



Inver Grove Heights City Council

Monday, April 6, 2026 at 6:00 PM

Community Rm #3, 8055 Barbara Ave, Inver Grove Heights, MN
55077

AGENDA

NOTICE TO RESIDENTS: Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@ighmn.gov). Comments received prior to 12:00 p.m. on Monday, April 6, 2026, will be provided to the Council at or before the April 6, 2026 meeting.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Discussion Items**
 - A. Human Resource Department Overview
 - B. Staffing request discussion
 - C. City Administrator Interview Process
5. **Adjourn**

This document is available upon a three (3) business day request in alternate formats such as braille, large print, audio recording, etc. Please contact Rebecca Kiernan, City Clerk, at 651.450.2513 or rkiernan@ighmn.gov.



Request for Council Action

SUBJECT: **Human Resource Department Overview**

MEETING DATE: April 6, 2026

ITEM TYPE: Discussion Items

CONTACT: Ellen Hiniker, Interim City Administrator, 651.450.2511

ACTION REQUESTED

No action requested

BACKGROUND

This agenda item is intended to provide the City's new HR Manager, Patty Norwig, with an opportunity to share initial observations, key takeaways, and future priorities for the Human Resources function. As a department currently staffed by two individuals supporting an organization of approximately 180 regular staff and over 300 part-time staff, this discussion will help frame both current capacity and opportunities to strengthen HR services moving forward.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Staffing request discussion**

MEETING DATE: April 6, 2026

ITEM TYPE: Discussion Items

CONTACT: Ellen Hiniker, Interim City Administrator, 651.450.2511

ACTION REQUESTED

No action requested

BACKGROUND

Attached is a memorandum that was forwarded to Council earlier in March which outlines mid-year staffing requests for consideration at a future regular Council meeting. Staff would like to discuss these requests within the broader context of organizational staffing and the development of 3–5 year staffing plans.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. Staffing recommendations



Request for Council Action

SUBJECT: **City Administrator Interview Process**

MEETING DATE: April 6, 2026

ITEM TYPE: Discussion Items

CONTACT: Ellen Hiniker, Interim City Administrator, 651.450.2511

ACTION REQUESTED

No action requested

BACKGROUND

Liza Donabauer of DDA will attend the April 13 City Council meeting to guide the Council through the process of selecting candidates to interview for the City Administrator position. Council will also be asked to determine the preferred interview format. This agenda item is included to provide Council with an opportunity to discuss interview format and process options in advance of that meeting.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

None