



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer

Date: October 29, 2025

Subject: Authorization to Approve Revised Job Description and Begin Recruitment for Housing/Code Enforcement Inspector

Fire Inspector/Code Enforcement Officer Nick Anderson submitted his resignation, effective October 31, 2025, to accept a position as a firefighter with the City of Golden Valley. Mr. Anderson has served the City of Spring Lake Park since April 28, 2025 providing valuable service in housing and fire inspections, rental licensing, and code enforcement.

Following Mr. Anderson's resignation, staff reviewed the existing position description and evaluated operational needs with the SBM Fire Department. As part of this review, the SBM Fire Department suggested that the City transfer fire inspection responsibilities to the Fire Department. Accordingly, staff revised the position to remove fire inspection duties and the daytime emergency responder requirement.

The updated position—retitled Housing/Code Enforcement Inspector—focuses exclusively on enforcement of City codes related to property maintenance, rental licensing, housing, and nuisance abatement. It continues to operate under the supervision of the Building Official.

The revised job description reflects this narrowed scope of work. The position's salary grade has been reduced from Grade 10 to Grade 9, with a 2025 salary range of \$33.14 to \$40.73 per hour, to reflect the elimination of fire inspection duties and on-call obligations. This reclassification results in ongoing cost savings to the City while maintaining effective code enforcement and rental inspection services.

A copy of the revised job description, dated October 24, 2025, is attached for Council review and approval.

Staff recommends that the City Council:

- Approve the revised job description for the Housing/Code Enforcement Inspector position; and
- Authorize staff to initiate the recruitment process to fill the vacancy.

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