
VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From: Vicki Tessen, Clerk

Meeting Date: March 25, 2025

Title:

Clerk Report

Issue:

None

Background and Additional Information:

Besides enjoying a week of vacation, the Clerk worked on the following since the last report:

- Preparation for the Spring Election. This includes scheduling, creating and publishing election notices, approving and ordering ballot orders, maintaining the voter registrations, and programming and pre-testing the voting equipment.
 - 900+ absentee ballots have been mailed.
 - In-person absentee voting is during office hours March 18th through March 27th.
 - Fulfilling six open records requests, most requesting historical or extensive records.
 - Assisting with re-writing Municipal Code Ch 2 - reviewing multiple drafts, researching statutes and related ordinances, and suggesting edits.
 - Supporting co-workers by proofing documents, locating information, and proposing ideas and solutions in various situations.
 - Providing information to be updated on the website.
 - Doing follow-up tasks from the last board meeting.
 - Attending various meetings – CVMIC, auditor, weekly dept. heads, and managers.
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Budget Impacts:

None

Recommended Action:

None

Attachments:

None
