

BUFFALO GAP BOARD OF TRUSTEES
PROPOSED REGULAR MEETING AGENDA
JULY 7, 2025 6:00 PM
OLD BANK - BUFFALO GAP

MR. RAY HUSSEY - TRUSTEE, MRS. CHRISTINE WELLS - TRUSTEE, 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 July 7, 2025 Agenda.
6. Approval of June 2, 2025 Meeting Minutes.
7. Approval of June 17, 2025 Meeting Minutes.

COMMITTEE REPORTS

8. Finance Officer.
 - a. Monthly Expenses
 - b. Monthly Financials
 - c. Opening Business Accounts with First Interstate Bank and Maverick
 - d. Ordinance 2026-01 Supplemental Appropriation
9. Water and Sanitation Department.
 - a. Update on Water System
 - b. Update on Water System Deficiencies
 - c. Report on Water Loss
 - d. Park Yard Hydrant Install
 - e. Operator Certification Training - Basic Water Treatment OCT 7-9 and Water Distribution DEC 2-4
10. Road and Street/Grounds and Mowing.
 - a. Gravel at Community Center
 - b. Road Maintenance and Repair Update
 - c. Equipment Maintenance and Repair Update
 - d. Movement of Stones to 2nd and Cedar
11. Building Maintenance.

- a. Broken Glass at Woodman Hall
- b. Sofas, Wire, etc. Behind Old Fire Building

12. Animal Control.

13. Community Center Committee.

- a. Remaining Windows on Order
- b. Window Installation Date
- c. Backup generator maintenance at Auditorium (Community Center)

14. Park Committee - Removal of Playground Equipment

15. Board of Trustees.

- a. Mail Call
- b. Notice of Meeting Events

OLD BUSINESS

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

- a. Initiate Engineering Survey
- b. Initiate Utility Survey

17. Update and Organize all Town Ordinances.

18. Water Construction Phase 2.

19. Water Outage Communications Plan.

20. Opt Out Water Meter Customers.

21. Windcross Conservancy Use of Town Acreage.

NEW BUSINESS

22. Key Control Policy.

23. Credit Card Policy.

24. CDL and Heavy Equipment Pay Rates.

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 Meeting(s) July 8, 2025 at Old Bank - Public Hearing on Budget, August 4, 2025 at Old Bank - Monthly Meeting.

Notice Publish Date:
Wednesday, June 11, 2025

Notice Content

TOWN OF

BUFFALO GAP

MEETING MINUTES

Meeting Call to Order on June 2, 2025, 6:02pm at the Old Bank Bldg Buffalo Gap, SD. Roll Call. Absent-Hussey; Wells, Lasseter & Harris Present. Pledge of Allegiance. No conflict-of-interests declared. All motions are consider unanimous unless noted. June 2, 2025 Agenda was amended to correct language from Public Time to Public Comment, Adds: Black Hills Wildfire Safety and Prevention Update, Annual 2026 Budget receive public input, Drinking Water Report. Motion-Lasseter, second-wells. Approval of May 5, 2025 Meeting Minutes, motion-Lasseter, second-Wells. COMMITTEE REPORTS: Finance Officer: ACH DOR 83.40;DOR (#10448) \$150.00;DOR(#10449) \$150.00; Winwater (#10454) 48.97;Hawkins(#10453) 306.51;ACH BHE \$1264.67; Cheyenne(#10450) \$1285.54; DOL(#10451) \$200.00;FRWUD(#10452) \$253.50;Ray Hussey(#10455) \$60;Travis Lasseter(#10456) \$60;Christine Wells (#10457) \$234.31;Shelley Harris(#10458) \$1098.97; Christine Wells(#10459) \$92.35; Steve White (#10460) \$302.91;Tammy White(#10461) \$506.08;Carrie Zoellick(#10462) \$1081.88;ACH Verizon \$40.01;ACH USDA \$483;ACH Sec Chg \$2;ACH Golden West \$108.42;Water Acct Charge Offs \$2,007.40, motion-Wells, second-Lasseter. Water & Sant Dept. Significant water loss occurred in the past month, leak was detected and repaired by Mainline Construction under warranty. Meter pit stop at Old Bank will be secured - employee will place a barrier to protect the meter pit. Presented the board with a cost estimate for additional system components for the well pump house to ensure monitoring and alerts are relayed timely to the water operator. Board voted to hold a special meeting to review the components and cost estimate, June 17, 2025, 6PM. Road & Street/Grounds & Mowing. Update received for needed maintenance and repair of equipment. Roads were graded. A citizen offered to assist the roads & streets on an as needed basis. Building Maint-no reports. Animal Control-no reports. Community Center-no reports. Park Committee. Presented and signed a thank you letter to Black Hills Energy for replacing the electrical line that was identified as a risk by the insurance company. Playground equip may be removed in the near future. Board of Trustees. Mail Call - Citizens send emails/text messages to thank the road & streets for grading the roads. Finance Officer Vacancy, two interviews to be conducted Friday June 6, 2025. Notice of Meeting Events published. Update on Black Hills Wildfire Safety and Prevention. Receive input from public on the Annual 2026 Budget, date to be determined. Drinking water report will be mailed with May water invoices. OLD BUSINESS. Proposal to Open 1st, Cedar, and Popular Streets. Initiate Engineering Survey, motion-Wells, second-Lasseter. Initiate Utility Survey, motion-Wells, second-Lasseter. Update and Organize all Town Ordinances. Ordinances and resolutionsconsolidated and available for public view at the town office. A review will begin to identify ordinances or resolutions that need to be updated. NEW BUSINESS. Water Construction Phase 2-Briefing by Helms Project Manager, Brandon Smid. Board received the contract from review and signature. Phase 2 scope is to replace cast iron

