



# City Council

## Agenda Item

**Subject:** Approval of sick leave balance, vacation leave bank, and vacation accrual rate for the Public Works Director/City Engineer position as outlined in the offer letter.

**Meeting:** City Council - Feb 22 2022

**From:** Amanda Mack, City Manager

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**SUGGESTED MOTION:**

I move to approve the sick leave balance, vacation leave bank, and vacation accrual rate for the Public Works Director/City Engineer position as outlined in the offer letter.

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**STAFF REFERENCE(S):**

Amanda Mack

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**ATTACHMENT(S):**

[VonEye Health Offer Letter Final](#)

CITY OF  
WATERTOWN

23 Second St. NE  
P.O. Box 910  
Watertown, SD 57201-0910  
www.watertownsd.us

City Manager  
605-882-6200  
FAX 605-882-5214

Regional Airport  
605-882-6209  
FAX 605-882-5285

Community  
Development  
605-882-6201  
FAX 605-882-5264

Mt. Hope Cemetery  
605-882-6208

City Attorney  
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Engineering  
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FAX 605-882-5264

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FAX 605-882-6218

Fire Department  
605-882-5030  
FAX 605-886-5041

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605-882-6220  
FAX 605-882-6221

Park, Rec &  
Forestry Dept.  
605-882-6260  
FAX 605-882-5204

Police Dept.  
605-882-6210  
FAX 605-882-6216

Solid Waste Dept  
605-882-6219  
Fax. 605-882-6375

Street Dept.  
605-882-6207  
FAX 605-882-5388

Prairie Lakes  
Wellness Center  
605-882-6250  
FAX 605-882-6254

Wastewater  
Treatment Facility  
605-882-6243  
FAX 605-882-6242

February 7, 2022

Heath VonEye  
400 20<sup>th</sup> Ave NW  
Watertown, SD 57201

Re: PUBLIC WORKS DIRECTOR/CITY ENGINEER

Dear Heath:

Congratulations! I am pleased to formally offer you the position of Public Works Director/City Engineer for the City of Watertown, SD with an annual salary of \$148,532.80, which is Grade 195/Step 15 on our wage matrix.

This position is subject to successful completion of a one year probationary period. In addition to your compensation, you will be eligible to receive other benefits offered to all fulltime City employees. In addition to the basic benefit package the city will be reinstating 271 hours of sick leave. We will load 80 hours (2 weeks) into your vacation leave bank and, and your accrual rate will be at the maximum allowed under the City of Watertown Personnel Policy Manual. These benefits will be presented to you during the orientation process. Employees must establish residency within 35 miles of Watertown Regional Airport Terminal within 6 months of being hired.

You will meet with me on your first day to complete new employee paperwork and enroll in City benefits. Please bring the following: a voided check for direct deposit, 2 forms of identification for completion of the I-9 form (a list of acceptable documents is enclosed), beneficiary information including beneficiary names, birthdates, addresses and social security numbers.

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To formally accept the offer, please sign this letter in the place provided (on the next page) and return it to me no later than 5:00 p.m. on Friday, February 11, 2022. This will confirm your acceptance of our offer effective on your start date of February 18, 2022. I will also be able to answer any benefits related questions prior to your start date, so you are able to make decisions and determine enrollment choices on or before your first day of employment.

Thank you for the time you have given to this process. Please feel free to contact me if you have questions. We look forward to having you work with us as the Public Works Director/City Engineer.

Sincerely,



Darci Nichols  
Human Resource Director

*I understand that this letter represents an offer of employment and does not constitute a contractual agreement for any specific period of time. By signing below, I hereby acknowledge and agree to the terms set forth herein.*

\_\_\_\_\_  
Heath Von Eye

\_\_\_\_\_  
Date

Cc:

Amanda Mack, City Manager  
Heath VonEye, Personnel File