

**CITY OF FALCON HEIGHTS**

City Council Workshop  
City Hall  
2077 West Larpenteur Avenue

**MINUTES**

January 19, 2022  
6:30 P.M.

- A. CALL TO ORDER: 6:34 PM
- B. ROLL CALL:       ANDREWS   X   GUSTAFSON   X   LEEHY   X    
                          MEYER   X   WEHYEE   X
- STAFF PRESENT: THONGVANH   X
- C. PRESENTATIONS:
- D. POLICY ITEMS:  
1. Review City Administrator Hiring and Selection Process

Administrator Thongvanh gave a summary of the hiring and selection process thus far. At this point in time, each council member had selected their top five candidates. The first interview would be conducted by staff virtually and the second interview would be conducted by a community panel virtually. Thongvanh requested that one council member be selected to serve as a liaison during the community panel interview.

Council Member Andrews recommended Council Member Leehy serve as liaison because of her administrative experience and all of her past work with the city.

Council Member Meyer agreed and stated that Leehy would be a great selection.

Leehy stated that she would accept that role. Her previous roles as city staff member, commission member and now council member gave her a unique perspective.

All council members agreed and stated their pick for panelists. Each council member selected a person to serve on the community panel who, along with Mayor Gustafson and Council Member Leehy, would participate in the community panel interview.

Thongvanh recommended that each panelist review the community values document and develop a question based off each value. There were an even number of community panelists and community values so it worked well. The council was also welcome to change any of the questions asked by staff or the panel.

Gustafson asked ideally how many candidates should move onto the final interview?

The Council agreed that their goal was to have three candidates for the final interview. The Council also agreed that both staff and the community panel should pick their top three candidates with the hope of there being some overlap.

Thongvanh stated that if the candidate pool was narrowed down to 3-4 finalists he would then recommend sending all finalists through the evaluation process prior to the final interview with city council. The goal was to hold final interviews in the first or second week of February.

Leehy stated that she felt great about the process and the candidate pool. Thongvanh will be missed and the Council appreciated his direction throughout the hiring process.

Council Member Wehyee agreed and stated the City was fortunate to have a great group of candidates and would be in good hands moving forward.


Andrews agreed that the pool of applicants was encouraging. She inquired on the status of hiring an Interim City Administrator.


Thongvanh responded that he was still working on the agreement but was hoping to have something for Council to review next week.

E. INFORMATION/ANNOUNCEMENTS:

F. ADJOURNMENT: 7:30 PM

Dated this 9th day of March, 2022

  
\_\_\_\_\_  
Tim Pittman, Interim City Administrator

  
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Kay Andrews, Mayor Pro Tem