

**FINANCE/PERSONNEL AD HOC COMMITTEE MINUTES
MONDAY, MAY 24, 2021
5:00 PM, ALLOUEZ VILLAGE HALL**

CALL TO ORDER / ROLL CALL

Meeting called to order by Chairperson Harris at 5:05pm

Present: Harris, Sampson, Beauchamp, Lange

Absent: Genrich

Also present: Gehin

MODIFY / ADOPT AGENDA

Sampson/Lange moved to adopt the agenda as presented. Motion carried.

APPROVAL OF MINUTES FROM APRIL 12, 2021

Sampson/Beauchamp moved to approve the April 12, 2021 minutes. Motion carried.

ANNOUNCEMENTS

None

DISCUSSION/ACTION: AMERICAN RESCUE PLAN ACT

Lange updated the committee on new information about the program since the last committee meeting.

Discussion:

- Importance of gaining public input.
- Public informational meetings.
- Email blasts and posts asking for suggestions from the public.
- List examples of what the funds can & cannot be used for.
- Draft a "wish list" of village projects.

No action taken.

DISCUSSION/ACTION: HR CONSULTING PROPOSAL

Lange shared the proposal received from Human Resources Consulting, LLC.

Discussion:

- Is this needed to assist with cleaning up/reviewing current policies?
- Reviewing of all job descriptions
- Assisting with wage/salary comparable
- Assisting with any HR related activities
- Is this something we can place in 2022 budget?
- Look into other possible options

No action taken.

DISCUSSION/ACTION: CREDIT CARD SERVICE

Beauchamp described the current process of accepting credit card payments. Currently general, utility, municipal court, building permits and recreation program payments are accepted. However, there are different providers used by various departments and it makes the most sense to consolidate into one provider, InvoiceCloud.

Discussion:

- InvoiceCloud is user friendly and compatible with our current finance software.
- Green Bay Water Utility uses this provider.
- Could InvoiceCloud be used for future property tax payments?
- 2020 net credit card fees paid by the village was \$9,088.

Lange/Sampson moved to recommend to the Village Board to enter into a 3 year contract with InvoiceCloud. Current proposal is for 2.75% per transaction with staff to determine if a higher per transaction cost would be available to further reduce the Village cost of providing this service. Motion carried.

DISCUSSION/ACTION: AUDIT CONTRACT

Beauchamp shared that our current auditor is retiring from CLA and a new auditor has been assigned to the Village. CLA has been doing a great job for us and have offered a new 1 to 3 year contract.

Discussion:

- Should we look at a 2 year contract with an option for a 3rd year?
- The fee for the 2020 audit was \$16,000.
- Staff does a lot of the pre-audit work which saves costs.
- Check on audit costs of like-size neighboring communities.

Lange/Harris moved to recommend to the Village Board a 2 year contract with CLA with a 3rd year option. Motion carried.

NEXT MEETING DATE AND AGENDA ITEMS

Revaluation update from Mike Denor.

Next meeting date is June 21, 2021

ADJOURNMENT

Sampson/Beauchamp moved to adjourn at 6:26pm. Motion carried.

Minutes submitted by Brad Lange, Administrator