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

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

**Date:** March 11, 2024

**Subject:** Authorize issuance of RFP for Assessor Services

The City's Assessor, Ken Tolzmann, has announced his intention to retire at the end of his current 3-year contract (December 31, 2024). Staff thanks Ken for his work on behalf of the City of Spring Lake Park, and wishes him well in retirement.

An RFP for Assessor Services is included in the packet. Staff recommends the City Council authorize issuance of the RFP to solicit proposals. Proposals are due on Monday, April 15, 2024.

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