

Proposed Agenda

May 5, 2025

Regular Meeting - Board of Trustees Buffalo Gap Community Center

Part I

Terry Kizer - Trustee
Wendy Ricci - Trustee

Ray Hussey - Trustee
Shelley Harris - Finance Officer

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of May 5, 2025
5. Approval of April 8, 2025, Minutes

Committee Reports

- Finance Officer
 - Beverage License Renewal
- Sanitation Department
- Water Department/Grounds
 - Erin Fagnan (SDDENR)_Jennifer Sietsema (DANR)
- Building Maintenance
- Animal Nuisance Control
- Roads/Alleys
- Park Committee
 - Kim McNemar_Grant update
 - Removal of playground equipment
 - Installation of water hydrant

Old Business

6. Proposal to Open 1st, Cedar, and Popular Streets

Public Comment

Adjourn Meeting for Reorganization

Part II

Oaths of Office

1. Call to Order
2. Roll Call
3. Pledge of Allegiance

Conflicts of Interest for Board Members

New Business

5. Election of Board President
6. Appoint Finance Officer
7. Set Town Newspaper
8. Set Town Bank
9. Set Town Attorney
10. Set Rate of Rental for Auditorium (Community Center) at \$150.00 Plus Tax of \$6.30 (4.2%) plus \$150 cleaning fee.
11. Set Mileage and Per Diem rates as the rates set by the State of South Dakota for government employees for 2025 (DEPARTMENT OF EXECUTIVE MANAGEMENT BUREAU OF FINANCE AND MANAGEMENT dated: April 16, 2024).
12. Authorize Attendance to Attend Job Specific Training Provided by SDML.
 - a. Budget Training, Rapid City, June 18, 2025, Ray, Christine, Travis, and Shelley, Cost Estimate, \$323.00
 - b. Human Resource Training, Pierre, June 10-11, 2025, Shelley, Cost Estimate \$545.30. Christine, Cost Estimate, \$389.20
 - c. Election Board Training, Christine, Pierre, 16-17 July, 2025, Cost Estimate \$414.20
13. RESOLUTION 2025-1, PUBLICATION OF PAYROLL INFORMATION.
14. Set Posting Date, Time, and Location of Agenda and Meeting Minutes. Agenda Posted NLT Thursday at 6PM Prior to Board Meeting. Meeting Minutes Posted and Published in the Newspaper Within 5 Business Days of Board Meeting.
15. Set Maximum Hours for Water and Sanitation and Road and Street Departments (Includes mowing) for the Month of May and June 2025. Hours do not apply to Emergency Services.
16. Establish Employee Reporting Policy.
17. Establish Human Resources Policy, Time Card Policy, and Job Descriptions NLT August 4, 2025.
18. Proposal to Update and Organize all Town Ordinances.
19. Provide Short/Long Term Cost Estimate for Maintenance, Repair, and Vulnerabilities Identified NLT August 4, 2025.
20. Provide Town Road and Street Survey to Begin Road Grading and Street Repair Operations in June 2025.

ADJOURN MEETING

Next Meeting June 2, 2025 at the Community Center.

Agenda items are requested by Tuesday May 27, 2025, 5pm

Oath of Office

Town of Buffalo Gap, County of Custer, State of South Dakota

"I (STATE YOUR NAME) having been appointed to the position of Buffalo Gap Finance Officer, do solemnly swear, or affirm, that I will support, obey, and defend the Constitution of the United States and the Constitution of the State of South Dakota, and that I will discharge the duties of my office to the best of my ability."

Shelley Harris

STATE OF SOUTH DAKOTA
COUNTY OF CUSTER

SWORN to me, this 5th day of May, 2025

Signature

Name:

Title:

Town of Buffalo Gap

REF: SDCL, 3-1-5, 9-14-6, 18-3-1

Oath of Office

Town of Buffalo Gap, County of Custer, State of South Dakota

"I, (STATE YOUR NAME) do solemnly swear, or affirm, that I will support the Constitution of the United States, and the Constitution of the State of South Dakota, and that I will faithfully discharge the duties of Trustee for the Town of Buffalo Gap, Custer County, to the best of my ability."

