigned, ti will never have to be renewed. (This is a recent change)
- 2 Because of the complication to obtain this UEI number, it is best to register before any disaster is declared.
- The SD OEM can work through a FEMA claim, but cannot extend payment until obtained.



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Lonnie Heibult 605 360 4958 Sam Wurtz 605 360 2497 Blaine Weippert 605 941 5832





2023

CINDY FOSTER MEMORIAL SCHOLARSHIP

Cindy Foster held a board position with the South Dakota Association of Towns and Townships from 1997 until her death in 2022. Cindy served as president from 2009-2011 and as secretary from 2013-2022. She had a real heart for SDATAT and its people. Cindy was an open book of township knowledge and often called upon by the rest of the board on historical issues. She wore many hats and made her community and this state better because of her commitment to all she served.

Cindy's passion for agriculture and education were evidenced by the many years she served in those arenas. She was active in her community and church. She also was a strong and dedicated advocate for whatever cause or organization she was representing. She brought a positive presence to the room and was passionate about making a difference. She may not have aspired to be noticed, but her wisdom, honesty, character, kindness, industriousness, and fear of the Lord were apparent.

The South Dakota Association of Towns & Townships is accepting nominations for this \$1000 scholarship. The recipient must be a senior high school student who resides in South Dakota, is currently attending a South Dakota public, private, parochial high school or a home school program, and lives in a **township that is a current member of SDATAT.** (A membership list is available on the sdtownships.com website). Graduates of the class of 2023 are eligible to be nominated for this memorial scholarship. The student must use the scholarship for college, university, or vocational school which has a physical presence in South Dakota.

**Township Officers, take time to showcase a deserving senior from your township that represents the character and determination to excellence displayed by Cindy Foster. Your letter of recommendation should describe their character, involvement in community, church, school, and/or any other organization and not focused upon academic GPA.

Describe what areas of interest they are passionate about and their contribution through actions of involvement and dedication. This memorial scholarship will be awarded to a student who exemplifies similar character qualities, level of dedication, and passion for all as Cindy did for so many years.

Name	Address	
County	Township	
Nominated by	Board Position	
Phone number of nominator	Email	
Letters of Recommendati	on should be received at the South Dakota Ass	sociation of Towns and

Please mail letter of recommendation to:

Townships office no later than March 1st, 2023.

SDATAT
Foster Scholarship Nomination
PO Box 903
Huron, SD 57350

South Dakota Association of Towns and Townships PO Box 903 Huron, SD 57350

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