

## MINUTES OF THE REGULAR TOWN BOARD MEETING

The Board of Trustees of The Town of Buffalo met at the Town of Buffalo Office at 6:00PM on December 10, 2024. Trustees present: Elizabeth Henderson, Kelcee Vroman, John Klempel, Traci Routier. Employees present: Jaylene Stirling, Dusty Ginsbach. Guests present: Randy Routier, Dillon Glines.

Vice President Henderson called the meeting to order at 6:00PM.

**APPROVAL OF AGENDA:** Motion made by Routier – seconded by Vroman. All approved, motion carried.

**APPROVAL OF BILLS:** Routier made a motion to approve bills – seconded by Klempel. All approved, motion carried.

November Payroll: Board members - \$750, Public Works/Finance Office - \$10,977.33, Attorney - \$953.33, Rec Center Cleaner - \$236.25. Restricted Use Site Attendant - \$1122. SD Retirement System - \$2,467.28. Amazon Capital Services - \$1,186.07 – supplies; Badger Meter - \$255.78 – services; Buffalo Hardware - \$582.74 – supplies; Buffalo Golf Association - \$3,500 – HCCF; DC Inc - \$118.63 – services; Elan Financial Services - \$587.28 – services/supplies; G&O Paper and Supplies - \$21.90 – supplies; Grand Electric Cooperative - \$1989.50 – services; H&L - \$80.69 – supplies; HC Community Foundation - \$750 – overpayment; Intuit QuickBooks - \$217.71 – services; NWSD Regional Landfill - \$3,632.20 – services; Olson Fuels - \$87.11 – supplies; Sarah Sabo - \$41.96 – supplies; SD Dept of Revenue - \$1,556.17 – taxes; SD Municipal League - \$605 – dues services; SDML Workers Compensation Fund - \$8,723 – renewal services; Servall Uniform & Linen Supply - \$138.44 – services; Town of Buffalo - \$82.75 – clinic utilities; USA Bluebook - \$553.55 – services; WRCTC - \$279.16 – services.

**APPROVAL OF MINUTES:** Routier made a motion to approve the minutes from November 12, 2024, John seconded. All approved, motion carried.

**LAW ENFORCEMENT REPORT:** A law enforcement report was available, discussion was held and it is noted that Deputy Williams is providing his contracted hours for the town.

**BAR REPORT/LIQUOR LICENSES:** A bar report was available; discussion was held that Blossoms & Brew Buffalo Bar will need to purchase their own ice machine per their contract.

### **NEW AGENDA ITEMS:**

No public concerns/comments.

**PTO:** HC School PTO contacted the office wondering if they could use the Harding County Memorial Rec Center for roller skating. Vroman made a motion that HC PTO could use the rec center 1 time with the possibility of future use pending floor conditions after the first time, second by Klempel. All approved, motion carried.

**PLANNING & ZONING – PARMELY:** Vroman made a motion to allow Parmley enclosed lean to and enclosed porch with the understanding that he assumes responsibility of the Town of Buffalo right of way, including but not limited to – utilities, snow, etc., second by Routier. All approved, motion carried.

**PLANNING & ZONING – TELLER:** Routier made a motion to approve the 5 ft fence, second by Klempel. All approved, motion carried.

**FIRE DEPARTMENT:** Tabled to January.

**OFFICE HOURS:** Discussion was held, office hours will remain the same. Monday – Thursday 8AM-4PM, Friday 8-11AM. The office will be closed December 23<sup>rd</sup>-25<sup>th</sup> and again January 1<sup>st</sup> for holidays.

NO 3 SALOON OPERATING AGREEMENT/BLOSSOMS & BREW OPERATING AGREEMENT: Routier made a motion to approve the No 3 Operating Agreement, Klempel seconded. All approved, motion carried. The operating agreement for Blossoms & Brew was tabled for December 18<sup>th</sup> at 5PM.

ATTORNEY CONTRACT: Vroman made a motion to approve the resolution for attorney for 2025, Routier second. All approved, motion carried.

STRAY CATS: Discussion was held, and it was noted that if a citizen is feeding stray cats, they are claiming ownership to them and need to follow the animal ordinance which includes keeping animals up to date on vaccines, identification on animals, etc.

OVERTIME/PAY: Discussion was held.

TRAILER SURPLUS: Tabled to January.

FINANCE OFFICER REPORT: Stirling brought some different conferences to the board's attention along with new forms that were made.

PUBLIC WORKS REPORT: None available.

**FOLLOW UP ITEMS:**

REC CENTER: Routier made a motion to approve bids from Glines & Olsons for an HVAC system for heating and cooling, with a cost comparison stipulation and Stirling writing a letter to Grand Electric, Vroman second. All approved, motion carried.

**EXECUTIVE SESSION:** Routier made a motion to go into executive session at 7:26PM regarding SDCL 1-25-21, Vroman second. Henderson declared out of executive session at 8:21PM.

**MISC:**

Vice President Henderson made a motion to adjourn the meeting at 8:22PM. The final meeting of 2024 will be on December 18, 2024 at 5PM at The Town of Buffalo Office.

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Elizabeth Henderson, President

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Jaylene Stirling, Finance Officer