



Inver Grove Heights City Council
Monday, July 27, 2026 at 5:00 PM
8150 Barbara Ave, Inver Grove Heights, MN 55077

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Regular Business**
 - A. Discussion and potential action related to City Administrator search process
5. **Adjourn**

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Request for Council Action

SUBJECT: **Discussion and potential action related to City Administrator search process**

MEETING DATE: July 27, 2026

ITEM TYPE: Regular Business

CONTACT: Ellen Hiniker, Interim City Administrator, 651.450.2511

ACTION REQUESTED

Consideration of applicants for interviews

BACKGROUND

Attached is background information related to the City Administrator search process as provided by the City's consultant, Liza Donabauer of DDA. At the Special Meeting on July 27th, the City Council will be asked to determine whether to advance candidates from the existing pool or re-advertise for the position. Earlier this week, Ms. Donabauer provided additional background on applicants for consideration. Due to scheduling conflicts, she is unable to attend Monday's meeting but provided Interim Administrator Hiniker with the direction needed to guide the discussion.

FISCAL IMPACT

RECOMMENDATION

Council is asked to review the applicant information provided by the consultant on July 22 and determine whether to advance the applicants or conclude the current process and discuss a timeframe for re-advertising.

ATTACHMENTS

1. Cover Memo 7-27-26 Meeting (002)

July 27, 2026

Mayor & City Council
City of Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077

RE: City Administrator Search

Dear Mayor Dietrich and Members of the Council,

I regret that I am unable to attend the July 27, 2026, Special Council Meeting. The purpose of this memo is to summarize the recruitment process to date, outline the current status of the search, and identify the actions that will be required depending on the Council's direction.

Recruitment Process Summary

Since February, the Council has devoted considerable time to this recruitment on its discussions regarding the desired leadership characteristics for the City's next Administrator and candidate reviews.

The City Administrator position was advertised on February 24, 2026, with applications accepted through March 24, 2026. A total of 59 applications were received.

Following an initial review of candidates based on education and professional experience, twelve (12) semi-finalists were presented to the Council for consideration. After reviewing the semi-finalists, the Council selected three (3) candidates to advance to the final interview process.

Prior to the scheduled interviews, one finalist withdrew after accepting another position, leaving two finalists. The Council subsequently decided to postpone the final interview process. During the postponement, one of the two remaining finalists also withdrew from consideration.

At its May 4, 2026, Council Workshop, the Council directed that the recruitment be paused and requested that I conduct individual conversations with Council Members to gather feedback regarding the recruitment process and desired candidate qualifications.

Based on the feedback received, DDA Human Resources conducted an additional review of the original applicant pool using the desired leadership attributes identified in the Community Profile. Six (6) additional candidates were identified for further consideration. Since that time, three of those candidates have either accepted other employment or are no longer interested in the position. The remaining three candidates completed the requested recruitment process, including:

- Video interview;
- Work Personality Index assessment;
- Information Disclosure questionnaire.

These materials have been provided to the Council under separate cover for review.

Council Decision

At the July 27 Special Council Meeting, the Council is asked to determine one of the following courses of action:

Option A – Continue the Current Recruitment

- Determine which candidates, if any, will be invited for final interviews with the sole remaining finalist from the first candidate review.
- Select interview date: August 24, August 27, August 31, or September 2, 3, or 4;
- Approve the attached interview schedule.

- Approve candidate travel reimbursement for those traveling more than 250 miles.

Option B – Pause and Re-Advertise

- Formally pause the current recruitment.
- Direct staff and DDA HR to prepare a revised recruitment timeline.
- Determine whether any changes should be made to the recruitment profile before reposting.

The Council's decision at this meeting will provide direction regarding whether the current recruitment will continue or whether a new recruitment process will be initiated.

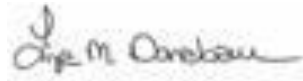
Consultant Recommendations

Regardless of the Council's decision, I respectfully offer the following recommendations:

1. Make a clear determination regarding whether to continue or conclude the current recruitment.
2. Direct Consultant to communicate the Council's decision promptly to all remaining candidates.
3. If the Council elects to re-advertise the position, clearly identify any desired changes to the position profile or recruitment strategy before reopening the search.

Thank you for the opportunity to assist the City throughout this recruitment process. I remain available to support the Council in implementing whichever course of action it determines is in the City's best interest.

Sincerely,



Liza Donabauer
Management Consultant