Village of HARRISON
WHERE OPPORTUNITY LIVES

BOARD MEETING AGENDA

Thursday, January 16, 2025 at 6:00 PM

Harrison Village Hall
W5298 State Road 114
Menasha, WI 54952

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Correspondence or Communications from Board and Staff**
5. **Corrections and Approval of the Previous Meeting Minutes**

   a. December 17, 2024 Meeting Minutes

6. **Public Comments**

   Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three-minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.

7. **Old Business for Discussion, Consideration, and/or Action**
8. **New Business for Discussion, Consideration, and/or Action**

   a. Resolution V2025-02 to Amend V2022-02 Designating Public Depository and Authorizing Withdrawal of Municipal Funds.

   b. Village of Harrison Investment Policy.

   c. V2025-03 Combine Reporting Units for Spring Primary

   d. Workshop with Calumet County Sheriff's Office and Village of Harrison on Police Services Contract.

9. **Future Agenda Items & Meetings**

   a. **Future Agenda Items**

   Review of RS-2 Zoning (ML)(after Comp Plan)

   Amend Board rules/procedures for adding agenda items (JB/ML added 7/30/24)

   Plan Commission procedures (ML/JB added 8/27/24)

New development process checklist (MB/SH added 8/27/24)

Review Trail Map (ML/SH added 9/24/24)

Review Tree Policy (JB/DB added 11/12/24)

Review Social Media Policy (JB/DB added 12/17/24)

Discuss Senior Housing (JB/DB added 12/17/24)

b. Future Meetings

January 28, 2025 - Regular Monthly Meeting

February 25, 2025 - Regular Monthly Meeting

10. Closed Session

a. The Board will meet in Closed Session pursuant to Wis. State Stats. 19.85 (1)(c) for considering employment, promotion, compensation, or performance evaluation data on any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to be discussed are performance issues at Harrison Utilities and promotion of a Village Manager.

Attendees include the Village President, Village Trustees, Interim Village Manager, Assistant Village Manager, Village Clerk and Deputy Village Clerk/HR Officer.

11. Adjournment

Agenda posted and published:

January 10, 2025 at Harrison Village Hall and to www.VillageofHarrision-WI.org

/s/ Vicki L. Tessen, Clerk

Accessibility:

This is a public meeting. Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting.

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING	**VILLAGE OF HARRISON**
From: Alissa Van Eperen, Finance Director/Treasurer	**Meeting Date:** January 16, 2025

Title:
Resolution V2025-02 Designating Public Depository and Authorizing Withdrawal of Municipal Funds.

Issue:
Does the Board want to amend the previous resolution V2022-02 to update the Village Clerk's title, add the Finance Director/Treasurer, have three authorized users and signers on all Village bank accounts, and add additional public depository institutions?

Background and Additional Information:
On an annual basis the Village should evaluate the current resolution that designates public depositories and the authority of withdrawal for any applicable updates, such as name changes, title changes, or updates to public depository institutions.

Budget Impacts:
None.

Recommended Action:
Motion to approve the resolution as presented and circulated.

Attachments:

RESOLUTION V2025-02

VILLAGE OF HARRISON
Calumet and Outagamie Counties

RESOLUTION AMENDING RESOLUTION V2022-02 DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING WITHDRAWAL OF MUNICIPAL FUNDS

WHEREAS, Wis. Stats 34.05(1), requires designation of public depositories by resolution; and

WHEREAS, The governing board of each public depositor shall, by resolution, designate one or more public depositories, organized and doing business under the laws of this state or federal law and located in this state, in which the treasurer of the governing board shall deposit all public moneys received by him or her and specify whether the moneys shall be maintained in time deposits subject to the limitations of s. 66.0603 (1m), demand deposits, or savings deposits and whether a surety bond or other security shall be required to be furnished under s. 34.07 by the public depository to secure the repayment of such deposits. A designation of a public depository by the governing board shall be a designation of the public depository for all treasurers of the governing board and for all public depositors for which each treasurer shall act; and

WHEREAS, the Village of Harrison Resolution No. 02, Series of 2022, named the Village President, Allison K. Blackmer, and Clerk-Treasurer, Vicki L. Tessen, as authorized users and signers in the name of the Village of Harrison, Town of Harrison, and Harrison Utilities; and

WHEREAS, the Clerk-Treasurer title was separated to Village Clerk and Village Treasurer on December 2, 2024; and

WHEREAS, it is in the Village's best interest to have the Village President, Clerk, and Treasurer as authorized users and signers.

