

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
06/25/2020**

A meeting of the Village of Harrison Board was called to order at 9:00am in the Harrison Municipal Building, W5298 State Road 114 on June 25, 2020. After the Pledge of Allegiance was recited, roll call was taken.

Board Present: President Kevin Hietpas, Trustees Lou Miller, Mark Van Hefty, Darlene Bartlein, Scott Handschke, Pete Stier, Tyler Moore
Board Excused: None
Staff Present: Village Manager Travis Parish, Clerk-Treasurer Jennifer Weyenberg, Planner Mark Mommaerts, Director of Public Works Laura Jungwirth, Operations Manager Jeff Funk and members of Harrison Utilities

Discussion and Possible Action on Village Staffing

The discussion began talking about duplicate staffing between the village and the utility now that Harrison Utilities is a department of the village. There may be areas where we can improve efficiency.

Village Manager T. Parish shared a Harrison Staffing Level vs. Comparables report. Little Chute has 34 full time employees not including Public Safety (population is 11,729).

Greenville has 30 full time employees not including Public Safety (population is 12,147). Harrison has 20 full time employees not including Public Safety (population is 13,000).

A suggestion was made to start by looking to cross-train the Harrison Utilities and Public Works employees, and then we can look at shortages and overages.

The use of floating admins or interns was suggested.

The board requested additional time to review job descriptions.

Having job reviews more frequently was discussed.

A special meeting will be scheduled to review the employee handbook and another meeting might be scheduled to discuss Rules and Procedures.

Staff was directed to remove the consent agenda and move Reports up on all future agendas.

Jennifer Weyenberg, Village Clerk-Treasurer

Dated: July 14, 2020

Approved: July 28, 2020