

**Administration Committee Meeting
February 24, 2016**

The Administration Committee met on Wednesday, February 24, 2016 at 4:00 p.m. at the Grantsburg Village Office, 316 S Brad Street, Grantsburg, Wisconsin. Present: Glenn Rolloff, Greg Peer. Absent: Rayna Surdey. Also Present: Jeff Schinzing, Sheila Meyer and Chris Bartlett.

Discussion/Action: Mission Statement Development/Wage Scale. Discussion was held in regards to the mission statement of the Village.

Discussion/Action: Code Enforcement Officer/Job Description. A community service officer job description was reviewed. This position will be advertised as a limited term employment part time position. *Motion by Rolloff, seconded by Peer to recommend to the Village Board to advertise for an limited term/part time position for a community service officer. Carried.*

Discussion/Action: Purchase of New Police Squad/Equipment. *Motion by Peer, seconded by Rolloff to recommended to the Village Board to authorize the purchase of a police interceptor as budgeted. Carried.*

Discussion/Action: Sale of Crown Victoria police squad. *Motion by Peer, seconded by Rolloff to recommend to the Village Board to authorize the sale of the Crown Victoria and equipment when the new police interceptor is in service. Carried.*

Jennifer Zeiler
Village Clerk