NOW THEREFORE, BE IT RESOLVED by the Village Board of Trustees, that the following individuals are hereby named as authorized users and signers to any and all accounts in the name of the Village of Harrison, Town of Harrison, Harrison Utilities, and their aliases:

Village President, Allison K. Blackmer
Village Clerk, Vicki L. Tessen
Village Finance Director/Treasurer, Alissa R. Van Eperen

BE IT FURTHER RESOLVED, the following institutions be public depository institutions for the Village of Harrison, Town of Harrison, and Harrison Utilities:

American National Bank
Associated Bank
Bank of Chilton
BMO
Capital Credit Union
Charles Schwab
Chase Bank
Community First Credit Union

East Wisconsin Savings Bank
Ehlers Investment Partners
Fox Communities Credit Union
Local Government Investment Pool (LGIP)
Nicolet National Bank
Prospera Credit Union
US Bank
Verve, a Credit Union

BE IT FURTHER RESOLVED, the financial institutions named above at any one or more of its offices or branches, are hereby designated as a depository for the funds of the Village, Town, and the Utilities, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies. And that the Financial Institutions shall be, and are, authorized to honor and pay the same.

BE IT FURTHER RESOLVED, any one of such authorized users and signers is authorized to endorse all checks, drafts, notes, and other items payable to or owned by the Village, Town, or Utilities for deposit with the Financial Institutions, or for collection or discount by the Financial Institutions; and to accept drafts and other items payable at the Financial Institutions.

BE IT FURTHER RESOLVED, the authorized signers and users together are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Village, Town, or Utilities may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.

BE IT FURTHER RESOLVED, the authority hereby conferred upon the above-named authorized users and signers shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. The Financial Institutions shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

BE IT CERTIFIED, the persons named above occupy the positions outlined in this Resolution; that the foregoing Resolution now stands of record on the books of the Village; that it is in full force and effect and has not been modified in any manner whatsoever.

Introduced, Approved, and Adopted by the Board of Trustees of the Village of Harrison on this 16th day of January 2025.

By: ____________________________________
Allison K. Blackmer, Village President

Attest: ____________________________________
Vicki L. Tessen, Village Clerk

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING **VILLAGE OF HARRISON**

From:
Alissa Van Eperen, Finance Director/Treasurer

Meeting Date:
January 16, 2025

Title:
Village of Harrison Investment Policy.

Issue:
Does the Board want to approve the newly created Investment Policy to establish a framework for managing the Village's investment portfolio?

Background and Additional Information:
Following standard practice, Finance has created an Investment Policy for the Village. This policy sets clear guidelines and objectives for managing the Village's investments, focusing on maximizing returns while ensuring safety and liquidity. The policy will be reviewed every three years, and any necessary changes will be presented to the Board for approval.

Budget Impacts:
None.

Recommended Action:
Motion to approve the resolution as presented and circulated.

Attachments:

Village of Harrison Investment Policy

I. Purpose and Scope

The purpose of this investment policy is to establish guidelines and a framework for the Village of Harrison's investment activities. The policy is intended to be broad enough to allow the investment officer to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment of assets and optimize the return on investment.

This policy applies to all funds under the authority of the Village of Harrison, Wisconsin (the "Village") that are not immediately needed and are available for investment. These funds are accounted for in the Village's Annual Finance Report and include:

- General Fund
- Special Revenue Funds
- Capital Projects Fund
- Debt Service Fund
- Enterprise Funds

Unless prohibited by law or contract, the Village may pool cash from several funds for investment purposes to receive the best rate of return, should it meet the objectives of the investment policy. Any other funds that may be subject to special federal and/or state laws and regulations may be invested in accordance with such laws and regulations.