Christine Wells

STATE OF SOUTH DAKOTA
COUNTY OF CUSTER

SWORN to me, this 5th day of May, 2025

Signature

Name:

Title:

Town of Buffalo Gap

REF: SDCL, 3-1-5, 9-14-6, 18-3-1

Oath of Office

Town of Buffalo Gap, County of Custer, State of South Dakota

“I (STATE YOUR NAME) do solemnly swear, or affirm, that I will support the Constitution of the United States, and the Constitution of the State of South Dakota, and that I will faithfully discharge the duties of Trustee for the Town of Buffalo Gap, Custer County, to the best of my ability.”

Travis Lasseter

STATE OF SOUTH DAKOTA
COUNTY OF CUSTER

SWORN to me, this 5th day of May, 2025

Signature

Name:

Title:

Town of Buffalo Gap

REF: SDCL, 3-1-5, 9-14-6, 18-3-1

RESOLUTION 2025-2

PUBLICATION OF PAYROLL INFORMATION

WHEREAS, the Board of Trustees for the Town of Buffalo Gap, County of Custer, South Dakota resolves to provide a listing of the classification and salaries of Municipal officers and employees for the Town of Buffalo Gap in accordance with SDCL 6-1-10 and SDCL 9-14-28, for the period commencing May 5, 2025;

AND WHEREAS, all employees shall be paid not later than 5 business days after approval from the Board of Trustees;

AND WHEREAS, all salaries and compensation of the Town of Buffalo Gap officer's and employee's names herein shall be as follows;

BOARD OF TRUSTEES Ray Hussey, Christine Wells, and Travis Lasseter	\$60.00 each regular, \$50 each special meeting
FINANCE OFFICER Shelley Harris	\$1190 per month
DATA ENTRY Christine Wells	\$100.00 per month
ROAD MAINTENANCE Steve White and Terry Kizer	\$15.00 per hour, \$22.50 per OT hour
WATER MAINTENANCE Terry Kizer and Zach Parris	\$16.50 per hour, 24.75 per OT hour
WATER MAINTENANCE (CERT) Carrie Zoellick	\$18.50 per hour, 27.75 per OT hour
GROUNDS/MOWING MAINTENANCE Steve White, Tammy White	\$16.00 per hour, \$24.00 per OT hour
ANIMAL CONTROL Margaret Lamont	\$16.00 per hour, \$24.00 per OT hour
EQUIPMENT RATES:	Board approval required

NOW THEREFORE, BE IT RESOLVED that these wages, salaries, and specific services of municipal officers and employees are hereby approved this 5th day of May 2025.

Buffalo Gap Town Board President

Vote:

Trustee Ray Hussey - aye/nay

Trustee Christine Wells - aye/nay

Trustee Travis Lasseter - aye/nay

First Reading: May 5, 2025

Published: _____

ATTEST:

Signature

Name:

Title:

Town of Buffalo Gap

(SEAL)



DEPARTMENT OF EXECUTIVE MANAGEMENT

BUREAU OF FINANCE AND MANAGEMENT

500 East Capitol Ave. • Pierre, South Dakota 57501-5007 • Voice: (605) 773-3411 • Fax: (605) 773-4711

MEMORANDUM

TO: Department Secretaries; Bureau Commissioners; Legislative, Judicial, and Constitutional Officers; Institution Superintendents; and University Presidents

FROM: Morgan Gruebele, Chief Budget Analyst
Bureau of Finance and Management

SUBJECT: Travel Reimbursement Rates for FY2025

DATE: April 16, 2024

Due to the passage of [HB 1060](#) during the 2024 Legislative Session, various travel reimbursement rates will increase on July 1, 2024, including the mileage reimbursement rate, in-state lodging reimbursement rate, and Highway Patrol daily meal allowance rate. By streamlining these rates with federal standards, the state's travel reimbursement rates will be more reflective of the actual costs of travel. Each October 1, the mileage rate and in-state lodging reimbursement rate will update to align with the rates set by the federal government.

