

BUFFALO GAP BOARD OF TRUSTEES
PROPOSED REGULAR MEETING AGENDA
SEPTEMBER 8, 2025 6:00 PM
OLD BANK - BUFFALO GAP

MR. RAY HUSSEY - TRUSTEE, MRS. CHRISTINE WELLS - PRESIDENT, MR.
TRAVIS LASSETER - TRUSTEE, MRS. NICOLE GUERRIERI - FINANCE OFFICER

1. Call to Order.
2. Roll Call and Determination of Quorum.
3. Pledge of Allegiance.
4. Conflict-of-interest Declaration
5. Approval of September 8, 2025 Agenda.
6. Approval of August 4, 2025 Meeting Minutes.

COMMITTEE REPORTS

7. Finance Officer.
 - a. Monthly Expenses & Financials
 - b. Key Control & Credit Card Policies
 - c. Training/Conference Attendance
8. Water and Sanitation Department.
 - a. Update on Water System & Deficiencies
 - b. Report on Water Loss
 - c. Park Yard Hydrant Install
 - d. SCADA System Monitoring Device Installation/New Flow Meter
9. Road and Street/Grounds and Mowing.
 - a. Road Maintenance and Repair Update
 - b. Equipment Maintenance and Repair Update
10. Building Maintenance.
11. Animal Control.
12. Community Center Committee.
 - a. Window Installation
13. Park Committee

14. Board of Trustees.
 - a. Mail Call
 - b. Notice of Meeting Events

OLD BUSINESS

15. Proposal to Open 1st, Cedar, and Popular Streets
 - a. Engineering Survey Pending
 - b. Utility Survey Pending
16. Update and Organize all Town Ordinances.
 - a. Resolution 81 & 94
 - b. Ordinance 2018-02
 - c. Resolution 2019-01
17. Water Construction Phase 2.
18. Water Outage Communications Plan.
19. Opt Out Water Meter Customers.
20. Windcross Conservancy Use of Town Acreage.

NEW BUSINESS

21. ORDINANCE 2025-02 - ORDINANCE TO SUPPLEMENTALLY APPROPRIATE FUNDS - First Reading
22. ORDINANCE 2025-003 - 2026 Budget Appropriations Ordinance - First Reading
23. Third Liquor License

PUBLIC TIME

This is time for citizens to discuss issues or concerns for the town of Buffalo Gap directly to the Board of Trustees. The amount of time for discussion or presentations can be limited by the President of the Board. Individuals shall refrain from discussing personalities. No action will be taken by the Board of Trustees without first being placed on a future agenda.

EXECUTIVE SESSION

Executive Session per SDCL 1-25-2 if needed. Motion to move into Executive Session pursuant to SDCL 1-25-2(1) if required.

ADJOURN MEETING - Next Monthly Meeting is September 8, 2025 at Old Bank due to Labor Day Holiday.

ORDINANCE 2025-02

AN ORDINANCE TO SUPPLEMENTALLY APPROPRIATE FUNDS

Be it ordained by the Board of Trustees for the Town of Buffalo Gap, County of Custer, South Dakota that the following sum is supplementally appropriated to meet the obligations of the municipality and comply with SDCL 9-21-7.

WHEREAS, the Town of Buffalo Gap has received additional funds in the General Fund from contributions and donations that were not anticipated in the annual budget.

WHEREAS, the Town of Buffalo Gap has received additional funds in the General Fund from insurance settlements that were not anticipated in the annual budget.

WHEREAS, the Town of Buffalo Gap has received additional funds in the General Fund from the sale of municipal property that were not anticipated in the annual budget.

WHEREAS, the Town of Buffalo Gap desires to move funds from the Water Improvement Fund aka Water Meter Fund to the Water Fund to be utilized for the benefit of the water system in accordance with Resolution 2019-01.

