



Memorandum

May 13, 2021

To: Mayor and City Council

From: Director Ebeltoft

Re: Authorization to Begin Hiring Process for a Records Management Technicians Position (Full Time)

Mayor and City Council Members,

With the "Notice of Retirement" being given by Records Management Technician LuAnn Larson having an effective date of July 16, 2021. The police department will have a vacant Records Management Technician position that will need to be filled, to assist with maintaining a harmonious fluent daily work environment of the police department.

LuAnn has become a pillar of the police department and the City of Spring Lake Park over her tenure of twenty-eight plus years and a total of 30 years in public service, she will be dearly missed. LuAnn has indicated that it is time for her to close this chapter of her life and move into a next chapter known as "Retirement". Both LuAnn and her husband Duane are looking forward to spending more time with their grandchildren and continuing their never-ending honeymoon together.

Therefore, I am asking the Mayor and City Council for authorization to start the hiring process by advertising for this position, conducting a testing process and making a conditional job offer to the successful candidate, pending approval of the Mayor, City Council and criminal background check.

Sincerely,

Douglas M. Ebeltoft  
Director of Public Safety/Chief of Police  
Spring Lake Park Police Department

