

## 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 July 9, 2024. Trustees present: Larry Blankenbaker, Elizabeth Henderson, Traci Routier, Kelcee Vroman, Sarah Sabo, Employees present: Jaylene Stirling.

Guests: Greg Voller, Christen Voller, Danny Johnson, Nathan Williams, Brenda Williams, and Heath Page.

President Blankenbaker called the meeting to order at 6:00PM

AGENDA: A motion to approve made by Routier – 2<sup>nd</sup> by Sabo. All approved – motion passed.

APPROVAL OF BILLS: Sabo made a motion to approve July Bills – 2<sup>nd</sup> by Routier. All approved – motion passed.

MAY PAYROLL: Board Members -\$750; Attorney - \$458.33; Rec Center Cleaner - \$148.75; Dump Attendant - \$981.75; Summer Help - \$1872.75; Public Works Supervisor/Finance Officer - \$9583.33; SDRS - \$3,450.

JULY BILLS – Black Hills Pioneer - \$73.70 (ads), Nations Center News - \$101.67 (legals), Mandy Morris, CPA, LLC - \$992 (professional services), Grand Electric - \$2238.08 (electricity), Metering & Technology - \$230.50 (supplies), Badger Meter - \$245.41 (services), Black Hills Chemical - \$1,928.77 (supplies), Olson Fuels - \$217.60 (supplies), Buffalo Hardware - \$1,253.56 (supplies), Nutrien Ag Solutions - \$390 (supplies), H&L - \$11.89 (supplies), Jaylene Stirling - \$352 (training reimbursement), Olson Propane - \$207.64 (propane), Tim W. Olson Construction, Inc - \$10821.50 (roads), SD State Treasurer - \$1,454.69 (sales tax), US Bank - \$12, 573.24 (loan), Town of Buffalo - \$82.75 (clinic utilities), Intuit - \$ 180.54 (services), Joseph Long - \$3,200 (rec center floors), WRCTC - \$273.97 (utilities), Elan Financial Servies - \$510.37 (supplies), SD 811 - \$24.15 (services), Servall - \$138.44 (services).

MINUTES: A motion made by Sabo – 2<sup>nd</sup> by Henderson to approve the minutes of the Regular Town Board Meeting held on June 10, 2024, and the minutes of the Special Board Meeting held on June 17, 2024. All approved – motion passed.

LAW ENFORCEMENT REPORT: Was available for viewing.

BAR REPORT: Bar reports were available from the last two months. The air conditioner is getting fixed by Glines Electric, and it was noted that they need to start replacing high-top chairs. A liquor license was issued for the Harding County Rec Center on July 13, 2024.

FINANCE OFFICER REPORT: Stirling reported on Finance Officer School along with information on the upcoming Audit. She also brought information for a new software program, gWorks, that will be more cost-effective and time saving than our current software. Routier made a motion to move forward with gWorks – Sabo 2<sup>nd</sup>. All approved – motion passed.

### NEW AGENDA ITEMS

PUBLIC CONCERNS/COMMENTS: Vollers brought attention to the board that they bought 303 1<sup>st</sup> St West. They need the water turned on to see if there are leaks on the property but do not understand paying the \$3,000 connection fee since they weren't the ones that didn't pay and had the water turned off. It was agreed to turn their water on for 48 hours to test for leaks and then it will be shut off again. This will be put on the August Agenda for further discussion. Williams informed the board that they bought 512 4<sup>th</sup> St. West and will be turning it into an Airbnb and may want to add another house on the lot. They want to make sure they are doing

things correctly. He asked to look at ordinances and was told to come in anytime and look, Stirling also gave him a Planning & Zoning Packet to look through.

PAGE PROPERTY: Henderson gave a recap of the Planning and Zoning meeting. Page reported that they have already painted the siding. There was discussion about moving the trailer prior to approval. Page reported he had to move fast to get the trailer and had nowhere to place it, but it was not permanently set. Discussion was held on ordinance wording and past occurrences with other residents. Sabo made a motion to approve – Henderson 2<sup>nd</sup>, Sabo – yes, Henderson – yes, Blankenbaker – yes, Vroman – yes, Routier – no. Motion passed.

3<sup>RD</sup> STREET EAST: Pothole have been filled and new gravel has been placed on both 3<sup>rd</sup> St East and Tipperary.

SMITHS AMENDED ADDITION, TRACT U, LOT 6 OF BLK K: Smith had reported to Stirling that he would call Brosz Engineering to start the process to get this made into a street instead of a lot. Will follow up in August.

METER READING FEE: Table to August.

FOOTBALL FIELD PIT: Table to August.

REC CENTER FLOOR: Routier gave a report after she had visited with Longs: They liked the scrubber we rented but will have to get an additional smaller one or different one as they had to do the bathrooms by hand. It was discussed that next year's bid should include all the cost and that bid winner should coordinate everything.

PERSONNEL POLICY MANUAL/NON-DISCLOSURE AGREEMENT: July 22, 2024 @ 3PM was set as a special meeting to discuss these and update.

INSURANCE RECOMMENDATIONS: The old wood playset would need to be taken down and the playground surfacing will need upgraded per SDPAA, the Town of Buffalo's insurance company. The board asked Stirling to look for playground grants. Discussion was held on inflatables and that the SDPAA will not cover them, so they will not be allowed on Town property unless they have a COI on file with the Finance Officer. Discussion was also held about anyone getting liquor license needing a COI per insurance recommendations. Vroman motions to make a new form for Liquor Licenses which will require a COI, 2<sup>nd</sup> by Routier. All approved – motion passed.

Nuisance Properties: There were complaints about a few properties in town needing cleaned up. The board recommended informing property owners to have properties cleaned up by the 19<sup>th</sup> or further action will have to be taken.

## **FOLLOW UP ITEMS**

RECREATION: Table to August after swimming lessons have all taken place.

SPIRIT OF DAKOTA AWARD: The board discussed possible candidates.

CASA FUNDS: Vroman made a motion to not donate this year but reconsider next year – 2<sup>nd</sup> by Routier. All approved – motion passed.

ELECTED OFFICIALS TRAINING: Did not work with anyone's schedule this year, will try to attend next year.

## **EXECUTIVE SESSION**

A motion made by Routier to go into executive session at 8:40PM to discuss personnel, SDCL 1-25-21. Declared out of executive session at 8:51PM.

## **MISC.**

## **ADJOURNMENT**

Being no further business, Blankenbaker declared the meeting adjourned at 8:52PM. The next regularly scheduled Town of Buffalo Board Meeting will be August 13, 2024, at 6:00PM at the Town of Buffalo Office.

SIGNED:           /s/ Larry Blankenbaker  
Larry Blankenbaker, President

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