Source of Funding:

391.03 Sale of Municipal Property	\$	285.60
367 Contributions and Donations from Private Sources	\$	1,052.00
371 Surcharge as Security for Debt	\$ 29,525.00	
391.04 Compensation for Loss or Damage to Capital Assets	\$	2,975.00

Total Appropriations:		\$33,837.60

General Fund

419.2 Government Buildings		
425 Maintenance & Repair	\$	675.00
456 Auditorium		
426 Supplies	\$	1,052.00
452 Park		
411 Salaries	\$	285.60

Water Fund

422.0 Repairs & Maintenance	\$ 23,650.00	
511 Transfer In		\$ 8,175.00

Total Appropriations	\$33,837.60
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Buffalo GapTown Board President

Trustee Ray Hussey - aye/nay

Trustee Christine Wells - aye/nay

Trustee Travis Lasseter - aye/nay

First Reading: September 8, 2025

Second Reading: _____

Published: _____

Posted: _____

Nicole Guerrieri, Finance Officer, Town of Buffalo Gap

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APPROPRIATIONS ORDINANCE NO. 2025-003							
2026 APPROPRIATION ORDINANCE							
Be it ordained by the Municipality of Buffalo Gap that the following sums are appropriated to meet the obligations of the municipality.							
			GENERAL				
			FUND				
Appropriations:							
Governmental Funds							
410	General Government						
	411.1	Governing Board	\$3,635.00				
	411.5	Contingency	\$3,357.66				
413	Elections		\$500.00				
414	Financial Administration						
	414.1	Attorney	\$2,500.00				
	414.2	Finance Office	\$28,000.00				
419	Other						
	419.2	General Government Buildings	\$28,175.00				
420	Public Safety						
	422	Fire					
430	Public Works						
	431	Streets	\$8,200.00				
	432.3	Solid Waste Collection - Garbage	\$16,500.00				
	432.4	Solid Waste Disposal - Rubble Site					
450	Culture-Recreation						
	452	Parks	\$3,000.00				
456	Auditorium						
	456	Community Center	\$8,750.00				
511	Transfers Out						
Total 2025 Appropriations			\$102,617.66				

			GENERAL				
			FUND				
Means of Finance:							
310	Taxes						
	311	Property Taxes	\$38,699.66				
	313	General Use and Sales Tax	\$1,020.00				
320	Licenses and Permits						
	321	Liquor License	\$1,200.00				
330	Intergovernmental Revenue						
	331	Federal Grants					
	334	State Grants					
	335	State Shared Revenue					
		335.1 Bank Franchise Tax	\$210.00				
		335.2 Prorate License Fee					
		335.3 Liquor Tax Reversion					
		335.4 Motor Vehicle Licenses	\$5,600.00				
		335.8 Local Government Highway and Bridge	\$10,100.00				
	338	County Shared Revenue					
		338.1 County Road Tax - 25%					
		338.3 Wheel Tax					
	339	Utilities	\$1,200.00				
340	Charges for Goods and Services						
	344	Sanitation					
		344.1 Refuse Collection Charges	\$24,288.00				
		344.2 Rubble Site Charges					
360	Miscellaneous Revenue						
	361	Investment Earnings	\$300.00				
	362	Rentals					
	369	Miscellaneous					
		369.1 Cable Television Franchise Fees					
		369.8 Donations	\$5,000.00				
		369.9 Other Miscellaneous					
Unassigned Fund Balance (Cash Applied to Budget)			\$15000.00				
Total Means of Finance			\$102,617.66				

PROPRIETARY FUNDS:							
				WATER	WATER	WATER	WATER
			WATER	SURCHARGE	CONSTRUCTION	CONSTRUCTION	SURCHARGE
			FUND	FUND	FUND	FUND PH2	PHASE 2
		Beginning Unrestricted Cash	\$48,000.00	\$27,564.00	\$2,500.00		
		Estimated Revenue	\$43,524.00	\$13,392.00		\$1,314,000.00	\$18,972.00
		Transfer in from General Fund					
		TOTAL AVAILABLE	\$91,524.00	\$40,956.00	\$2,500.00	\$1,314,000.00	\$18,972.00
		Less Appropriations (Expenses)	\$43,524.00				
		ESTIMATED SURPLUS	\$48,000.00	\$40,956.00	\$2,500.00	\$1,314,000.00	\$18,972.00
The Finance Officer is directed to certify \$38,699.66 as the following dollar amount of tax levies made in this ordinance to the County Auditor.							
		President of the Board		Date			

