

OFFICIAL MINUTES OF THE REGULAR TOWN BOARD MEETING

The Board of Trustees of the Town of Buffalo met at the Harding County Memorial Recreation Center at 6:00PM on July 7, 2025. Trustee's Present: Elizabeth Henderson, John Klempel, Brandon Schleuning, Jason Lindholm, Doris Dagman, Tex Lermeny. Employee's present: Jaylene Stirling, Ryan Smith, Dusty Ginsbach. Guest's present: Derek Bierschbach, Matt Mickley, Stephanie Smith, Sue Klempel, Nathan Williams.

Vice President Henderson called the meeting to order at 6:00PM.

APPROVAL OF AGENDA: Klempel made a motion to approve the agenda, Schleuning second. All approved, motion carried.

APPROVAL OF BILLS:

Amazon Capital Services	Supplies	\$747.69
Badger Meter	Service for June 2025	\$256.76
Buffalo Hardware	Supplies	\$863.30
SD Dept of Ag & Nat. Res.	DANR fees	\$180.00
Elan Financial Services	Supplies	\$1,338.14
G & O Paper and Supplies	Copy paper	\$70.20
Glines Electric LLC	Repairs	\$798.65
Grand Electric Cooperative	Utilities	\$2,237.12
H & L	Supplies	\$34.73
Harding County	Deputy Contract	\$10,750.00
Harding County 4H Rodeo	Donation	\$50.00
Harding County Summer Rec	Swim lesson reimburse	\$450.00
Hett Plumbing	Repairs	\$517.49
Jaylene Stirling	Budget training reimburse	\$419.48
Mandy Morris CPA	Services	\$ 100.00
Metering & Technology Sol.	Water supplies	\$3,826.88
NWSD Regional Landfill	Restricted Use Site Fees	\$4,394.80
Nations Center News	Legals	\$72.51
Olson Fuels	Gas	\$85.56
Olson Propane	Propane	\$1,093.30
Olson Propane	Propane	\$1,157.18
Scott Sears	Work at Restricted Use Site	\$120.00
SD Municipal League	Elected Officials training - Doris	\$100.00
SD Municipal League	Budget Training - John	\$48.00
SD Retirement System	Employee retirement	\$223.27
Town of Buffalo	Clinic/Bar utilities	\$319.42
West River Cooperative	Utilities	\$279.93
SD Retirement System	Employee retirement	\$1,437.98
SD Retirement System	Employee retirement	\$1,416.46

United States Postal Service	5 rolls of stamps	\$365.00
SD Department of Revenue	Sales tax	\$743.21
Metzger-Holcomb Animal Clinic	Vaccines - small animal clinic	\$1,394.00

Klempel made a motion to approve the bills, Schleuning second. All approved, motion carried.

APPROVAL OF MINUTES: Schleuning made a motion to approve the minutes from June 9, 2025 and special meeting minutes from July 2, 2025. Klempel second, all approved, motion carried.

SIDEWALKS: Stirling gave an update that she and Camie with Brosz have applied for the SS4A grant, and she will be following up with Brosz and Black Hills Council for Local Governments.

THANK YOU AND OATH OF OFFICE: Stirling thanked Henderson for her years of dedication to the Town of Buffalo, Henderson thanked the board and let them know she will be available for questions as needed. John Klempel, Brandon Schleuning, Doris Dagman, and Jason Lindholm read their Oath of Office as a Trustee for the Town of Buffalo.

PRESIDENT/VICE PRESIDENT: Lindholm made a motion to appoint Klempel as President, Schleuning second. All approved, motion carried. Klempel made a motion to appoint Dagman as Vice President, Schleuning second. All approved, motion carried.

PUBLIC CONCERNS/COMMENTS: None.

APPOINTMENT: Tex Lermeney read his Oath of Office and was appointed as a Trustee.

2024 AUDIT: Mickley presented the 2024 Audit and held discussion on what was found. He explained the statement of activities in detail and went over the findings. Material weaknesses included:

Internal Controls Related to Drafting Financial Statements – Standard finding in towns of this size as there is not a CPA to do the financial statements.

Internal Controls Related to Segregation of Duties – Standard, but very happy the town has hired a Deputy Finance Officer and that should go away next year as long as there is good separation of duties and consistency.

