

**October 19, 2016**

**Administration Committee Meeting**

The Administration Committee met on Wednesday, October 19, 2016 at 4 p.m. at the Village Office, 316 S. Brad Street, Grantsburg, Wisconsin. Present: Glenn Rolloff, Greg Peer, Larry Ebersold. Also present: Chris Bartlett, Jeff Schinzing

1. The meeting was called to order.
2. **Discussion/Action: The Administration Committee will enter into closed session pursuant to Wisconsin State Statute 19.85 (1) © to review Clerk applications and select applicants for interviews.** *Motion by Rolloff, second by Peer to go into closed session. Carried.*  
*Motion by Rolloff, second by Ebersold to go back into open session. Carried.*
3. **Discussion/Action: The Administration Committee will reconvene into open session to set interview with selected Clerk applicants.** *Motion by Rolloff, second by Ebersold to have the full Village Board interview the top 5 candidates for the Clerk position.*
4. Interviews will be held on November 15, 2016 from 6 p.m. to 8 p.m.
5. Meeting was adjourned.

Sheila Meyer  
Interim Village Clerk