


City of Windsor Heights Special Council Meeting Minutes
Saturday, July 11, 2020 – 8:45 A.M. via ZOOM

1. **Call to Order/Roll Call/Pledge of Allegiance:** Mayor Burgess called the meeting to order at 8:45 AM. Present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Also present: Travis Cooke, City Clerk and Charlene Stevens, GovHR USA.
2. **Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by Skeries. Motion passed 5-0.
3. **Review Interview Process with GovHR USA – Charlene Stevens:** Charlene reviewed the interview process and took questions from the council.
4. **Closed Sessions - City Administrator Candidate Interviews 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.
 - A. **Convene Into Closed Session - City Administrator Candidate #1:** Motion by Joseph Jones to convene into closed session at 9:02 AM. Seconded by Harms. 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 Harms to convene into open session at 10:09 AM. Seconded by Skeries. Motion passed 5-0.
 - C. **Convene Into Closed Session City Administrator Candidate #2:** Motion by Harms to convene into closed session at 10.16 AM. Seconded by Loffredo. 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 Harms to convene into open session at 11:01 AM. Seconded by Joseph Jones. Motion passed 5-0.
 - E. **Convene Into Closed Session - City Administrator Candidate #3:** Motion by Harms to convene into closed session at 11:12 AM. Seconded by Skeries. 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 Harms to convene into open session at 11:56 AM. Seconded by Skeries. Motion passed 5-0.
 - G. **Convene Into Closed Session - Discussion of City Administrator Candidates:** Motion by Harms to convene into closed session at 1:00 PM. Seconded by Skeries. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.

- H. Convene Into Open Session: Motion by Harms to convene into open session at 1:52 PM. Seconded by Mike Jones. Motion passed 5-0.
 - I. Discussion and Appropriate Follow Up on Hiring a City Administrator: Motion by Harms to instruct Charlene Stevens to extend an offer to Candidate #1 and to extend the same offer to Candidate #3 should Candidate #1 decline. Seconded by Mike Jones. Motion passed 5-0.
5. **Adjourn:** Motion by Mike Jones to adjourn the meeting at 1:54 PM. Seconded by Harms. Motion passed 5-0.



Dave Burgess, Mayor



Travis Cooke, City Clerk