
VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Approval of the Village Trustee Handbook

Issue: Does the Village Board wish to approve the Village Trustee Handbook?

Background and Additional Information:

A prior village manager hand created a Village Trustee Handbook. This handbook is created to assist in Trustee's transition to this position. It will provide an overview of Harrison and its government, as well as your primary responsibilities, and how elected and appointed officials as well as additional staff can work together in the most efficient and effective way to best serve the Harrison community.

While the handbook is designed to answer many of the commonly asked questions of new Board members, it cannot begin to address all the topics and knowledge required for you to successfully fulfill your position. It is important that you develop relationships with both the elected and appointed officials of Harrison and feel free to ask any questions you may have.

The handbook follows information provided by the League of WI Municipalities publications such as the power and duties of Wisconsin Village Presidents as well How to run a Village Board meeting. Other information was gathered from Roberts Rules of Order Newly Revised handbook.

Once the Future Landuse Map is completed for the Village, it will be added to the Handbook so trustees have easy access to landuse information.

Budget Impacts: None

Recommended Action: Motion to approve the 2025 version of the Village Trustee Handbook.

Attachments:

Village Trustee Handbook