



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: June 12, 2024
Subject: Assessing Services Contract

The City of Spring Lake Park issued a RFP for Assessing Services. The City received three proposals and chose to interview two of the firms. After those interviews on June 3, 2023, the City Council recommended accepting the proposal submitted by Erik Skogquist and Mary Wells.

The proposed contract is for three years, beginning January 1, 2025 and concluding December 31, 2027. The fee for service is as follows:

\$10.25/parcel	Improved Residential, Seasonal Recreational Residential and Agricultural Type Property
\$ 4.65/parcel	Unimproved Residential, Seasonal Recreational Residential and Agricultural Type Property
\$62.00/parcel	Improved and Unimproved Commercial, Industrial, and Public Utility Type Property
\$62.00/parcel	Improved and Unimproved Apartment or Mobile/Manufactured Home Park Type Property
\$ 4.65/parcel	Improved and Unimproved Exempt Type Property

Based on current parcel counts, we estimate that the 2025 fee will total \$39,134.60.

If you have any questions, please do not hesitate to contact me at 763-784-6491.