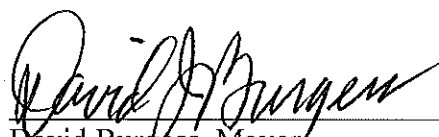


**City of Windsor Heights Special Business Meeting Minutes**  
**Monday, June 8, 2020 – 5:30 P.M. via ZOOM**

1. **Call to Order:** Mayor Burgess called the meeting to order via Zoom at 5:30 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones (@6:00 PM), and Threase Harms. Staff present: Interim Administrator Mark Arentsen, City Clerk Travis Cooke, Finance Director Rachelle Swisher, Public Safety Director Chad McCluskey, Public Works Director Dalton Jacobus, Communications/Recreation Coordinator Whitney Tucker, City Engineer Justin Ernst, and City Attorney Matt Brick. Consultants Present: Kim Peterson and KC Claussen Tabor, Key Elements Consulting.
2. **Approval of the Agenda:** Motion by Joseph Jones to approve the agenda. Seconded by Loffredo. Motion passed 4-0.
3. **Consideration of Job Descriptions:** Key Elements Consulting took questions from council on the job descriptions.
4. **Motion to Approve Job Descriptions:** Motion by Loffredo to approve the job descriptions. Seconded by Joseph Jones. Roll call vote: Loffredo – aye, Joseph Jones- aye, Skeries –nay, and Harms – nay. Motion failed 2-2.
5. **Consideration of Compensation Studies:** Key Elements Consulting took questions from council on the compensation studies.
6. **Motion to Approve Wage Ranges for Non-Represented Employees:** Motion by Loffredo to table the motion. Seconded by Skeries. Motion passed 5-0.
7. **Consideration of Employee Evaluation Form:** Interim City Administrator Arentsen reviewed the evaluation form.
8. **Motion to Approve Employee Evaluation Form:** Motion by Mike Jones to approve the evaluation form. Seconded by Joseph Jones. Motion passed 5-0.
9. **Consideration of City Administrator Hiring Process and Timeline:** Reviewed.
10. **Motion to Approve City Administrator Hiring Process and Timeline:** Motion by Mike Jones to approve the hiring process and timeline. Seconded by Loffredo. Motion passed 5-0.
11. **Adjourn:** Motion by Harms to adjourn the meeting at 6:55 PM. Seconded by Joseph Jones. Motion passed 5-0.

  
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David Burgess, Mayor

  
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Attest: Travis Cooke, City Clerk