

**FINANCE COMMITTEE AGENDA
VILLAGE OF DEERFIELD**

**FOR A MEETING OF THE FINANCE COMMITTEE OF THE VILLAGE OF DEERFIELD TO BE HELD AT THE
DEERFIELD FIRE STATION, 305 N INDUSTRIAL PARK ROAD, DEERFIELD, WISCONSIN
JANUARY 24, 2022 AT 6:45 P.M.**

- I. CALL TO ORDER – NOTING OF ROLL BY CLERK**
- II. CONSENT AGENDA**
 - A. APPROVAL OF MINUTES FROM JANUARY 10, 2022**
 - B. APPROVAL OF VOUCHERS**
- III. PUBLIC APPEARANCES – Public’s opportunity to speak**
- IV. NEW BUSINESS**
 - A. REVIEW & ACTION**
 - 1. DISCUSS/CONSIDER UPGRADING CURRENT ACCOUNTING/PAYROLL PROGRAMS**
 - 2. DISCUSS/CONSIDER ENGAGEMENT WITH EHLERS & ASSOCIATES, INC FOR A 2022 LEVY
LIMIT REFERENDUM**
- V. STAFF REPORTS**
- VI. ADJOURN**

Notice is hereby given that it is possible that a majority of the Village Board or other governmental body may be present at the above meeting of the FINANCE COMMITTEE to gather information about a subject over which they have ultimate decision-making responsibility. If such a majority is present, it will constitute a meeting of the Village Board or other governmental body under Wisconsin's Open Meeting Laws and is hereby being noticed as such, although only the FINANCE COMMITTEE will take formal action at the above meeting.

If you require an interpreter, materials in alternate formats, or other accommodations to access this meeting, please contact the Village Clerk at 764-5404 at least 24 hours prior to the meeting.

Elizabeth McCredie, Clerk
Village of Deerfield

Posted (3) 1/20/2022 (Mun. Bldg, Library, Bank)

Elizabeth McCredie

From: Laesch, Michael <MLaesch@civicsystems.com>
Sent: Thursday, January 6, 2022 8:41 AM
To: Laesch, Michael
Cc: Civic support
Subject: Urgent Classic PR Clients

Hello,

I hope this email finds you doing well! You are receiving this email because you are one of the 7 Wisconsin clients that are still using the Caselle Classic Payroll system. As you probably know there have been some withholding changes for 2022 that the Classic system is not able to compute correctly. Under the new Wisconsin withholding calculations, employees would typically have less state tax withheld from their paychecks with the 2022 tax tables than with the tables that were previously in effect. This basically means that you will be withholding a little more each paycheck than is required for your employees. The employees will get this back when they file their tax refund but we wanted to make sure you are aware of this.

By way of example (these numbers are not official, and you should not rely on them as tax advice), we calculated the difference between the withholding rates for a theoretical individual, married and single, with 2 exemptions making \$40,000 and \$50,000 annually. The following shows the amount that would be over-withheld by continuing to use the "old" withholding rates:

Tax Status

Per Pay Period Amounts:

2021 (Old) withholding

2022 (New) withholding

Amount over-withheld with "Old" method

| Annual Salary of \$40,000 | | Annual Salary of \$50,000 | |
|---------------------------|---------|---------------------------|----------|
| Single | Married | Single | Married |
| \$76.30 | \$72.90 | \$104.70 | \$103.20 |
| \$59.60 | \$54.40 | \$82.80 | \$79.20 |
| \$16.70 | \$18.50 | \$21.90 | \$24.00 |

While we are fine with you continuing to run Classic there will be more and more changes like this that the Classic version cannot handle. Classic (which is two versions behind our current version called Connect) runs on an Access Database and Microsoft discontinued the support of the legacy Access database format a few years back. We think it would be advantageous for you to look at upgrading your system to the Connect version of software to ensure that future changes do not impact your business. Besides the possible impact of future changes there are many enhancements that Connect provides that I am sure you will love.

If you haven't received a quote for the Connect upgrade please contact me to discuss costs and timing. Changing from Classic to Connect isn't as painful as you think ☺.

I look forward to hearing from you and discussing the benefits and costs.

Thanks!
Mike

Michael Laesch
Vice President – Business Development and Client Relations



**Computer Software and
Conversion Services Proposal**

Village of Deerfield

Prepared by Civic Systems, LLC



civicsystems

strong software, strong community

A SUBSIDIARY OF BAKER TILLY US, LLP

Civic Systems, LLC
4807 Innovate Ln
P.O. Box 7398
Madison, WI 53707-7398
Phone: 888.241.1517
Fax: 608.249.1050
mlaesch@civicsystems.com
www.civicsystems.com

January 17, 2022

Software Purchase Agreement

Civic Systems, LLC
4807 Innovate Ln
P.O. Box 7398
Madison, WI 53707-7398

Village of Deerfield
4 North Main Street
Deerfield, WI 53531

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days.

