

**INVER GROVE HEIGHTS CITY COUNCIL SPECIAL MEETING
MONDAY, JANUARY 12, 2026 5:45 P.M. - 8150 BARBARA AVENUE**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in special session on Monday, January 12, 2026, in person. Mayor Dietrich called the meeting to order at 5:45 p.m.

2. ROLL CALL:

Present In-Person: Mayor Dietrich; Council Members: Gliva, Murphy, Scales, and T’Kach.

Staff In Attendance: Community Development Director Ziemer, Police Chief Chiodo, Finance Director Hove, City Attorney Nason, and Deputy City Clerk Malott

3. APPROVAL OF AGENDA:

Motion to approve agenda by Scales, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

4. REGULAR BUSINESS:

A. Approval of Contract with DDA Human Resources, Inc. for City Administrator Recruitment Services

Attorney Nason summarized that the proposed contract with DDA Human Resources, Inc. follows the Council’s direction to solicit and review proposals from three firms for City Administrator recruitment services. After reviewing the proposals, the Council directed staff to move forward with DDA. The agreement provides recruitment services for a flat fee of \$21,000, inclusive of travel and expenses, and coordination is already underway to align this work with the CPA firm supporting the process.

Motion to Approve the proposed contact with DDA Human Resources, Inc. for City Administrator Recruitment Services by T’Kach, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

B. Approval of Contract with Ellen Hiniker and Hiniker Consulting LLC for Interim City Administrator Services

Mayor Dietrich stated that Ellen Hiniker disclosed a prior commitment on January 26, her first regular Council meeting, which may result in a late arrival or virtual attendance. She noted this is Ellen’s final prior obligation, and conveyed Ellen’s regrets in advance of the vote.

Attorney Nason stated that the proposed contract with Hiniker Consulting LLC appoints Ellen Hiniker as Interim City Administrator, consistent with Council direction following a special meeting and candidate interviews. The agreement sets an hourly rate of \$100 and outlines an in-person City Hall schedule on Mondays, Tuesdays, and Thursdays, with flexibility for Wednesdays and Fridays. She noted Ms. Hiniker will serve until a permanent City Administrator is appointed.

Council Member Murphy asked for confirmation of the days Ms. Hiniker will be working in person at City Hall.

Attorney Nason confirmed that Ms. Hiniker will be in person on Mondays, Tuesdays, and Thursdays.

Motion to approve the contract with Ellen Hiniker and Hiniker Consulting LLC for Interim City Administrator Services by Scales, second by T’Kach.

Ayes: 5

Nays: 0 Motion carried.

5. ADJOURN:

Motion to Adjourn at 5:49 p.m. by T’Kach, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee