


**City of Windsor Heights Work Session Meeting Minutes
Monday, February 15, 2021 – 7:12 P.M. via ZOOM**

1. **Call to Order:** Mayor Burgess called the meeting to order via Zoom at 7:12 PM. Council members present: Susan Skeries, Mike Loffredo, Mike Jones, and Threase Harms. Absent: Joseph Jones. Staff present: City Administrator Dennis Durham, City Clerk Travis Cooke, Public Safety Director Chad McCluskey, and City Attorneys Erin Clanton and Matt Brick.
2. **Review Job Descriptions:** City Administrator Durham and the Council discussed Standard Operating Procedures (SOP)
3. **Adjourn:** Motion by Mike Jones to adjourn the meeting at 7:27 PM. Seconded by Loffredo. Motion passed 4-0.



Dave Burgess, Mayor



Travis Cooke, City Clerk