

MINUTES OF THE REGULAR TOWN BOARD MEETING

The Board of Trustees of the Town of Buffalo met at the Town of Buffalo office at 6:00 PM on December 13, 2023. Trustees present were Traci Routier, Elizabeth Henderson, Clifford Claypool and Larry Blankenbaker.

GUESTS: Randy Routier, Ryan Smith, Dusty Ginsbach, Karen Teigen, Kathy Glines, Brandon Westers via phone.

President T. Routier called the meeting to order at 6:00 PM

AGENDA: A motion to approve the agenda was made by Henderson, 2nd Blankenbaker. All approved – motion passed.

MINUTES: A motion made by Routier, 2nd by Claypool, to approve the minutes from the regular board meeting. All approved – motion passed.

BAR REPORT: The City Bar needs some repairs. They have been replacing chairs and fixing the metal chairs when they can. There are plumbing issues that need to be repaired, along with a few lights needing to be replaced and a new ice machine.

LAW ENFORCEMENT REPORT: Deputy Cadet's November log was presented at the meeting.

APPROVAL OF BILLS: Motion made by Henderson, 2nd by Claypool to approve the monthly bills. All approved – motion passed.

November payroll:

Public Works Supervisor, Finance Office -\$11,528.57, Dump attendant -\$974.16, Rec Center Cleaner -\$212.70, Attorney- \$498.66, Officials - \$1,338.21

November Bills:

Amazon – supplies \$191.92; Badger Meter – Fees \$240.35; Buffalo Hardware – supplies, \$568.11; DANR – fees \$350.00; Elan Financial Services – Supplies \$496.43; Grand Electric – utilities \$2985.10; Mandy Morris, CPA – services \$711.00; NWSR Regional Landfill – services \$3082.20; Black Hills Pioneer – publishing \$224.06; Olson Fuels – fuel \$138.82; Ryan Smith – fees \$10.00; Town of Buffalo – clinic utilities \$76.19; Olson Propane – propane \$606.59; Summit Fire Protection -services \$491.00; WRCTC – utilities \$272.92; Servall – services \$751.45; Rapid Rooter – services \$7,851.80.

PUBLIC COMMENTS: none

AGENDA ITEMS:

Elizabeth Wilcox was appointed as the new Finance Officer for the Town of Buffalo.

T. Routier discussed information on the District 10 Annual meeting in Belle Fourche on March 26, 2024.

Glines, Teigen, and Westers via phone requested the amount due for cleanup after the fire at Wester's property on Main St. They were given copies of the bills which showed a balance of

\$2956.92. The Westers have no interest in selling the property. Attorney Ginsbach said a lien could be put on the estate if the balance was not paid.

R. Smith discussed the Lagoon review he received. Copies are available for public review at the office.

Estimates for the Chevy Trailblazer are still in the works. Tabled until next month.

Blossoms & Brew applied for a temporary liquor license for Beef Days on January 5-6. The #3 applied for a temporary liquor license for the Hospital Association appreciation supper January 12th. Motion by Henderson, seconded by Routier. Motion carried.

Discussion of purchasing a dog kennel for large dogs was had. Ryan will get an outdoor kennel for large dogs that are loose in Buffalo.

Ordinance 182 states rates for water and sewer are to increase by 4% each year. This was overlooked in 2023. Starting January 1, 2024, water and sewer rates will increase by 8% and will go back to an increase rate of 4% in 2025. Enterprise funds are to be self-supporting, and currently, the solid waste fund operates on a negative balance. To help this fund become self-supporting, the solid waste rates will increase by 10% starting January 1, 2024. Motion by Henderson, seconded by Blankenbaker. Motion carried.

Planning & Zoning fee increases were discussed. Building permits will remain at \$5, but variance, ordinance, and amendment fees will increase to \$30 starting January 1, 2024. Motion by Claypool, seconded by Henderson. Motion carried.

Discussion was had regarding overdue water bills.

Discussion was had regarding remodeling the town office. It was decided to start with rearrangement of the office.

R. Smith discussed the variance and easement that occurred on the Ander's Sage Street property. It was not done to the State of South Dakota's laws. Discussion was had that the process for planning and zoning will need to be stricter in the future.

T. Routier discussed eliminating Pay Star to handle the online water bills. The current process involves the Finance Officer manually entering payments from this program into the Banyan data program which currently operates the billing and meters. The cost of including online payments in the Banyan program would be \$195/year but would allow an optional electronic billing option also.

Vitalant will be having a blood drive in Buffalo in February 2024 sponsored by the Lions Club. Discussion was had about the rental fee of the rec center. It will be waived due to both entities being non-profit organizations.

Attorney Ginsbach discussed updating ordinances to read that fines will follow the

Attorney Ginsbach's contract will be renewed in January of 2024. Attorney Ginsbach wants the contract to be amended to say 'Appointment' rather than 'Contract.' Motion by Claypool, seconded by Blankenbaker. Motion carried.

FOLLOW UP ITEMS:

Rec Center Repair –Repairs will be taken care of and paid for by the individual at fault.
Cornhole – Sarah Sabo was not present at the meeting, so this will be tabled until next month.

Executive Session: Motion by Claypool, second by Henderson to enter into executive session pursuant to SDCL 1-25-2(1) for personnel at 7:35pm. Motion carried. The board was declared out of executive session at 7:37pm.

MISC:

None.

ADJOURNMENT:

Being no further business, T. Routier declared the meeting adjourned at 7:37 PM. The next regularly scheduled Board Meeting will be January 9, 2024, at 6:00 PM at the Town of Buffalo office.

SIGNED: /s/ Traci Routier
Traci Routier, President

ATTEST: /s/ Elizabeth Wilcox
Elizabeth Wilcox, Finance Officer