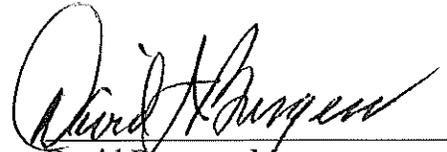


**City of Windsor Heights Special Business Meeting Minutes**  
**Saturday, March 7, 2020 – 8:00 A.M. Council Chambers**

1. **Call to Order:** Mayor Burgess called the meeting to order at 8:15 AM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones (8:47 a.m.), and Threase Harms. Staff present: City Clerk Travis Cooke. Also present: Charlene Stevens GovHR USA. The Pledge of Allegiance was recited.
2. **Approval of the Agenda:** Motion by Joseph Jones to approve the agenda. Seconded by Harms. Motion passed 4-0.
3. **Review Interview Process with GovHR USA – Charlene Stevens:** The council discussed the City Administrator interview process with Charlene Stevens.
4. **Closed Session:** Pursuant to Iowa Code Section 21.5 (1)(j) To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary and that individual requests a closed session – City Administrator Candidate #1: Motion by Harms to enter into closed session at 9:00 AM. Seconded by Skeries. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
5. **Convene into Open Session:** Motion by Joseph Jones to convene into open session at 9:56 AM. Seconded by Skeries. Motion passed 5-0.
6. **Closed Session:** Pursuant to Iowa Code Section 21.5(1) (j) To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary and that individual requests a closed session – City Administrator Candidate #2: Motion by Mike Jones to enter into closed session at 10:01 AM. Seconded by Joseph Jones. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
7. **Convene into Open Session:** Motion by Harms to convene into open session at 11:07 AM. Seconded by Joseph Jones. Motion passed 5-0.
8. **Closed Session:** Pursuant to Iowa Code Section 21.5(1)(j) To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary and that individual requests a closed session – City Administrator Candidate #3: Motion by Mike Jones to enter into closed session at 11:09 AM. Seconded by Skeries. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
9. **Convene into Open Session:** Motion by Joseph Jones to convene into open session at 12:04 PM. Seconded by Harms. Motion passed 5-0.
10. **Lunch Break** – Council remained in session during the lunch break. No city business was conducted.
11. **Closed Session:** Pursuant to Iowa Code Section 21.5(1)(j) To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary and that individual requests a closed session – City Administrator Candidate #4: Motion by Harms to enter into closed session at 12:58 PM. Seconded by Joseph Jones. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
12. **Convene into Open Session:** Motion by Joseph Jones to convene into open session at 2:05 PM. Seconded by Skeries. Motion passed 5-0.
13. **Closed Session:** Pursuant to Iowa Code Section 21.5(1)(j) To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary and that individual requests a closed session – City Administrator Candidate #5: Motion by Harms to enter into closed session at 2:17 PM. Seconded by Joseph Jones. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
14. **Convene into Open Session:** Motion by Harms to convene into open session at 3:00 PM. Seconded by Joseph Jones. Motion passed 5-0.
15. **Discussion and Appropriate Follow up on Hiring a City Administrator:** After due consideration and discussion council came to the consensus to continue the hiring process with GovHR USA and to have a special council meeting on March 10, 2020.

16. Adjourn to 6:00 pm on Monday, March 16, 2019, for a Regular Council Meeting at the Council Chambers: Motion by Joseph Jones to adjourn to Monday, March 16, 2020 for a regular council meeting at 4:35 PM. Seconded by Skeries. Motion passed 5-0.



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David Burgess, Mayor



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Attest: Travis Cooke, City Clerk