II. Investment Objectives

The Village's investment portfolio shall be managed to achieve the following objectives:

a. Safety: The foremost objective is to preserve the principal value of the investments and overall portfolio. The objective is to protect funds from credit risk, interest rate risk, and custodial risk.

b. Liquidity: Investments should be sufficiently liquid to meet the Village's operating requirements that may be reasonably anticipated. This objective will be accomplished by structuring the portfolio so that investments mature concurrently with cash needs to meet anticipated demands. Since all possible cash demands cannot be anticipated, the portfolio should consist of securities with active secondary or resale markets, such as money markets or local government investment pools authorized under Wisconsin state statute, which offer same-day liquidity for short-term funds.

c. Return on Investment: The investment portfolio shall be designed with the objective of maintaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. The return on investment is secondary compared to the safety and liquidity objectives above. Securities shall be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize the loss of principal.
- A security wrap would improve the safety and yield of the overall portfolio.
- Liquidity needs of the Village require the security to be sold before maturity.

d. **Competitive Quotes:** With the exception of cash accounts, all investments will be selected based on the basis of competitive quotes as presented through current market conditions. The banks that will be considered for investment will be approved through the Village's "Public Depositories Resolution", which will be reviewed annually and brought to the board if changes are deemed necessary.

III. Standards of Care

a. **Prudence:** The standard care to be used by Village investment officials should be the "prudent person" standard, which states "investments shall be made with judgment and care, under the circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived" and shall be applied in the context of managing an overall portfolio.

Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of the investment policy.

b. **Authority:** Management and administrative responsibility for the investment program of the Village is entrusted to the Finance Director/Treasurer and is derived from State of Wisconsin Statutes and Village ordinances. The Finance Director/Treasurer is the investment officer responsible for investment decisions and activities. The Finance Director/Treasurer shall be responsible for all transactions undertaken and shall establish investment procedures consistent with this policy, and a system of controls to regulate the activities of subordinate officials and employees. Individuals authorized to engage in investment transactions on behalf of the Village are the Finance Director/Treasurer, the Village Manager, or those designated by the Finance Director/Treasurer, or Village Manager, or Village Board. The Finance Director/Treasurer will submit a quarterly report of all Village investments and investment activities to the Village Board.

c. **Conflicts of Interest:** Village officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Officers and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Village.

d. Authorized Investments: Investments include any investment stipulated in Wisconsin statute 66.0603:

- In accordance with Wisconsin statutes 34.01 and 34.09 all Wisconsin banks, state or federal chartered, and financial institutions which are members of the Federal Deposit Insurance Corporation (FDIC), as well as the Wisconsin local government pooled-investment fund are authorized depositories.
- The Village, with the adoption of this investment policy, will allow its Finance Director/Treasurer to place additional funds in excess of $650,000 in any bank so named as a Village Depository if the depository provides a surety bond or collateralization of the time deposit or certificate of deposit. Additional unsecured deposits up to a maximum of $2,500,000 may be placed in any depository rated in the two highest categories by the financial rating institution used by the Village.
- Investments considered or defined as “derivatives” are prohibited, including, but not limited to Mortgaged Back Securities (MBS), Collateralized Mortgage Obligations (CMO), Asset Back Securities (ABS), and Interest Rate Swaps.
- Where possible, preference may be given to local financial institutions for the betterment of the local economy or that of local entities within Wisconsin.

IV. Collateralization and Insurance

The FDIC protects deposits up to $250,000. In addition, public deposits are protected against losses by Wisconsin general-purpose revenues under Statutes 20.144 (1)(a) and 34.08 (2) up to $400,000 for any one public depositor in any individual public depository. The Village will seek to collateralize certificates of deposit or any other time deposit in an amount up to 100% of the investment less the amount of $650,000 insured by the State of Wisconsin and the FDIC with appropriate collateral instruments at levels per recommended practices of the Government Finance Officers Association. Where practicable, collateral shall be held by the Village or an independent third-party custodian with whom the Village has a current custodial agreement. Where this is not practicable, verifiable evidence of specific pledged securities must be supplied to the Village.

