



APPROVED MINUTES BUFFALO CHIP TOWN BOARD

Regular Meeting  
December 18, 2017 at 8:30 a.m.  
Notice Was Duly Posted at Buffalo Chip Town Hall

**CALL TO ORDER AND ROLL CALL:** Board President Daymon Woodruff called the meeting to order at 8:30 a.m., with the following persons present: Trustee Greg Smith and Finance Officer James Walczak. Trustee Bonnie London and Board President Daymon Woodruff via teleconference, Town Attorney Kent Hagg was not present.

**PLEDGE OF ALLEGIANCE:** Pledge of Allegiance was led by Trustee Greg Smith.

**REVIEW AND APPROVAL OF AGENDA:** Motion by President Woodruff to approve agenda; second by Trustee Smith. Motion passed unanimously.

**REVIEW AND APPROVAL OF MINUTES OF DECEMBER 4, 2017, REGULAR MEETING.**

Motion by Trustee Smith to approve the Regular Meeting Minutes of December 4, 2017; second by Trustee London. Motion passed unanimously.

**FINANCE OFFICER NEW REVENUE REPORT:**

South Dakota Department of Revenue Municipal Tax:

Received Municipal Tax - \$1,782.97 - November 1 – 21, 2017

Received Municipal Tax - \$1.46 - November 21 – 30, 2017

Total New Revenue- \$1,784.43

**APPROVAL OF CLAIMS:**

Meade County Times: \$43.99, Published Meeting Minutes of November 20, 2017

Finance and Administration: \$1,300.00

**Total Claims: \$1,343.99**

Motion by President Woodruff to approve total claims of \$1,343.99 for Finance and Administration and Published Meeting Minutes of November 20, 2017 as presented by the Finance Officer; second by Trustee London. Motion passed unanimously.

**TRUSTEE INPUT:** Due to the New Year's holiday, the next meeting will be on January 2, 2018, instead of January 1, 2018.

1. At the next meeting on January 2, 2018, set a date for elections. Trustee Smith's term is up. The vacancy needs to be published for two consecutive weeks.
2. The salaries for all officers and employees shall be published with the minutes from the first meeting of 2018 Fiscal year.
3. We need to designate the official newspaper for the Town of Buffalo Chip.

**ADJOURN:** Motion to adjourn meeting was made by President Woodruff, seconded by Trustee Smith to adjourn the meeting at 8:42 a.m. Motion passed unanimously.

**Next Meeting: Tuesday, January 2, 2018, 8:30 a.m.**

ATTEST:

James Walczak,  
Town Finance Officer

Signed by Trustee Smith on behalf of  
Town Board President, Daymon Woodruff,