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**To:** Mayor Nelson and Members of the City Council

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

**Date:** March 19, 2020

**Subject:** Accept Letter of Retirement from Utility Billing Clerk Kelm

I received a letter today from Utility Billing Clerk Nancy Kelm announcing her retirement from the City of Spring Lake Park, effective May 1, 2020. Ms. Kelm has served the citizens of Spring Lake Park for nearly 15 years. I am grateful for her service and wish her the best as she enters this new chapter of her life.

I am seeking the City Council to accept Ms. Kelm's retirement letter and authorize me to begin the hiring process of finding a new Utility Billing Clerk.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