on Walnut Street 4th to 1st Street, Cedar & 2nd Streets. Set Town Attorney Jacob Stewart of Gunderson, Palmer, Nelson, Ashmore, motion-Wells, second-Lasseter. Resolution 2025-5 - Supplemental Appropriations first reading, motion- Lasseter, second-Wells. Public Hearing for Opt Out Meter Customers - June 17, 2025 at 6pm Old Bank. Motion-Lasseter, second-Wells. Procedures for Notifying Customers of Water Shut Off. Continue discussion to develop a communication plan. Water Works Maintenance List. Water Dept contact rural water to assist with top three deficiencies, motion-Wells, second-Lasseter. Windcross Conservancy Use of Town Acreage. Continue discussion with land owner; land owner states a fence will be installed soon to ensure access to the well pump house. PUBLIC COMMENTS: Citizen requested assistance with the Buffalo Gap Blowout July 11-12, contact Custer County to close Main Street for the parade on Jul 12. No Executive Session. Meeting Adjourned 7:24pm, Next Meeting July 7, 2025, Old Bank Bldg. Special Meeting Jun 17, 6:00pm. Minutes Unapproved

Christine Wells, President

ATTEST:

Shelley Harris, Finance Officer

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Notice Publish Date:

Wednesday, June 25, 2025

Notice Content

TOWN OF

BUFFALO GAP

Special Meeting Minutes

Meeting was called to Order on June 17, 2025, 6:00pm at the Town Hall, Buffalo Gap, SD. Roll Call/Determination of Quorum. Hussey, Wells, Lasseter & Harris - Present.

Pledge of Allegiance. Review & Sign Engineering Contract from Helms, Hussey motion, Lasseter moved. Town Water System and Maintenance Plan - board approved to accept bid proposal to upgrade well house pump system from Dakota Pump for the amount of \$15,355.48, funding is available. Hussey motion, Lasseter moved. Resolution 2025-06, Agreement for Services read, Hussey motion, Lasseter moved. Nicole Guerrieri was sworn in to accept the duties of the Finance Officer. Todd Heck was appointment as the water operator, Lasseter motion, Hussey moved. Public Hearing for Water Meter Customers with opt out meter. Board discussed mailing a survey to opt out customers to receive an official decision to install a new meter and accept to pay non-user fees or terminate services. Public comment received to send the surveys certified mail due to ensure prompt delivery of the surveys. Lasseter motion, Hussey moved. Other business - pay bills not presented at monthly town hall. ACH Golden West \$108.42; IRS (#10463) \$450.19; Middle J Repair (#10464) \$3521; SHP (#10465) \$518.42; Fire Protection(#10466) \$647.25; Christine Wells (#10467) \$254.66; Terry Kizer (#10468) \$60; Wendy Ricci (#10469) \$60; Carrie Zoellick (#10470) \$149.14. Lasseter motion, Wells moved - Hussey refuse motion - no vote. Public comments - None. Meeting adjourned at 7:01pm. Christine Wells, President; ATTEST: Nikki Guerrieri, Finance Officer

Published once at the approximate cost of \$17.73 and may be viewed free of charge at sdpublicnotices.com.

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Back

ORDINANCE 2025-01

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.

Source of Funding:

367 Contributions and Donations \$4,269.00

Total Appropriations: \$4,269.00

General Fund
=====

456 Auditorium	
426 Supplies	\$4,269.00

=====

NOW THEREFORE, BE IT ORDAINED that the following supplemental appropriations be made to the General Fund for fiscal year 2025 and that the movement of funds are hereby approved this 7th day of July 2025.

