

**WOODBURY COUNTY SECONDARY ROAD DEPARTMENT
POLICY AND PROCEDURE MEMORANDUM**

SUBJECT: Disposal of Used Materials

All used materials shall be disposed of in the following manner. Such material shall have no further use by the department and said disposal shall be approved by the county engineer:

- 1) **Used Culverts:** Used culverts, either corrugated metal or reinforced concrete pipe, removed from road use and determined to be of no use to the road department because of their condition, may be sold to private property owners on a first come first served basis. These culverts may not be installed within county rights of way. Only culverts that have no use for the county as temporary culverts or otherwise serve no purpose for the county may be sold as described herein:
 - Metal Culverts:**
 - a) Culverts that are rusted, but not perforated will be sold at 50% of new cost. Culverts in this condition may be deformed as part of the removal process, may be rusty or heavily scaled, but are not perforated.
 - b) Culverts that are rusted and perforated will be sold at 25% of new cost. Culverts in this condition may be deformed when removed from the road and may have holes in the flow line or walls.
 - c) Culverts that do not sell in a reasonable time period as determined by the county engineer or are so badly perforated or clogged with mud or dirt that they are not useable; may be crushed and sold as scrap steel.
 - Concrete Culverts:**
 - a) Concrete culverts will be sold at 50% of new value. Culverts sold may have broken bells or cracks in the culvert section. Culverts not sold shall be added to county concrete recycling piles and crushed for aggregate.
- 2) **Used Bridge Beams and Guardrail:** Only bridge beams that have no potential for use by the county may be sold to the public. This generally means beams with a section of less than 15" in section depth, regardless of flange width. The price for the used beams will be the weight of the beam times the current price for scrap steel as offered at Sioux City Foundry or another local scrap yard at the time of the sale.

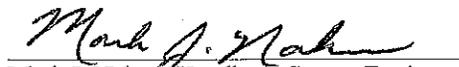
All steel, including, but not limited to, beams and guardrail, collected by the county that remains unsold or is unfit for use may be sold as scrap. Steel will be loaded on county trucks and hauled to the nearest scrap yard. The county employee driving the material to the scrap yard shall receive a check made out to the Woodbury County Secondary Road Department. The check will be returned to the county engineers office and will be deposited to the secondary road fund by the county treasurer.
- 3) **Used Road and Street Signs.** All road and street signs shall either have their blanks be recycled and refaced or be collected and sold as scrap metal. The sign blanks will be hauled by county staff to the nearest local scrap yard which shall issue a check for scrap value payable to the county secondary road department.

- 4) Used Bridge Plank: Bridge plank that no longer have use for the county may be sold to the public. Plank may contain spikes and bent over nails and will be sold "as is" for \$1 per foot.
- 5) Used Sign and Fence Posts. Wood 4" x 4" and 4" x 6" sign posts that are broken and no longer useful for their purchased purpose may be sold to the public. Broken post pieces longer than 6 feet will be sold for \$5 each. Post pieces under 6 feet will be sold for \$3 each. Posts that are not sold will be disposed of as solid waste. Steel posts used for silt fence that are removed at the end of their use for erosion control may be sold for \$1 each. Should the pile of steel posts become excessive and if no buyers are interested in the posts, they may be sold with steel scrap.
- 6) Used Departmental Vehicles and Equipment. All used county vehicles and large equipment shall be either traded in for replacement vehicles or equipment or sold at auction. The department shall obtain permission of the board of supervisors by resolution for all sale of equipment at auction, either the annual county auction or a commercial auction house operation.
- 7) All other county property. All other property including used furniture, tools, used tires and auto parts that are functional and have a sale value will be collected by the department and sold at the annual city auction. Car and truck tires with no value for recapping or broken furniture, tools and other items will be disposed of as solid waste.

Employees may not remove used and/or salvage material without purchase of said items as described in this memo and proper authorization from the county engineer or district maintenance foreman.

APPROVED:


Chairman-Woodbury County Board of Supervisors


Mark J. Nahra, Woodbury County Engineer