INVESTMENT SUMMARY

| | |
|---|------------------|
| Connect License Fees (2 Concurrent Users) | \$ 23,000 |
| Less Connect Upgrade Discount | (14,375) |
| Conversion/Setup | 3,000 |
| Training | 4,200 |
| TOTAL INVESTMENT | \$ 15,825 |

SOFTWARE FOR LIFE: Software for Life provides the assurance that the City will never have to purchase another upgrade at any point in the future. As a result, the City will always be on the latest version of the software.

*Travel costs are not included.

SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance and understanding of the Computer Software and Services Contract, Attachment A – Caselle Software Distribution Agreement, and Attachment B – Civic Support Agreement.

VILLAGE OF DEERFIELD, WI

Signature: _____

Title: _____

Date: _____

CIVIC SYSTEMS, LLC

Signature: _____

Title: _____

Date: _____



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A SUBSIDIARY OF BAKER TILLY US, LLP

Selected Modules Detailed Costs

LICENSE FEES (2 CONCURRENT USERS)

| Connect Upgrade Modules | License Fee | Conversion | Training Cost @ \$1,200/Day | Total Investment |
|--|---------------------|---------------------|-----------------------------|----------------------|
| Based on 2 Concurrent User Licenses | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Accounts Payable | 5,500 | Included | 600 | 6,100 |
| Accounts Receivable | 5,500 | Included | 600 | 6,100 |
| General Ledger | 5,500 | Included | 1,800 | 7,300 |
| Activity Reporting | Included | Included | Included | Included |
| Bank Rec | Included | Included | Included | Included |
| Budgeting | Included | Included | Included | Included |
| Payroll | 6,500 | Included | 1,200 | 7,700 |
| Electronic Submittals | Included | Included | Included | Included |
| Conversion And Setup Estimates | Included | 3,000 | Videos | 3,000 |
| Less: Upgrade Discount | (14,375) | -- | -- | (14,375) |
| TOTALS COSTS | <u>8,625</u> | <u>3,000</u> | <u>4,200</u> | <u>15,825</u> |

Optional Module Detailed Costs

OPTIONAL MODULES

| Selected Product Descriptions | License Fee 2 Concurrent | One-Time conversion/ setup | Training and Onsite Assistance Cost/Days | Year one Total w/o Support | Annual Fees* |
|--|-----------------------------|----------------------------------|---|-------------------------------|-----------------|
| Concurrent Users Above 2 (each) | \$ 2,000 | \$ 0 | \$ 0 | \$ 2,000 | \$ 500 |
| Accounts Payable Add Ons | | | | | |
| miExcel AP | 500 | -- | -- | 500 | 100 |
| General Ledger Ad Ons | | | | | |
| miExcel GL | 1,500 | -- | 300 | 1,800 | 300 |
| Payroll Ad Ons | | | | | |
| miExcel Payroll Import | 1,500 | -- | 300 | 1,800 | 300 |
| miViewPoint Add Ons | | | | | |
| miAP Workflow | 3,000 | 600 | 600 | 4,200 | 600 |
| miBudget | 2,000 | 300 | 300 | 2,600 | 400 |

*Above amounts do not include travel expenses

January 19, 2022

Elizabeth McCredie, Village Administrator - Clerk/Treasurer
Village of Deerfield, Wisconsin
4 N Main St
PO Box 66
Deerfield, WI 53531

**Re: Written Municipal Advisor Client Disclosure with the Village of Deerfield ("Client") for
2022 Levy Limit Referendum ("Project" Pursuant to MSRB Rule G-42)**

Dear Elizabeth:

As a registered Municipal Advisor, we are required by Municipal Securities Rulemaking Board (MSRB) Rules to provide you with certain written information and disclosures prior to, upon or promptly, after the establishment of a municipal advisory relationship as defined in Securities and Exchange Act Rule 15Ba1-1. To establish our engagement as your Municipal Advisor, we must inform you that:

1. When providing advice, we are required to act in a fiduciary capacity, which includes a duty of loyalty and a duty of care. This means we are required to act solely in your best interest.
2. We have an obligation to fully and fairly disclose to you in writing all material actual or potential conflicts of interest that might impair our ability to render unbiased and competent advice to you. We are providing these and other required disclosures in **Appendix A** attached hereto.

As your Municipal Advisor, Ehlers shall provide this advice and service at such fees, as described within **Appendix B** attached hereto.

This documentation and all appendices hereto shall be effective as of its date unless otherwise terminated by either party upon 30 days written notice to the other party.

During the term of our municipal advisory relationship, this writing might be amended or supplemented to reflect any material change or additions.

We look forward to working with you on this Project.

Sincerely,

Ehlers



Greg Johnson
Senior Municipal Advisor/Vice President

¹ This document is intended to satisfy the requirements of MSRB Rule G-42(b) and Rule G-42(c).

