


**City of Windsor Heights Work Session Meeting Minutes**  
**Monday, January 18, 2021 – 6:35 P.M. via ZOOM**

1. **Call to Order:** Mayor Burgess called the meeting to order via Zoom at 6:35 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Staff present: City Administrator Dennis Durham, City Clerk Travis Cooke, Public Safety Director Chad McCluskey, Public Works Director Dalton Jacobus, and City Attorney Erin Clanton.
2. **Review Job Descriptions:** City Administrator Durham and the Council discussed job descriptions.
3. **Adjourn:** Motion by Harms to adjourn the meeting at 6:49 PM. Seconded by Mike Jones. Motion passed 5-0.

  
\_\_\_\_\_  
Dave Burgess, Mayor

  
\_\_\_\_\_  
Travis Cooke, City Clerk