Buffalo GapTown Board President

Vote:

Trustee Ray Hussey - aye/nay

Trustee Christine Wells - aye/nay

Trustee Travis Lasseter - aye/nay

First Reading: July 7, 2025

Second Reading: _____

Published: _____

Posted: _____

ATTEST:

Nicole Guerrieri, Finance Officer, Town of Buffalo Gap

(SEAL)

TOWN OF BUFFALO GAP

PO Box 295, Buffalo Gap, SD 57722

KEY CONTROL POLICY

PURPOSE: The Town of Buffalo Gap employee key control policy is established for the purpose of promoting a secure environment and for maintaining a comprehensive system to efficiently manage the dissemination of keys throughout various departments of town facilities. Individuals may be authorized to receive keys to conduct their work while limiting access where appropriate so as not to compromise security. It is necessary to maintain key control to uphold the integrity of office and building security. This policy describes the procedures by which control, dissemination, use, possession, and collection of keys to town facilities will be managed.

POLICY: All keys to all buildings will be controlled by the Finance Officer. Keys will be permanently issued only to those who require full time access to perform their official town duties or as approved by the Board of Trustees. Temporary issuance is allowable based on specific procedures outlined below. Employees are not allowed to copy or allow the copy of their issued key nor to lend their key to anyone on a temporary basis. Only the Finance Officer and the President of The Board of Trustees will maintain the key code to the Finance Officer's office. The key code will be changed yearly after a new president is elected to the Board of Trustees.

PROCEDURES:

1. Keys for distribution will be inventoried and stored in a locked cabinet or container in the Finance Officer's office.
2. Keys in the key cabinet or container will be inventoried every 3 months by the Finance Officer.
3. Employee keys will be inventoried on a yearly basis at the first board of trustees meeting of the new year.
3. Keys issued are considered town property and may be retrieved by the Finance Officer or a board member at any time.
4. An employee who loses their issued key(s) will be responsible for paying to replace the key.
5. Employees will sign for their key(s).

6. Temporary key issuance. If a key must be issued on a temporary basis, a return date will be established. If the return date is missed, the individual will lose the privilege of signing out a temporary key for one year.

POLICY EFFECTIVE DATE:

This policy is effective immediately and will remain in effect until updated or rescinded.

Mrs. Christine Wells
President
Board of Trustees

Mrs. Nicole Guerrieri
Finance Officer
Town of Buffalo Gap

UPDATED AND APPROVED ON: _____

Employee Key Agreement Form

Key Policy

Δ I understand key(s) issued are the responsibility of employee, and not subject for loan to a third party.

Δ I understand an administrative fee will be assessed for any lost or stolen keys to cover re-keying/re-stocking expense. Fee is payable to the Town of Buffalo Gap.

Δ I understand I am required to return all keys to the Finance Officer and sign the key return portion of this agreement form prior to receiving my last paycheck.

Δ I understand that if I do not return my key before getting my last paycheck, that I am responsible for the cost to replace the lock and all keys necessary. **I hereby consent to have this amount deducted from my last paycheck.**

LIST KEYS HERE: _____

LIST KEYS HERE: _____

LIST KEYS HERE: _____

Key check-out

Date: _____

Last: _____ First: _____

I acknowledge that I am aware of and understand the above key policy and agree to its contents.

Employee Signature: _____

Finance Officer Initials: _____

Key Return (Finance Officer Signature below signifies all keys were returned or paid for)

Date: _____

Employee Signature: _____

Finance Officer Signature: _____

TOWN OF BUFFALO GAP

PO Box 295, Buffalo Gap, SD 57722

CREDIT CARD POLICY

PURPOSE: The Town of Buffalo Gap credit card policy is established for the purpose of ensuring responsible, transparent, and accountable use of municipal credit cards for authorized purchases related to town operations. This policy outlines the roles and responsibilities of the Board of Trustees, the Finance Officer, and employees, ensuring compliance with municipal regulations and safeguarding public funds.

POLICY: This policy applies to all municipal employees, officials, or authorized individuals issued a municipal credit card or allowed to use one for town-related purchases. Credit cards will be controlled by the Finance Officer and approved by the Board of Trustees. All employees must adhere to the General and Specific guidelines identified in this policy. Employees must sign the Employee Acknowledgement Form and provide a Municipal Voucher for Payment to the Finance Officer after making purchases.

PROCEDURES:

General Guidelines

1. Authorized Use.
 - a. Municipal credit cards are to be used exclusively for official town business. Purchase must be directly related to goods and services required and approved for the support of municipal operations.
 - b. Personal use of municipal credit cards is strictly prohibited, even if the employee intends to reimburse the town.
 - c. Unauthorized or personal use may result in disciplinary action, including termination, repayment of unauthorized charges, and potential legal action.
2. Card Issuance and Limits.
 - a. Credit cards may be issued to employees or officials as approved by the Board of Trustees.

