

**City of Hot Springs Administrative and Finance Committee Minutes**

1:00 p.m. Meeting

January 8, 2024

Mueller Civic Center, 801 S. 6<sup>th</sup> St.

Hot Springs, SD 57747



**Roll Call 1:00p.m.**

**Present were: Misty Summers Walton, Malisa Niles, Bob Nelson Jr, Debra Johnston, Hal Glanville, J.R. Huddleston**

**Old Business**

1. Ongoing review/discussion related to costs associated with the water and sewer replacement, suspended sidewalk & other road related projects

**14<sup>th</sup> draw request went out on our grant. There is roughly \$37,000 remaining to draw from the grant.**

2. Continued discussion, possible sale of land owned by the City;
  - a. 4.14 acres adjacent to the Simon quarry near Evergreen Cemetery-General Gov't-surplus

**City Administrator will set up meeting with Simon.**

- b. 7 +/- acres north of Haden's property in Hot Brook Canyon-Water-re-plat and only offer for buildable piece for sale-secure water line easement surplus-Tracy B?

**City Administrator will request to locate waterline for verification and look into drafting easement.**

3. PD background checks-process, costs, reasons-Only allowed to do pre-employment checks-review attorney opinion

**Likely not able to conduct background checks per Attorney opinion. Remove from Agenda**

**New Business**

1. Mayor items

**None**

2. City Administrator items

**None**

3. Monthly Finance Officer report review

**Reviewed at Jan 2<sup>nd</sup> City Council meeting**

4. Committee member items

**None**

5. Request from Cemetery Board to amend cemetery ordinance—address grave digging services-review draft

**Ordinance 1253 first reading 1-16-24**

6. Remove mandatory retirement age from administration ordinance-review draft  
**Ordinance 1254 first reading 1-16-24**
7. Review repayment of expenses training/certification & clothing/equipment document  
**Reviewed form, drafted into policy.**
8. Update of job descriptions  
**Reviewed and discussed, working on small revisions-No significant changes**
9. Review and discuss rough draft of resolution addressing how and when city personnel, equipment & materials are used by others  
**Reviewed and discussed. Will review with Dept. Heads and implement form in new hire onboarding process.**
10. Update on Dispatch Agreement progress  
**City to continue discussions with FRC Commissioners. Involve Public Safety Committee.**
11. MCC request to renew vending machine services agreement-current agreement expires 3/30/24. Would like 3yrs with additional option years – add some cancellation notice requirements  
**Discussed. Council will be sent new agreement prior to expiration of current agreement.**