



**City of Windsor Heights Special Business Meeting Minutes**  
**Wednesday, July 1, 2020 – 5:00 P.M. via ZOOM**

1. **Call to Order:** Mayor Burgess called the meeting to order via Zoom at 5:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Staff present: Interim Administrator Mark Arentsen, City Clerk Travis Cooke and Charlene Stevens, GovHR USA
2. **Approval of the Agenda:** Motion by Joseph Jones to approve the agenda. Seconded by Loffredo. Motion passed 5-0.
3. **Review Interview Process with GovHR USA – Charlene Stevens:** Charlene reviewed the interview process with council.
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 Interviews
  - a. **Convene into Closed Session Candidate #1:** Motion by Harms to convene into closed session at 5:15 PM. Seconded by Skeries. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
  - b. **Convene into Open Session:** Motion by Joseph Jones to convene into open session at 6:29 PM. Seconded by Skeries. Motion passed 5-0.
  - c. **Convene into Closed Session Candidate #2:** Motion by Harms to convene into closed session at 6:35 PM. Seconded by Skeries. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
  - d. **Convene into Open Session:** Motion by Mike Jones to convene into open session at 7:31 PM. Seconded by Skeries. Motion passed 5-0.
  - e. **Convene into Closed Session Candidate #3:** Motion by Mike Jones to convene into closed session at 7:35 PM. Seconded by Harms. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
  - f. **Convene into Open Session:** Motion by Mike Jones to convene into open session at 8:38 PM. Seconded by Skeries. Motion passed 5-0.
5. **Adjourn:** Motion by Mike Jones to adjourn the meeting at 8:39 PM. Seconded by Harms. Motion passed 5-0.

  
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David Burgess, Mayor

  
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Attest: Travis Cooke, City Clerk