

REGULAR MEETING OF THE ALCESTER CITY COUNCIL

The Alcester City Council held their regular City Council Meeting on Monday, March 15, 2021. Mayor Haeder called the meeting to order at 6:00 pm with the following Council members present: Melissa Kay, Dave Larsen, Linda Talbott, and Darla Reppe and Marcus Ireland via telephone. Also present during the meeting were Patricia Jurrens, Wanda Halverson, Chief Christie, Cozy Hemen, Brett Doering, Karen Huenink, Dale Jurrens, Gordon Richard, and Vickie Larsen. All stood for the Pledge of Allegiance.

Melissa Kay made a motion to approve the agenda; Linda Talbott seconded it. Roll Call vote, five voted aye.

At 6:02 pm the Board of Equalization meeting began.

The Council acting as the Board of Equalization heard one objection from Karen Huenink, for the property owned by Robert & Karen Huenink, 702 Mitchell Drive, 01.11.04.1025. The property owner requested the valuation of the house be lowered. Dave Larsen made a motion to accept the new valuation of \$157,415 from current valuation of \$176,061; Melissa Kay seconded it. Roll Call vote, five voted aye. No additional objections were presented. The Council reviewed the Tax Rolls.

At 6:28 pm, the Board of Equalization meeting ended.

For Public Input – Brett Doering addressed the Council with words of gratitude for the Police Department as a crime committed against the Car Wash was solved quickly. Darla Reppe presented comments of looking to asphalt the alley by the Police Station and Funeral Home, parents of new lifeguards are asking for full reimbursement of certifications, and pipe on Lincoln Circle has raised due to frost heave. Dave Larsen addressed the Council with comments about the alternate garbage collection routes. This concluded Public Input.

Mayor Haeder presented information regarding an email scam where Aldermen received a scammed email from the Mayor asking for their assistance via gift cards.

Mayor Haeder presented the proper way to contact the Alcester Police Department. If a citizen has an emergency – call 911. If a citizen has a non-emergency – citizens can call the local police number of 605.934.2481 or the non-emergency number for Union County Dispatch of 605.356.2679.

Mayor Haeder presented information that citizens are contacting Alderman to request street maintenance. The City will evaluate the requests and determine proper plan of action.

Regarding the Library Board – Dave Larsen addressed the Council Thanking Pam Hughes for her years of service serving on the Board. Dave Larsen made a motion to appoint Cosette Hemen for a 3 year term as a City Representative for the Library Board; Melissa Kay seconded it. Roll Call vote, five voted aye.

Mayor Haeder asked if the Council had any recommendations for the Paint South Dakota 2021. This will be addressed at the April Meeting.

Melissa Kay made a motion to surplus 20 folding chairs and donate them to the Alcester EMS; Dave Larsen seconded it. Roll Call vote, five voted aye.

Next was discussion of changes to the Personnel Policy Manual. Three Resolutions were presented as well as Form 2021-A. Melissa Kay made a motion to approve **Resolution No 2021-05, A Resolution of the City of Alcester, SD Amending the City of Alcester Personnel Manual Section 2.6, Performance Reviews**; Linda Talbott seconded it. Roll Call vote, five voted aye.

RESOLUTION NO. 2021-05

A RESOLUTION OF THE CITY OF ALCESTER, SD,

AMENDING THE CITY OF ALCESTER PERSONNEL MANUAL

Whereas, the City of Alcester may repeal, modify, or amend any policy in the City of Alcester Personnel Manual pursuant to Policy 1.3 of said manual; and

Whereas, the City Council believes regular and structured performance reviews will lead to a more efficient administration of government; and

Whereas, the City is empowered perform all administrative and financial functions for all purposes authorized by law or necessary to the exercise of any power granted, pursuant to SDCL 9-12-1(7) and to enact resolutions pursuant to SDCL 9-19-3,

THEREFORE, BE IT RESOLVED BY THE CITY OF ALCESTER:

1. Policy 2.6 of the City of Alcester Personnel Manual is hereby repealed and replaced with the following:

2.6 PERFORMANCE REVIEWS:

2.6.1 PURPOSE

Performance reviews are intended to provide the employee with a record of their performance, to encourage professional growth, to address concerns, and to promote communication between the parties involved.

2.6.2 PROCEDURE

The City Council Committees are responsible for conducting performance reviews with full-time employees. The Committee conducting the performance review shall use the performance review form that is approved by the City Council. Each prompt shall be completed, even if the response is "not applicable." Employees will sign their reviews and will receive a copy. Signing acknowledges that the performance review was conducted and the topics were discussed. Signing does not imply agreement. The original form will be kept in the employee's file.

2.6.3 SCHEDULE FOR REVIEWS

Performance reviews will be conducted: (1) with a new employee six months after their start date; (2) on or about an employee's anniversary date; and (3) as deemed appropriate by the overseeing Committee.

2. Form 2021-A shall be adopted by the City Council as the official form for conducting performance reviews.
3. Form 2021-A shall be appended to the end of the City of Alcester Personnel Manual: *Appendix Containing Forms*.

Dated this 15th day of March, 2021. CITY OF ALCESTER: /s/ Daniel Haeder, Mayor of Alcester

ATTEST: /s/ Patricia Jurens, Finance Officer

First Reading/Adopted March 15, 2021, Date Published March 25, 2021, Effective Date April 15, 2021

Melissa Kay made a motion to approve **Resolution No 2021-06, A Resolution of the City of Alcester, SD, Amending the City of Alcester Personnel Manual Section 3.2 Performance-based Bonuses**; Linda Talbott seconded it. Roll Call vote, four voted aye, Darla Reppe voted no.