			2023	2024	2025	2026	
REVENUES			GENERAL	GENERAL	GENERAL	GENERAL	
			FUND	FUND	FUND	FUND	
Appropriations:			*actual receipts	Actual receipts	Actual receipts through Jun	Estimate based on prior years	
310	Taxes						
	311	Property Taxes	32,221.68	34,946.90	19,374.24	38,699.66	
	313	General Use and Sales Tax	1,880.17	64.83	23.64	1,020.00	
320	Licenses and Permits						
	321	Liquor License		1,600.00	605.00	1,200.00	
330	Intergovernmental Revenue						
	331	Federal Grants					
	334	State Grants					
	335	State Shared Revenue					
		335.1 Bank Franchise Tax	60.66	218.64		210.00	
		335.2 Prorate License Fee					
		335.3 Liquor Tax Reversion	920	300.00			
		335.4 Motor Vehicle Licenses	6,369.18	5,607.80	1,814.85	5,600.00	
		335.8 Local Government Highway and Bridge	13,702.08	10,108.52	3,207.60	10,100.00	
	338	County Shared Revenue					
		338.1 County Road Tax - 25%	957.47				
		338.3 Wheel Tax	1.00		1.00		
	339	Utilities		1,151.27	613.51	1,200.00	
340	Charges for Goods and Services						
	344	Sanitation					
		344.1 Refuge Collection Charges	26,000.00	20,570.00	10,055.00	24,288.00	
		344.2 Rubble Site Charges					
360	Miscellaneous Revenue						
	361	Investment Earnings	510.00	269.47	132.85	300.00	
	362	Rentals					
	369	Miscellaneous		5,031.02		5,000.00	
		369.1 Cable Televsion Franchise Fees		2,383.00			
		369.8 Donations					
		369.9 Other Miscellaneous					
	399	Sales tax collection		335.11	414.50		
Total Revenues			82,622.24	82,586.56	36,242.19	87,617.66	

				2024	2025	2026	
				GENERAL	GENERAL	GENERAL	
				FUND	FUND	FUND	
EXPENDITURES							
Appropriations:				Actual expenditures	Expenditures thru June	Estimate based on prior years	
Governmental Funds							
410	General Government						
	411.1	Governing Board		\$19,739.64	\$1,680.09	\$3,635.00	
	411.5	Contingency				\$3,357.66	
413	Elections			\$389.33	\$0.00	\$500.00	
414	Financial Administration						
	414.1	Attorney		\$2,419.66	\$867.30	\$2,500.00	
	414.2	Finance Office		\$19,380.86	\$11,617.54	\$28,000.00	
419	Other						
	419.2	General Government Buildings		\$15,869.11	\$3,965.49	\$28,175.00	Upgrade heat and air In town hall bldg
430	Public Works						
	431	Streets		\$3,039.14	\$3,415.86	\$8,200.00	
	432.3	Solid Waste Collection - Garbage		\$15,426.48	\$7,713.24	\$16,500.00	
	432.4	Solid Waste Disposal - Rubble Site					
450	Culture-Recreation						
	452	Parks		\$11.45	\$0.00	\$3,000.00	
456	Auditorium						
	456	Community Center		\$1,215.97	\$2,223.90	\$8,750.00	
511	Transfers Out						
Total Expenditures				\$77,491.64	\$31,483.42	\$102,617.66	
WATER ACCOUNTS							
			WATER	WATER	WATER	WATER	WATER
			FUND	SURCHARGE	CONSTRUCTION	CONSTRUCTION	SURCHARGE
				FUND	FUND	FUND PH2	FUND PH 2
	Beginning Unrestricted Cash		\$48,000.00	\$27,564.00	\$2,500.00		
	Estimated Revenue		\$43,524.00	\$13,392.00		\$1,314,000.00	\$18,972.00
	TOTAL AVAILABLE		\$91,524.00	\$40,956.00	\$2,500.00	\$1,314,000.00	\$18,972.00
	Less Appropriations (Expenses)		\$43,524.00				
	ESTIMATED SURPLUS		\$48,000.00	\$40,956.00	\$2,500.00	\$1,314,000.00	\$18,972.00

2026 WATER FUND BUDGET WORKSHEET			
	Account	Budget	
REVENUE:			
381.01	Metered Water Sales	43,524.00	
Total Water Revenue		43,524.00	
EXPENDITURES:			
411	Contingency	4,199.00	
411	Salaries and Wages	11,850.00	
412.1	Employer Share OASI	1,260.00	
412.2	Employer share Medicare	215.00	
414	Workmen's Compensation		
422	Services and Fees		
423	Publishing		
424	Rentals		
425	Repairs and Maintenance	8,000.00	
426	Supplies and Materials	6,500.00	
427	Travel and Conference	1,500.00	
428	Utilities	4,000.00	
441	Principal	6,000.00	
442	Interest		
499	Reimburse to Customer		
Total Water Expenditures		43,524.00	
511	Transfers Out	0.00	
REVENUE OVER (UNDER) EXPENDITURES		0.00	