

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

**MINUTES**

February 16, 2022 following Special Meeting

- A. CALL TO ORDER: 9:18 pm.
- B. ROLL CALL: GUSTAFSON  X  LEEHY  X  WEHYEE  X   
ANDREWS  X  MEYER  X
- STAFF PRESENT: THONGVANH  X
- C. POLICY ITEMS:  
1. City Administrator Interviews

Administrator Thongvanh stated for the record that he originally indicated his last day of employment with the City would be on February 2, 2022. Due to some extenuating circumstances and staffing issues he agreed to extend his employment and would work through the 21<sup>st</sup> of February instead.

Administrator Thongvanh stated for the record a summary of the hiring process thus far:

- The City had posted the position for three weeks and received eighteen applications totals, of which fourteen were qualified.
- City Council reviewed the fourteen applicants and selected seven to move forward to the interview process.
- City Council created a community panel which consisted of five people, each selected by a council member, and also included Council Member Leehy and Mayor Gustafson.
- The community panel interview was conducted and the top three candidates were selected and given to Council.
- The staff interview was conducted and the top three candidates were selected and given to Council.
- At the last workshop the Council decided three candidates, of the top picks from both the community panel and staff, should move forward for final interviews.
- Council received a writing sample, personal assessment summaries, and application materials from the top 3 candidates and scheduled their final interviews which were held tonight.

The City Council discussed each candidate's performance in the final interviews. They came to an agreement on who they wanted to offer the position to.

Mayor Gustafson stated he would reach out to this candidate and inform them that they had been selected for the position. He would also begin contract negotiations.

D. INFORMATION/ANNOUNCEMENTS

E. ADJOURNMENT: 9:52 pm.

  
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Kay Andrews, Mayor Pro Tem

Dated this 9th day of March, 2022

  
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Tim Pittman, Interim City Administrator