V. Diversification

Assets shall be diversified to eliminate the risk of loss and balance the effect of interest rate changes affecting different types of securities. Investments will be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or business sector
- Limiting investments in securities with higher credit risks
- Investing in securities with varying maturities
- Continuously investing a portion of the portfolio in readily available funds such as the Local Government Investment Pool (LGIP), money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

VI. Maturities

The Village will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village will not directly invest in securities maturing more than five (5) years from the date of purchase. Reserve funds may be invested in securities exceeding five (5) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds. Any intent to invest in securities with longer maturities will be reported to the Village Board.

VII. Internal Controls

The Finance Director/Treasurer shall establish a system of internal controls designed to prevent losses of Village funds arising from fraud, misrepresentation by third parties, unanticipated changes in financial markets, employee error, or imprudent actions by employees. Internal controls shall address:

- Separation of transaction authority from accounting and record keeping.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of transactions for investments and wire transfers.
- Dual authorizations of wire transfers.
- Development of a wire transfer agreement with the lead bank and third-party custodian.
- Investment and interest earnings will be recorded in the Village's accounting records based on generally accepted accounting principles (GAAP).
- A monthly summary of all investment transactions will be prepared by the Finance Director/Treasurer for review by the Village Board.

IX. Reporting

The Finance Director/Treasurer shall submit a quarterly investment report on the investment program and activity to the Village Board. The report shall summarize securities held, and investment transactions that occurred during the reporting period, and shall discuss the current portfolio in terms of maturity, rates of return, market values, etc. The summary shall be reported and prepared in a manner that will allow the Village Board to determine if investment activities conform to the Investment Policy.

X. Adoption and Approval

The Investment Policy shall be formally approved and adopted by the Village Board and reviewed as needed, but at least every three years.

Introduced, Approved, and Adopted by the Village Board of the Village of Harrison on this 16th day of January 2025.

By: ________________________________
Allison Blackmer, Village President

Attest: ________________________________
Vicki Tessen, Village Clerk

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**
From: | **Meeting Date:**
Vicki Tessen, Clerk | 01/16/2025

Title:

Resolution V2025-03 Combine Reporting Units for Spring Primary

Issue:

Spring Primary does not need as many reporting units as the Spring Election

Background and Additional Information:

The Board approved the polling locations and reporting units at the December 17, 2024 meeting. Since then, it has become known that there will be a primary for only 1 state race and 1 of our school district races. Thus our election could be made much simpler if the number of reporting units were decreased for the Spring Primary on February 16, 2025.

This would not affect the voter's polling location.

This would not alter the setup or reporting units for the Spring Election.

Budget Impacts:

Recommended Action:
Approve Resolution V2025-03 as presented.

Attachments:
Resolution V2025-03

RESOLUTION V2025-03

VILLAGE OF HARRISON
Calumet and Outagamie Counties

AMENDING V2024-15 TO COMBINE REPORTING UNITS FOR THE 2025 SPRING PRIMARY

WHEREAS, on December 17, 2024, the Village Board adopted Resolution V2024-15 Establishing Polling Locations and Combining Wards for the 2025 election cycle; and

WHEREAS, the number of polling locations and how wards are combined determines the number of reporting units; and

WHEREAS, the Spring Election requires many reporting units to accommodate the configuration of five school boards and eleven county supervisor races; and

WHEREAS, it is now known that only one school board and zero county supervisor races will be part of the 2025 Spring Primary.

NOW, THEREFORE, BE IT RESOLVED, that Resolution V2024-15 shall be amended only so far as to combine further the number of Reporting Units for the Spring Primary on February 18, 2025, as follows:

Harrison Municipal Building W5298 State Road 114	Christ the Rock Church W6254 Highway 10 and Highway 114
Reporting Unit 1: Ward 1 &2	Reporting Unit 4: Wards 3-9 & 13
Reporting Unit 2: Wards 10-12 & Part 14	
Reporting Unit 3: Part Ward 14	

Adopted by the Village Board of the Village of Harrison on this 16th day of January, 2025.

By: ______________________________
Allison Blackmer, Village President

Attest: ______________________________
Vicki L. Tessen, Clerk