A. MILEAGE REIMBURSEMENT

Effective July 1, 2024, the mileage reimbursement rate will increase to be consistent with the mileage reimbursement rate for business set by the Internal Revenue Service (IRS), or \$0.655 per mile. If a state employee elects to use a personal vehicle for state business but an Office of Fleet and Travel Management pool vehicle is available, the mileage reimbursement rate will be set at 45% of the rate set by the IRS, or \$0.295 per mile.

B. IN-STATE LODGING

Effective July 1, 2024, the maximum in-state lodging reimbursement rate will increase to be consistent with the actual cost of in-state lodging, not to exceed the rate set by the [General Service Administration \(GSA\)](#). The standard rate of \$107 per night will apply to travel in all counties in South Dakota, except for those specifically listed by the GSA. The lodging reimbursement rate for out-of-state and out-of-country travel will not change from the current rate of \$175 per night, with an additional \$100 available with excess lodging approval.

Primary Destination	County	Maximum Lodging Rate
Standard Rate	Applies for all locations without specified rates	\$107
Deadwood/Spearfish	Lawrence	October – May: \$107 June – September: \$157
Hot Springs	Fall River/Custer	October – May: \$107 June – September: \$152
Rapid City	Pennington	October – May: \$107 June – August: \$169 September: \$107

C. HIGHWAY PATROL DAILY MEAL ALLOWANCE

Effective July 1, 2024, the daily meal allowance for Highway Patrol Troopers assigned to field duties will increase to \$17 per day.

If you have any questions regarding how these changes will impact your agency, please contact your assigned budget analyst.

Morgan Gruebele, BFM Chief Budget Analyst

cc: University Business Managers, Fiscal Officers

Travel Reimbursement Rates

Effective July 1, 2024

Mileage Reimbursement

[SDCL 3-9](#)

Type	Rate	Comments
High Mileage	\$0.655/mile	Personal vehicle is used AND state motor pool vehicle is not available.
Low Mileage	\$0.295/mile	Personal vehicle is used AND state motor pool vehicle is available.
Special Needs Mileage	\$0.85/mile	Large personal vehicle is used (ex. Van, truck, SUV).
Special Needs Mileage	\$0.655/mile	Personal vehicle is used.

In-State Travel Reimbursement

In-State Lodging

[SDCL 3-9-2](#)

Primary Destination	County	Maximum Lodging Rate + Taxes and Mandatory Fees
Standard Rate	Applies for all locations without specified rate	\$107
Deadwood/Spearfish	Lawrence	October – May: \$107; June – September: \$157
Hot Springs	Fall River/Custer	October – May: \$107; June – September: \$152
Rapid City	Pennington	October – May: \$107; June – August: \$169; September: \$107

In-State Meals

[ARSD 05:01:02:14](#)

Meal	Amount	Leave Before	Arrive After
Breakfast	\$6	5:31 AM	7:59 AM
Lunch	\$14	11:31 AM	12:59 PM
Dinner	\$20	5:31 PM	7:59 PM
Daily Maximum	\$40		

Out-of-State Travel Reimbursement

[ARSD 05:01:02:11](#)

Lodging	\$175 + tax	Additional \$100 available with excess lodging approval.
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Meal	Amount	Leave Before	Arrive After
Breakfast	\$10	5:31 AM	7:59 AM
Lunch	\$18	11:31 AM	12:59 PM
Dinner	\$28	5:31 PM	7:59 PM
Daily Maximum	\$56		

Out-of-Country Travel Reimbursement

[ARSD 05:01:02:10.01](#)

Lodging	\$175 + tax	Additional \$100 available with excess lodging approval.
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Meal	Amount	Leave Before	Arrive After
Breakfast	\$10	5:31 AM	7:59 AM
Lunch	\$21	11:31 AM	12:59 PM
Dinner	\$29	5:31 PM	7:59 PM
Daily Maximum	\$60		