

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 May 14, 2024. Trustees present: Larry Blankenbaker, Elizabeth Henderson, Traci Routier, Cliff Claypool. Employees present: Ryan Smith, Dusty Ginsbach, and Jaylene Stirling.

Guests: Randy Routier, Kelcee Vroman

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

AGENDA: A motion to add Dump Attendant before Liquor Licenses and add Community Foundation Checks after Liquor Licenses. A motion to approve was made by Henderson – 2nd by Blankenbaker. All Approved – motion passed.

MINUTES: A motion made by Blankenbaker – 2nd by Henderson to approve the minutes of the Regular Town Board Meeting held on April 9, 2024. All approved – motion passed.

LAW ENFORCEMENT REPORT: Was available for viewing.

BAR REPORT: Was given, Smith reported that Dek Ginsbach reported to him that their walk-in freezer and ice machine were acting up.

NEW AGENDA ITEMS

DUMP ATTENDANT: Baine is no longer working at the dump. Position will be advertised for 2 weeks. Alvin Ruona will be filling in as needed.

LIQUOR LICENSES: Stirling informed the board of the changing laws dealing with liquor licenses coming July 1, 2024. Harding County Chamber of Commerce applied for 5 liquor licenses: June 18, 2024, on 1st St., July 9, 2024, on 1st St., August 6, 2024, on 1st St, September 1, 2024 at the Harding County Memorial Rec Center, August 31-September 2, 2024 at the rodeo grounds. Motion to approve all 5 made by Henderson – Blankenbaker 2nd. All approved – motion passed.

APPROVAL OF BILLS: A motion to approve changing Petty Cash- USPS to buy three months' worth of stamps instead of one was made by Henderson – 2nd by Blankenbaker. All approved – motion passed.

APRIL PAYROLL: Public Works Supervisor/Finance Officer - \$7985.48; Dump Attendant - \$945.66; Rec Center Cleaner - \$161.61; Attorney - \$423.27; Board Members - \$692.65; SDRS - Retirement- \$1,150; EFTPS – Federal Withholding, Medicare, Social Security - \$989.70

MAY BILLS: Amazon -supplies - \$1139.16; Badger Meter -fees- \$245.41; Fisher Sand & Gravel -supplies- \$15,009.05; Glines Electric -repairs- \$1,836.80; Grand Electric -utilities- \$790.81; H&L -supplies- \$26.26; Mandy Morris, CPA -professional fees- \$2891.40; Metzger/Holcomb Animal Clinic -animal- \$100; Midcontinent -fees- \$75; Nations Center News -legals- \$31.01; NWSD Regional Landfill Association -fees- \$6,629.70; Olson Fuels -supplies- \$152.43; SD Municipal League -trainings- \$155; Servall -supplies- \$479.46; Town of Buffalo -clinic utilities- \$82.75; Whites Canyon Motors -service- \$71.40; Town of Buffalo -usps postage- \$612.

COMMUNITY FOUNDATION: Harding County Community Foundation presented a check for \$2,500 to the Town of Buffalo last week, to be paid out to The Senior Center (\$1,500) and Lions

Civic Center (\$1,000). Motion to approve made by Henderson – 2nd by Blankenbaker. All approved – motion passed.

ANNUAL REPORT: Stirling informed the board that The Town of Buffalo was given an extension to get this done due to our books not being up to date. Mandy Morris, CPA will file as soon as she can.

BUDGET: Moved to executive session.

BUDGET SUPPLEMENT – ROAD AND BRIDGE: Ryan reported that costs have basically doubled for everything. 1st reading of Ordinance No. 2024 – 001 was done. Second reading will be in June.

CPA APPROVAL: A motion to approve Mandy Morris, CPA for the current CPA made by Blankenbaker – 2nd by Henderson.

OFFICE: Stirling reported that she has spent \$1,432.78 on updating the office plus another \$1,709.97 for filing cabinets that are functional, totaling \$3,142.75 out of the \$5,000 allowance given. Stirling also reported that she is working on utilizing Banyon and all of its capabilities. Stirling reported that there is a mosquito grant available and asked if we need to apply for that, Smith reported that the Town of Buffalo applies each year. Stirling also reported she will be gone June 11-14 for Human Resources and Finance Officer Training, and again June 18 for Budget Training. A motion to move the June meeting to June 10th at 6PM was made by Blankenbaker – 2nd by Henderson. All approved – motion passed.

SUMMER HELP: Smith reported Slate will not be returning this year, Cohen Smith will be working at \$15.50/hour. A motion to hire seasonal help for the Finance Officer starting at \$15/hour, will advertise for 2 weeks was made by Henderson – 2nd by Claypool. All approved – motion passed.

REC CENTER: Stirling reported that she made a few small changes to the rec center rental form so that deposits can be taken and a spot to choose if they would like their event on the rec calendar on the website. Routier informed the board that Ginsbach reported people have been disrespecting rec property. We will update the cameras. Follow up at June meeting.

WATER SURVEY: Smith reported that 8 people turned in the survey reports for lead and copper.

WATER REVIEW: No major findings.

ANIMAL CLINIC: The date is set for June 4, 2024, from 1-6PM at the Town Shop. Sabo and Stirling will be available, Routier will also be available to help.

BAR LEASE AGREEMENT: tabled for later in meeting.

SURPLUS ITEMS: Stirling brought a list of broken or out of date items. A motion to surplus at no cost and dispose of made by Henderson – 2nd by Blankenbaker. All approved – motion passed.

OVERDUE BILLS/BILL ADJUSTMENTS: Stirling reported on overdue bills and payments that have been made since the last discussion. Plans to notify property owners when renter is 2

months late was discussed. A motion to adopt a utilities application moving forward made by Henderson – 2nd by Routier. All approved – motion passed.

FOLLOW UP ITEMS

BEAUTIFICATION COMMITTEE: Henderson contacted Buffalo Hardware and they will replant these, Smith will get the pots to Buffalo Hardware, Henderson will deliver to businesses that would like them. Limit: 2 per business.

TOWN CLEANUP: Flyers were posted. Stirling will have a list of who needs help.

LAW ENFORCEMENT CONTRACT: Claypool recommends increase. Follow up at the end of the year, prior to contract renewal.

BAR LEASE AGREEMENT: Blossoms & Brew City Bar need to sign a new contract.

EXECUTIVE SESSION

A Motion by Blankenbaker to go into executive session- 2nd by Henderson was made at 7:04PM. The board was declared out of executive session at 7:25PM. Motion to give Stirling 80 hours of vacation starting Monday made by Claypool – motion dies for lack of 2nd. Motion to give Stirling 40 hours of vacation starting now and 40 hours of vacation at 6 months of employment made by Claypool – 2nd by Blankenbaker. All approved – motion passed.

ADJOURNMENT

Being no further business, Routier declared the meeting adjourned at 7:36PM. The next regularly scheduled Town of Buffalo Board Meeting will be June 10, 2024, at 6:00PM at the Town of Buffalo Office.

SIGNED: /s/ Traci Routier
Traci Routier, President

ATTEST: /s/ Jaylene Stirling
Jaylene Stirling, Finance Officer