

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: Assistant City Administrator Hiring Process

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: June 2, 2025

Issue: The City of Minnetrista will have a vacancy for the position of Assistant City Administrator and the City Administrator would like to engage City Council in the hiring process to fill that position.

Overview: The City Administrator is facilitating the hiring of the Assistant City Administrator position. Below is a summary and timeline for the process. The City Administrator would like to engage City Council in a discussion about the process and confirm the details.

- 5/20 – Personnel Committee Hiring Process Discussion
- 5/21 – Post Assistant City Administrator Position (Applications due 6/10)
- 6/2 – Discuss hiring process with full council at work session
- 6/11 – 6/13 – Review and score applications
- 6/16 – 6/19 – 1st Round Interviews with Department Heads and PC
- 6/23 – 6/27 – 2nd Round interviews with Council and staff (meeting noticed, can take action)

Recommended City Council Action: Staff is soliciting feedback from City Council regarding the hiring process for the Assistant City Administrator position.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.