

**Watertown City Council**

March 28, 2023

**Agenda Item:** Part-Time Administrative Assistant Resignation**Request for Action:** Adopt Resolution #2023-17, Accepting Resignation of Nancy Pysick**Employee/Dept.:** Jake Foster, City Administrator**Background:**

Administrative Assistant/Permit Technician Assistant, Nancy Pysick, has submitted her notice of voluntary resignation/retirement effective May 25, 2023. The resignation is considered to be in good standing.

Staff is recommending that the position be left vacant for the time-being to offset the cost related to the full-time fire chief potentially starting a month earlier, pending Council's decision on that matter.

**Requested Action/Motion:**

*"I move to adopt Resolution #2023-17, accepting the resignation of Nancy Pysick."*

**CITY OF WATERTOWN  
RESOLUTION NO. 2023-17**

**RESOLUTION ACCEPTING RESIGNATION OF ADMINISTRATIVE ASSISTANT**

**WHEREAS**, the City of Watertown (the “City”) has employed Nancy Pysick as Administrative Assistant after 25 years of dedicated service; and

**WHEREAS**, the City has received her voluntary resignation from full-time employment on March 23, 2023, with the effective date of May 25, 2023; and

**WHEREAS**, the City has received the notice in accordance with the terms of the Employee Handbook; and

**WHEREAS**, the resignation is considered to be in good standing and Nancy Pysick will be due the normal and customary payout of earned and accrued benefits as set forth in the City’s Employee Handbook through the last day of employment; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Watertown, Minnesota, hereby accepts the voluntary resignation of Nancy Pysick.

Adopted by the City Council of the City of Watertown this 28<sup>th</sup> day of March, 2023.

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Michael Walters, Mayor

ATTEST: \_\_\_\_\_  
Maggie Reisdorf, Administrative Services Director