



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: December 23, 2024

Subject: Authorize Hiring Process for Fire Inspector/Code Enforcement Officer

Walter Morris has announced his departure from the City of Spring Lake Park to join the SBM Fire Department as a shift captain. Walter has served our community with dedication, and his contributions to maintaining compliance and safety standards in our city have been greatly valued. We wish him all the best in his new role.

The Fire Inspector/Code Enforcement Official plays a pivotal role in conducting fire and rental inspections, enforcing zoning and environmental codes, inspecting properties, and educating the public on compliance with city ordinances. The dual focus on fire safety and property maintenance will support our city's commitment to safety, compliance, and quality of life for all residents.

Staff seeks approval to begin the hiring process for the position of Fire Inspector/Code Enforcement Official. The current job description for the position is included with this memorandum. 2025 salary range for the position is \$34.02 - \$41.81/hour.

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