- b. Each card will have a specific credit limit, determined by the Board of Trustees based on the cardholder's role and anticipated needs.
 - c. Cards will be issued in the name of the Town of Buffalo Gap, with the employee's name listed as an authorized user, where applicable.
- 3. Safekeeping and Reporting.
 - a. Cardholders are responsible for the safekeeping of the credit card in their possession and must immediately report any lost or stolen card to the Finance Officer.
 - b. Cardholders are not authorized to share card information.
- 4. Recordkeeping.
 - a. All credit card transactions must be supported by itemized receipts and documentation specifying the purpose of the expenditure.
 - b. Cardholders must submit receipts and a completed Municipal Voucher for Payment (provided by the Finance Officer) within five (5) business days of the transaction.

Responsibilities

1. Board of Trustees. The Board of Trustees is responsible for the oversight and governance of the municipal credit card program:
 - a. Approval of Policy: Approve and periodically review this Credit Card Policy to ensure it meets the town's needs and complies with applicable laws.
 - b. Card Issuance and Limits: Authorize the issuance of credit cards and establish credit limits for each cardholder based on operational needs.
 - c. Oversight: Review monthly credit card statements and reports prepared by the Finance Officer to ensure compliance with this policy.
 - d. Disciplinary Action: Address violations of this policy, including determining consequences for misuse, in accordance with municipal ordinances and state law.
 - e. Budget Oversight: Ensure credit card expenditures align with the approved municipal budget.
2. Finance Officer. The Finance Officer is responsible for the maintenance, administration, and monitoring of the credit card program:

- a. Card Management: Temporarily issue credit cards to authorized employees for approved purchases and maintain a record of all issued cards, including cardholder names and credit limits.
 - b. Transaction Review: Reconcile monthly credit card statements with submitted receipts and Municipal Voucher for Payment to verify the services or materials have been received.
 - c. Reporting: Provide the Board of Trustees with a monthly report summarizing credit card activity, including total expenditures and any discrepancies. The use of the towns credit card does not relieve the Finance Officer of listing and publishing each town expenditure during monthly meeting of the Board of Trustees.
 - d. Compliance: Ensure all transactions comply with this policy, municipal ordinances, and South Dakota state laws regarding public funds.
 - e. Training: Provide training to cardholders on the proper use of municipal credit cards and the requirements of this policy.
 - f. Issue Resolution: Investigate and report any suspected misuse or fraudulent activity to the Board of Trustees immediately.
3. Employees/Cardholders. Employees authorized to use the towns credit card are responsible for:
- a. Proper Use: Using the credit card only for authorized municipal purchases and adhering to all policy guidelines.
 - b. Documentation: Submitting itemized receipts and Municipal Voucher for Payment for all transactions within five (5) business days.
 - c. Safekeeping: Protecting the credit card from loss, theft, or unauthorized use and reporting any issues immediately to the Finance Officer.
 - d. Compliance: Ensure purchases are approved by the Finance Officer or Board of Trustees.

Prohibited Uses

Municipal credit cards may not be used for:

1. Personal expenses, regardless of intent to reimburse.
2. Cash advances or ATM withdrawals.
3. Purchases exceeding the cardholder's credit limit or the approved municipal budget.
4. Alcohol, tobacco, or other non-essential items.
5. Gifts, donations, or contributions of any kind.
6. Any expenditure prohibited by South Dakota state law or municipal ordinances.

Violations and Consequences

1. Investigation: Suspected misuse of a municipal credit card will be investigated by the Finance Officer, with findings reported to the Board of Trustees.
2. Disciplinary Action: Violations may result in suspension or revocation of credit card privileges, repayment of unauthorized charges, disciplinary action (up to and including termination), and/or legal action.
3. Fraud Reporting: Suspected fraudulent activity will be reported to the appropriate authorities, including the South Dakota Division of Criminal Investigation.

POLICY EFFECTIVE DATE:

This policy is effective immediately and will remain in effect until updated or rescinded.

Mrs. Christine Wells
President
Board of Trustees

Mrs. Nicole Guerrieri
Finance Officer
Town of Buffalo Gap

UPDATED AND APPROVED ON:

Attachment 1, Employee Acknowledgement Form
Attachment 2, Municipal Voucher for Payment

Employee Acknowledgement Form

Town of Buffalo Gap Credit Card Policy Acknowledgment

I, _____, acknowledge that I have received, read, and understand the Town of Buffalo Gap Credit Card Policy. I agree to comply with all provisions outlined in the policy, including but not limited to:

- Using the municipal credit card solely for authorized town business.
- Retaining and submitting itemized receipts and a completed Municipal Voucher for Payment within five (5) business days of any transaction.
- Safeguarding the credit card and reporting any loss or theft immediately.

I understand that failure to comply with the Credit Card Policy may result in disciplinary action, including suspension or revocation of credit card privileges, repayment of unauthorized charges, termination of employment, and/or legal action.

Employee Signature: _____

Date: _____

Received by (Finance Officer): _____

Date: _____

[illegible]