

City of Hot Springs Administrative and Finance Committee Minutes

1:00 p.m. Meeting

March 11, 2024

Mueller Civic Center, 801 S. 6th St.

Hot Springs, SD 57747



Roll Call 1:00p.m.

Present: Finance Officer Misty Summers Walton, City Administrator Bob Nelson jr, Alderwoman And Co-Chair Malisa Niles, Alderwoman Deb Johnston, Alderman Hal Glanville, Alderman and Chair JR. Huddleston

Old Business

1. Additional costs related to water and wastewater replacement, suspended sidewalk and other road related project costs, ongoing review and discussions
Water Fund Cash Balance is currently \$770,000
Our contract is roughly 2.3 million. We have been billed/paid roughly 1.5 million
\$58,000 in grant funds for Water/Sewer project remains
Suspended Sidewalk: Nothing to report
2. Continue 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
Committee has removed this item from the agenda-no contact from 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-order to locate and draft easement
City Engineer is worried if this piece of property sold and developed that sewage could affect the City water
Committee is removing this item from the agenda-not recommending sale
3. Update City job descriptions-update desired min. qualifications and add other desired qualification, remove SD DLIC requirements, update SHGC work hours/days descriptions, update Rec. Dir. # of hrs., title of Dev. Coor, Golf Operations Mgr. description updates
City Administrator is reviewing. Some minor changes in verbiage have been made. Review is ongoing.
4. Discuss CDL training and repayment
Committee is recommending paying for the Class B training and certification with a 2 year commitment of employment by employee when certified. Committee is unanimous on paying employee wages for classroom time only during training.
5. Review 1 year with Gauge installation at City Shop/Propane Tank/cost of propane-are we saving money is it beneficial to keep large tank?
Gauge is working fine with approx. 23% of propane still in tank as of 2/13/24. Maintenance will be monitoring this level closely. Committee recommends removal of this item from agenda-one year review complete and acceptable

6. FRC Dispatch Agreement-2025 & beyond
**Under review by Safety Committee. Recommend small incremental annual increases.
Committee still feels we are double paying
Tabled until next meeting**

New Business

1. Mayor items
Mayor unavailable
2. City Administrator items
CA reports HWY meetings continuing at 10AM starting 3/12/24.
Discussed updating Fine and Bond Schedule and Parks Ordinance per City Attorney which requires a revised Ordinance to increase fines.
3. Committee member items
**Deb stated FRC Equalization meeting is set for April 18th and 19th.
JR mentioned complaints received about Junk cars etc.**
4. Review monthly Finance Officer Reports
**Misty provided an update of the monthly Finance report.
Misty stated the District 9 meeting will be in Hill City on the 27th.
Misty mentioned the upcoming Municipal elections and nominating petitions are available.**
5. Uncollectible Accounts Receivable-HSC4P (2016) & Shaw (2015) total \$59,563.43-budget implications
Misty recommends writing these off as collectability is highly unlikely. No objections-resolution & future supplemental appropriation will be on future council agenda
6. MCC backup propane heaters request est. expense of \$35K
**Chris has received some quotes and awaiting another. Quote is closer to \$25K vs the estimated \$35k. He stated the propane tank at Evans Plunge is not in use and could be transferred for use with the propane heaters saving the purchase or rental of a tank.
Committee recommends use of Contingency Funds up to 25K-will bring before council for approval**
7. MCC update on roof/skylight repairs-Atlas flat roof repairs and date of completion (7-25-23) being after the hail storm/damage (7-18-23) any necessary repairs would be under the control/coverage of the contractor
Mayor Nelson, CA Bob Nelson jr, Alderman Pratt and Chris inspected the roof and did not find any damage. Chris reported on the gutter size and the sky lights
8. Revisit budget authority for Pickleball Court restoration-2024 up to \$7,989.09-approved in 2023 for "not to exceed" \$10,100 but \$2,110.91 was spent in 2023
We will have to re appropriate funding as we are in a new Budget year. Council to receive a future Supplemental Appropriation.
9. Review repayment of expenses training/certification & clothing/equipment document-PD

Chief request

Awaiting Chief to meet with Finance Committee.

10. Amend grave digger rates to 10% above contractor rates and add only in emergencies and w/superintendent consent

Requires amendment to the Cemetery Fee Resolution.

Recommend sending to Council for approval.

Adjourned at 2:30pm

Next meeting is April 8th at 1:00pm at the MCC

J.R. Huddleston, Chair