RESOLUTION NO. 2021-06

A RESOLUTION OF THE CITY OF ALCESTER, SD,

AMENDING THE CITY OF ALCESTER PERSONNEL MANUAL

Whereas, the City of Alcester may repeal, modify, or amend any policy in the City of Alcester Personnel Manual pursuant to Policy 1.3 of said manual; and

Whereas, the City Council believes the opportunity for performance-based bonuses will lead to a more efficient and productive administration of government as well as incentivize employees to maximize productivity; and

Whereas, the City is empowered perform all administrative and financial functions for all purposes authorized by law or necessary to the exercise of any power granted, pursuant to SDCL 9-12-1(7) and to enact resolutions pursuant to SDCL 9-19-3,

THEREFORE, BE IT RESOLVED BY THE CITY OF ALCESTER:

4. Policy 3: Employee Classifications of the City of Alcester Personnel Manual is hereby amended to include the following:

3.2 Performance-based Bonuses

In accordance with Policy 2.6, the City Council may grant performance-based bonuses.

(a) 3.2.1 Eligibility

Only full-time employees, as defined in Policy 3.1, are eligible for performance-based bonuses.

(b) 3.2.1 Performance-based Bonus Calculation

- Review score between 0 and 1- no bonus
- Review score between 1 and 2- \$100 bonus
- Review score between 2 and 3- \$200 bonus
- Review score of 3 (perfect score)- \$300 bonus

Dated this 15th day of March, 2021. CITY OF ALCESTER: /s/ Daniel Haeder, Mayor of Alcester

ATTEST: /s/ Patricia Jurrens, Finance Officer

First Reading/Adopted March 15, 2021, Date Published March 25, 2021, Effective Date April 15, 2021

Melissa Kay made a motion to approve **Resolution No 2021-07, A Resolution of the City of Alcester, SD, Amending the City of Alcester Personnel Manual, Section 3.3 Longevity Bonuses** with one correction modifying the percentages to 0.5%-1.5%; Darla Reppe seconded it. Roll Call vote, five voted aye.

**RESOLUTION NO. 2021-07
A RESOLUTION OF THE CITY OF ALCESTER, SD,
AMENDING THE CITY OF ALCESTER PERSONNEL MANUAL**

Whereas, the City of Alcester may repeal, modify, or amend any policy in the City of Alcester Personnel Manual pursuant to Policy 1.3 of said manual; and

Whereas, the City Council believes the opportunity for longevity bonuses leads to a more efficient and productive administration of government as well as incentivize continued employment with the city and reward such continued employment; and

Whereas, this resolution only creates a policy for an already existing practice; and

Whereas, the City is empowered perform all administrative and financial functions for all purposes authorized by law or necessary to the exercise of any power granted, pursuant to SDCL 9-12-1(7) and to enact resolutions pursuant to SDCL 9-19-3,

THEREFORE, BE IT RESOLVED BY THE CITY OF ALCESTER:

5. Policy 3: Employee Classifications of the City of Alcester Personnel Manual is hereby amended to include the following:

3.3 Longevity Bonuses

The City Council may grant employee bonuses based on longevity.

(c) 3.3.1 Eligibility

Full-time, part-time, and seasonal employees, as defined in Policy 3.1, are eligible for longevity bonuses on every fifth year of uninterrupted employment.

(d) 3.3.2 Interruption in employment defined

An interruption in employment occurs when employment is terminated and later restored (e.g. an employee resigns but is later rehired). When employment is interrupted, the longevity period is measured from the date of rehire.

Temporary absences, such as using accrued vacation days, sick days, or taking leave protected by the Family and Medical Leave Act (FMLA), do not interrupt employment for purposes of this policy. For seasonal employees, the conclusion of the applicable season does not interrupt employment for purposes of this policy.

(e) 3.3.3 gross annual salary defined

For purposes of this policy, an employee's gross annual salary is defined as the income that the employee earned from their employment with the City in the most recent completed year, before taxes.

(f) 3.3.4 Longevity Bonus formula

Fifth Year of Employment- 0.5% of gross annual salary

Tenth Year of Employment- 0.75% of gross annual salary

Fifteenth Year of Employment- 0.75% of gross annual salary

Twentieth Year of Employment- 1.0% of gross annual salary

Twenty-fifth Year of Employment- 1.0% of gross annual salary

Thirtieth Year of Employment- 1.25% of gross annual salary

Thirty-fifth Year of Employment- 1.25% of gross annual salary

Fortieth Year of Employment (and every fifth year thereafter)- 1.5% of gross annual salary

Dated this 15th day of March, 2021. CITY OF ALCESTER: /s/ Daniel Haeder, Mayor of Alcester

ATTEST: /s/ Patricia Jurrens, Finance Officer

First Reading/Adopted March 15, 2021, Date Published March 25, 2021, Effective Date April 15, 2021

Dave Larsen made a motion to authorize the City of Alcester to settle the claims of Terry & Jessica Christensen under terms and conditions recommended by outside Council not to exceed \$10,000; Melissa Kay seconded it. Roll Call vote, five voted aye.

For Reminders & Updates – Landfill opens April 1, 2021. Spring Cleaning Roll Off Dates have not yet been determined. This concluded Finance Office Updates.

At 7:49 pm, Melissa Kay made a motion to enter into Executive Session pursuant to SDCL 1-25-2-1 – Personnel; Linda Talbott seconded it. Roll Call vote, five voted aye. Mayor Haeder called the Council out of Executive Session at 7:55 pm.

Melissa Kay made a motion to adjourn, Darla Reppe seconded it. Roll Call vote, five voted aye. Meeting adjourned at 7:56 pm.

CITY OF ALCESTER
Daniel Haeder, Mayor

ATTEST:

Patricia Jurrens, Finance Officer