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. Secended 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.

[Signature]
Dave Burgess, Mayor

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Travis Cooke, City Clerk