

CITY OF FALCON HEIGHTS
City Council Workshop
City Hall
2077 West Larpenteur Avenue

MINUTES

January 5, 2022
6:30 P.M.

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: ANDREWS X GUSTAFSON X LEEHY
MEYER X WEHYEE

STAFF PRESENT: THONGVANH X

- C. PRESENTATIONS:

- D. POLICY ITEMS:

1. Review City Administrator Hiring Process

Administrator Thongvanh updated the council members on prospective applicants and explained the process he underwent when he was hired. Thongvanh has also been reviewing a list of interim city administrators provided by the League of Minnesota Cities (LMC). He may recommend the former Assistant City Manager of Elko-New Market be chosen as Interim City Administrator since he has recently retired, has over 30 years of experience in municipalities, and lives nearby in Arden Hills.

Mayor Gustafson asked whether the other council members were comfortable using past hiring processes. Council Member Andrews and Council Member Meyer agreed.

Thongvanh stated that he will create a timeline and solidify the process so that council may reference this to guide them moving forward. In the past the following timeline and hiring process was utilized:

1. The position is posted and the mayor and city administrator review qualifications of the applicants.
2. Qualified applicants will be selected and put on a preferred list which is then sent to all council members for review.
3. Council decides who will move forward for interviews.
4. The first round of interviews is conducted with a community panel and then a staff panel. The community panel will consist of the mayor, one council member, and up to five community members.
5. The final round of interviews is conducted with the full city council.

Thongvanh stated that the council will formally vote to approve this hiring process at the regular meeting next week. He asked the council members to think about how they would like to select residents for the community review panel.

Gustafson asked whether they would be able to repost the position if they do not receive an adequate number of applicants. Thongvanh agreed and stated that sometimes that is necessary.

Meyer asked to what extent is the current administrator able to help with this transition?

Thongvanh stated typically it's difficult for the former administrator to be involved since the hiring process can be lengthy and he has a new position to begin with a different city. That is why choosing an interim is a common practice. His last day will be on February 1st and by that point he anticipated that at least the first round of interviews would be taking place. Thongvanh stated that the interim or new administrator are welcome to call him anytime if questions should arise.

E. INFORMATION/ ANNOUNCEMENTS:

Thongvanh stated that he is still working on the vaccine mandate policy with the city attorney and is hoping to bring it to the council by the end of January. He also stated that there is currently no COVID-19 paid leave policy in place should staff test positive and need to quarantine. However, he noted that all administrative staff should have the opportunity to work from home should they need to quarantine. Thongvanh emphasized the importance of technology being available for this purpose and stated his next goal would be to ensure all council members have laptops and work from home capabilities as well.

Mayor Gustafson reported that the Community Engagement Commission and the Parks and Recreation Commission met earlier this week and set a date for the winter event, Snowstravaganza. This event will be held on Saturday, February 12th from 1-3 pm at the Community Park.

F. ADJOURNMENT: 7:45 PM



Randall C. Gustafson, Mayor

Dated this 26th day of January, 2022



Sack Thongvanh, City Administrator