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

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

**Date:** January 13, 2021

**Subject:** Retirement Letter – Chief Ebeltoft

Included with this memorandum is a letter the City received from Chief Doug Ebeltoft announcing his retirement from the City of Spring Lake Park, effective August 16, 2021.

Staff recommends acceptance of the Chief's notice.

While I am saddened to lose a valuable colleague who has provided strong, steady leadership of our Police Department in difficult circumstances, I am happy and excited for Chief Ebeltoft as he prepares to begin the next chapter of his life.

Chief Ebeltoft has expressed a willingness to work with me and the City Council on the hiring process for the next Chief of Police. I am grateful for his willingness to help with this process.

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

