

**City of Ellendale**  
**July 24, 2024**  
**Special Council Meeting**  
**Accepting an Employee Resignation & Approving Job Posting Terms**  
**6:30 pm**

**Agenda**

**6:30 Call Meeting to Order**

1. Pledge of Allegiance
2. Approve Agenda (*No items can be added*)

**6:35 Agenda Items**

1. **Accepting Employee Resignation**
  - o Roll Call Vote on Resignation
  
2. **Approving the Terms of a Job Posting**
  - o Part-time, Full-time
  - o Other Terms
  
3. **Authorizing the Job Posting**

**7:00 pm Adjournment**

**MINUTES OF ELLENDALE  
CITY COUNCIL SPECIAL MEETING  
WEDNESDAY, JULY 24TH, 2024  
6:30 PM**

**Present:** Mayor Matthew Bartsch; Council Members Jon Asplund, Jackie Froman, Derek Bartness and Scott Groth;  
Deputy Clerk/Treasurer Steve Engel

**Absent:** Clerk/Treasurer Kim Zimprich

**Visitors:** Steele County Times Reporter Kay Fate; Property owner Dan Petsinger;

**Call Meeting to Order:** Meeting was called to order at 6:30 pm by Mayor Bartsch. The Pledge of Allegiance was recited.

**Agenda:** A motion was made to approve the Agenda by Council Member Groth Council Member Bartness advanced. Motion carried, all in favor.

1. Accepting Employee Resignation

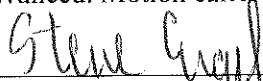
- With deep regret, Council Member Groth made a motion to accept Kim Zimprich's resignation with Resolution 2024-24, effective August 26, 2024. Motion advanced by Council Member Bartness.
- Roll Call Vote
- Mayor Bartsch: Aye                      Council Member Asplund: Aye Council Member Bartness Aye
- Council Member Groth: Aye      Council Member Froman: Aye
- Motion passed.

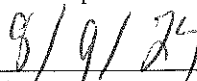
2. Approving the Terms of a Job Posting


- Part-Time or Full-Time Council Member Asplund suggested that the council appoint Deputy Clerk/Treasurer Steve Engel, to the City Clerk/Treasurer position. Engel stated he would accept the move. Mayor Bartsch asked Engel to check with City Attorney Mark Rahrlick on the appointment statutes. The council agreed that the move would make the most sense at this point, because of Engel's experience, and then post for the Deputy Clerk/Treasurer position. The council will decide about posting the positions as part time or full time at another special meeting. They will decide on the appointment of Engel, pending Mr. Rahrlick's input. A special meeting is scheduled for next Wednesday, July 31<sup>st</sup> at 6:30 pm in the Community Hall meeting room.
- Other Terms Council Member Groth asked about the benefits of part time vs full time employees. Per Engel, part time employees do not receive PTO or the health reimbursement benefits, only full time employees do. Effective this year, part time employees do have the federal holidays off with pay. Both employees receive PERA. The savings are in the PTO and health reimbursement benefits. Regarding the amount of hours we are budgeted for this year, Engel stated we currently are budgeted at 50 hours a week for Kim & I.


3. Authorizing the Job Posting Job posting will be determined at the special meeting on July 31<sup>st</sup>.

A motion was made by Council Member Asplund to adjourn the Council Meeting. Council Member Bartness advanced. Motion carried, all in favor. The meeting was adjourned at 6:59 pm.

  
\_\_\_\_\_  
Steve Engel, Deputy Clerk/Treasurer

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Matthew Bartsch, Mayor

  
\_\_\_\_\_  
Date

The Minutes are a true and exact copy of the Minutes as they appear in the City of Ellendale Minutes Book.