Internal Controls Related to Statutory Compliance – The 2024 Budget was not published or fixed by ordinance, recommended that board become more familiar with State statutes.

Internal Controls Related to Utility Rates – Board approved rates were not correctly entered into billing system, this has been fixed and recommended to have internal audit of customer accounts.

Mickley commended Stirling on her willingness to ask questions and learn more about Governmental Accounting. He recommended that Stirling and the Deputy Finance Officer attend training courses to further their knowledge and advised keeping Mandy Morris, CPA, to help with the audit and other financials as needed, especially with the new software. Roll call vote to approve Audit: Lindholm – aye, Dagman – aye, Schleuning – aye, Lermeney – aye, Klempel -aye. All approved.

WRCTC EASEMENT: Ginsbach advised on this, discussion was held. Lermeney made a motion to approve and appoint Dagman to sign the Easement, Lindholm seconded the motion. All in favor, motion carried.

OPEN MEETING LAWS: Stirling read through the pamphlet Conducting the Public's Business in Public, A guide to South Dakota's Open Meetings Laws. Ginsbach and Stirling discussed the importance of these with the board.

PERSONNEL POLICY MANUAL: Stirling gave out a copy of the updated personnel policy manual and informed the board that all changes and questions were highlighted in gray. She encourages them to read through the entire

thing, take notes and be ready to go through them at the next meeting. No action was taken, and Klempel tabled the policy manual to the August meeting.

LAW ENFORCEMENT REPORT: Deputy Williams provided a deputy log and informed the board that he has been dealing with a lot of dogs lately and wanted clarification on animal ordinance. The board asked him to continue patrolling for speeding and jake brakes. He has completed training but must retake the EVOC course in September.

BAR REPORT/LIQUOR LICENCES: Stirling presented a bar report that just had a complaint of sewer smell, Smith will follow up with Hett Plumbing. The AC is working, and they do have swamp coolers in case it breaks down again.

HC MEMORIAL REC REPORT: Stirling reported that there has been discussion about holding glow in the dark pickleball tournament during Labor Day. Discussion was held on the floor cleaner, Smith cleaned and adjusted, and it seems to be working again, tabled getting a new one. Discussion was held on the air conditioner; the gym side is waiting for a transformer still. There was discussion on getting thermostats that can be controlled from your phone to put in the kitchen side as well for adjusting the heat and ac when building is rented, recommended to bring a swamp cooler to rec center for now.

PUBLIC WORKS REPORT: Smith informed the board that Waddington's have been stuck in North Dakota but should be back in the next couple of weeks to finish cleaning up the tree that had fallen. The dump inspection took place, and he pulled 18 railroad ties out of the pit and will need to start figuring out what to do with all the tires that have accumulated. Smith will start spraying for mosquitoes tomorrow if the weather permits as there are many factors that he must consider when spraying. Smith presented the cost for the meter at the new school and asked to have it added to the budget for 2026. Smith also noted that he had a written complaint and will be purchasing a light for vehicles, it was suggested that he use his flashers as well.

FINANCE OFFICER REPORT: Stirling gave the new board a list of dates to know. She asked to schedule a budget meeting, it was scheduled for August 18, 2025, at 6PM at the Town of Buffalo Municipal Office. Schleuning voted to nominate Linda Paulson for the Spirit of South Dakota Award, Lindholm seconded, all in favor motion carried. Stirling discussed complaints she had on a few different properties and was advised to send notices to property owners and tenants via mail and/or deputy. Stirling also discussed past due bills and was advised to shut off as ordinance reads. She was also advised that she could share events in town on the town Facebook page.

MISC.: Ginsbach wanted to advise the board that while they are reviewing the policy manual, they need to narrow down Smith's job title as it is multiple different ways, he also explained the differences in appointed vs employed vs contracted.

Schleuning made a motion to adjourn the meeting at 8:01PM, Dagman seconded. All approved. Motion carried.

The next Board of Trustees of the Town of Buffalo meeting will be held on August 12, 2025, at 6PM at the Harding County Memorial Recreation Center.

Signed: _____
John Klempel, President

Attest: _____
Jaylene Stirling, Finance Officer

seal