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**VILLAGE BOARD MEETING****VILLAGE OF HARRISON****From:** Vicki Tessen, Clerk**Meeting Date:** January 28, 2025

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**Title:**Clerk Report

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**Issue:**None

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**Background and Additional Information:**

Since the last report in mid-December, the Clerk has accomplished the following:

- Elections
  - Ordered additional Badger Books and absentee envelopes
  - Reviewed paperwork and certified candidates
  - Created election plans in WisVote for Spring Primary and Election
  - Estimated voter participation and ordered ballots for the Spring Primary
  - Prepared a schedule of election shifts and confirmed polling place reservations
- Created and published required Notices
  - New ordinances
  - Spring Election
  - Absentee voting process and times (for 7 municipalities)
  - Public test dates (for 7 municipalities)
  - Alcohol license application
- Wrote or assisted in preparing ordinances / resolutions and their memos
  - Combining Wards to Reduce Reporting Units
  - Authorized Signers and Approved Financial Institution List
  - Hemp-Derived Cannabinoid Regulations
  - Kennel License
  - Hotel/Motel Room Tax
  - Plan Commission Membership
- Prepared three board meeting packets and minutes
- Responded to numerous calls regarding tax bills and charges
- Created an excel template to hand calculate a chargeback bill and split the charges between two entities
- Initiated three storm water credit applications
- Balanced the ARPA account
- Processed a solicitor's application with 12 solicitors and updated the permit template and badges to accommodate the additional solicitors
- Fulfilled three open records requests
- Filed retirement report for Harrison Fire Rescue
- Filed tobacco license report to DHS

- Attended weekly staff and two MuniCode meetings
- Met with supervisor to discuss duties and transferred financial files to her
- Proofed draft of a board handbook and discussed edits with managers
- Reviewed alcohol license application and researched wine license regulations

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**Budget Impacts:**

None

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**Recommended Action:**

None

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**Attachments:**

ARPA Report

Account Statement Summary

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