Appendix A

DISCLOSURE OF CONFLICTS OF INTEREST/OTHER REQUIRED INFORMATION

Actual/Potential Material Conflicts of Interest

Ehlers has no known actual or potential material conflicts of interest that might impair its ability either to render unbiased and competent advice or to fulfill its fiduciary duty to Client.

Other Engagements or Relationships Impairing Ability to Provide Advice

Ehlers is not aware of any other engagement or relationship Ehlers has that might impair Ehlers' ability to either render unbiased and competent advice to or to fulfill its fiduciary duty to Client.

Affiliated Entities

Ehlers offers related services through two affiliates of Ehlers, Bond Trust Service Corporation (BTSC) and Ehlers Investment Partners (EIP). BTSC provides paying agent services while Ehlers Investment Partners (EIP) provides investment related services and bidding agent service. Ehlers and these affiliates do not share fees. If either service is needed in conjunction with an Ehlers municipal advisory engagement, Client will be asked whether or not they wish to retain either affiliate to provide service. If BTSC or EIP are retained to provide service, a separate agreement with that affiliate will be provided for Client's consideration and approval.

Solicitors/Payments Made to Obtain/Retain Client Business

Ehlers does not use solicitors to secure municipal engagements; nor does it make direct or indirect payments to obtain or retain Client business.

Payments from Third Parties

Ehlers does not receive any direct or indirect payments from third parties to enlist Ehlers recommendation to the Client of its services, any municipal securities transaction or any financial product.

Payments/Fee-splitting Arrangements

Ehlers does not share fees with any other parties and any provider of investments or services to the Client. However, within a joint proposal with other professional service providers, Ehlers could be the contracting party or be a subcontractor to the contracting party resulting in a fee splitting arrangement. In such cases, the fee due Ehlers will be identified in a Municipal Advisor writing and no other fees will be paid to Ehlers from any of the other participating professionals in the joint proposal.

Municipal Advisor Registration

Ehlers is registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).

Material Legal or Disciplinary Events

Neither Ehlers nor any of its officers or municipal advisors have been involved in any legal or disciplinary events reported on Form MA or MA-I nor are there any other material legal or disciplinary events to be reported. Ehlers' application for permanent registration as a Municipal Advisor with the (SEC) was granted on July 28, 2014 and contained the information prescribed under Section 15B(a)(2) of the Securities and Exchange Act of 1934 and rules thereunder. It did not list any information on legal or disciplinary disclosures.

Client may access Ehlers' most recent Form MA and each most recent Form MA-I by searching the Securities and Exchange Commission's EDGAR system (currently available at <http://www.sec.gov/edgar/searchedgar/companysearch.html>) and searching under either our Company Name (Ehlers & Associates, Inc.) or by using the currently available "Fast Search" function and entering our CIK number (0001604197).

Ehlers has not made any material changes to Form MA or Form MA-I since that date.

Conflicts Arising from Compensation Contingent on the Size or Closing of Any Transaction

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client. Compensation contingent on the size of the transaction presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation. Compensation contingent on the closing of the transaction presents a conflict because the advisor may have an incentive to recommend unnecessary financings or recommend financings that are disadvantageous to the client. If the transaction is to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Any form of compensation due a Municipal Advisor will likely present specific conflict of interests with the Client. If a Client is concerned about the conflict arising from Municipal Advisor compensation contingent on size and/or closing of their transaction, Ehlers is willing to discuss and provide another form of Municipal Advisor compensation. The Client must notify Ehlers in writing of this request within 10 days of receipt of this Municipal Advisor writing.

MSRB Contact Information

The website address of the MSRB is www.msrb.org. Posted on the MSRB website is a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the financial regulatory authorities.

Appendix B Levy Limit Referendum Assistance

Scope of Service

Client has requested that Ehlers assist Client with undertaking a levy limit referendum pursuant to Wisconsin Statutes Section 66.0602(4) ("Project"). Ehlers proposes and agrees to provide the following scope of services:

- Using information supplied by Client, estimate 2022 net new construction, estimated percentage increase in the 2022 allowable levy over the 2021 levy, and appropriate dollar increase in the 2022 levy over the 2021 levy to be incorporated into the levy limit referendum question.
- Determine expenditures that will be funded through the proposed levy limit increase and determine if the levy limit increase will be one-time or ongoing.
- Provide draft of the referendum question with supporting material for review by the Village's legal counsel.
- As requested, assist Village with preparation of public information materials and presentations to explain the projected impacts of the proposed levy limit increase.

Compensation

In return for the services set forth in the "Scope of Service," Client agrees to compensate Ehlers at an hourly rate of \$225 for actual hours worked on the Project for not to exceed \$4,500. If additional time is required beyond the not to exceed amount, Client will be contacted for authorization to continue.

Payment for Services

Ehlers will invoice Client each month for the work completed in the prior month. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.

The above Proposal is hereby accepted by Deerfield, Wisconsin, by its authorized officer:

| | | |
|--------|-------|------|
| Signed | Title | Date |
|--------|-------|------|