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**VILLAGE BOARD MEETING**

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**VILLAGE OF HARRISON**

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**From:** Vicki Tessen, Clerk

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**Meeting Date:** February 25, 2025

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**Title:**

Clerk Report

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**Issue:**

None

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**Background and Additional Information:**

Since the January report, the Clerk has accomplished the following:

- The primary focus in February was the Spring Primary Election
    - Performed the Public Test of Voting Equipment for the Spring Primary
    - Reviewed over 500 election-day voter registrations and entered the voter's contact information into their WisVote record
    - Estimated voter participation and ordered ballots for the Spring Election
    - Prepared for election day – confirmed schedules, verified notices, printed signage and necessary documents, set up the polling place, etc.
    - Election day – assisted at the Christ the Rock location
    - Completed county reports and delivered election items to Calumet and Outagamie clerks
  - Completed necessary follow-up tasks from the last board meeting
  - Attended weekly staff meetings
  - Prepared the list and recipient information for filing 1099NEC and 1099-S tax forms
  - Fulfilled two open records requests
  - Met with the village assessor regarding 2024 assessment questions, plan marketing materials for assessment market adjustment, and set Board of Review schedule
  - Contributed to the Winter newsletter
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**Budget Impacts:**

None

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**Recommended Action:**

None

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**Attachments:**

None

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