



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 14, 2026

TOPIC Contract for Temporary Professional Accounting Services

BACKGROUND BRIEF:

Council is scheduled to consider approving a contract for temporary professional accounting services to assist Village Administration with daily and monthly financial accounting and audit preparation tasks. As Council is aware, the staffing in the administrative offices will soon be diminished with the recent retirement of Office Coordinator Rice and the impending retirement of Deputy Finance Director Hedrick and resignation of Clerk/Treasurer Stout. This attrition leaves a temporary but significant shortage in staffing for proper financial management.

Administration solicited proposals for professional accounting services and received three proposals from Plante Moran, Rehmann, and WoodHill. WoodHill's proposal only provides Exhibit A since they indicated they did not have sufficient time to prepare a full proposal. The proposals are attached.

Administration has identified the following service needs to provide continuity until the Village returns to full staffing:

- General Ledger journal entries
- General accounting services
- Bank reconciliations and month-end closing
- Audit support
- Staff support and training for new hires

Based on a review of the proposals, Administration finds that Plante Moran's proposal for services is the most comprehensive and most cost effective. The Village Manager is recommending that Council authorize the engagement of Plante Moran for professional accounting services in accordance with its proposal dated September 2, 2026, with services to be performed based upon the needs of the Village as determined by the Village Manager.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The blended hourly rate for Plante Moran's professional accounting services is \$210 plus \$10.50 for technology fees for a total of \$220.50 per hour. For budgeting purposes, the Village should anticipate up to 40 hours per month for the next three months. Total cost would be \$26,460 plus reasonable out-of-pocket expenses. A supplemental budget appropriation of \$30,000 is recommended.

RECOMMENDED MOTION:

#1 – To approve Budget Amendment BA-2027-101-253-01 to provide a supplement appropriation of \$30,000 to Account #101-253-801-000 Contractual Services for temporary professional accounting, financial management assistance, consultation, and training during the Village Administration's staffing transition.

#2 – To authorize the Village Manager to engage the services of Plante Moran to perform temporary professional accounting, financial management assistance, consultation, and training services for the Village in accordance with the firm's proposal dated September 2, 2026, in such amount and to such extent as the Village Manager determines to be necessary to provide for the proper and complete transition of staffing in the administrative offices.