

Sauk County Finance, Personnel & Insurance Committee  
Wednesday, May 8, 2024  
Room 213, West Square Building, Baraboo

Members present: Gaile Burchill, Sheila Carver, Lynn Eberl, Aaron Evert, Andrea Lombard, Tim McCumber, Terry Spencer  
Excused: Brandon Lohr, Jake Roxen  
Others present: Anna Cooke, Lynn Horkan, Jessica Machovec, Brian Simmert, Tara Thompson, Lisa Wilson

The meeting was called to order by Chair Eberl at 5:00 PM. Certification of open meeting compliance was given. **Motion by Burchill, second by Spencer to adopt the agenda. Motion carried. Motion by McCumber, second by Lombard to adopt the minutes of the previous meetings from April 14, 2024. Motion carried.**

Public Comment: None

Communications: None

#### Finance Committee Overview

Eberl went over handouts for the committee and commented on the committee's responsibilities and the county budget.

#### Discussion and possible action on a Resolution to Amend the Land Resources and Environment (LRE) 2024 Budget for the Purchase of Permitting & Licensing Community Development Software from Opengov.

Wilson discussed the need for new software for a total price of \$90,380 for LRE, utilizing \$28,186 in carryforward funds and \$62,194 from general fund. Discussion followed. **Motion by Spencer, second by McCumber to approve the Resolution to Amend the Land Resources and Environment (LRE) 2024 Budget for the Purchase of Permitting & Licensing Community Development Software from Opengov. Motion carried.**

#### Discussion and possible action regarding the Submittal of a Grant Application and Potential Additional Funding for the American Transportation Infrastructure and Investment Program for engineering/design and construction of the Great Sauk State Trail Corridor.

Simmert discussed working with an engineer to complete the Great Sauk State Trail "spine" from Baraboo to Reedsburg and a grant that could fund a majority of the expense. The trail would qualify for the grant specifications. The match required for the \$12M grant will require the county to match \$3M. **Motion by McCumber, second by Burchill to approve the Submittal of a Grant Application and Potential Additional Funding for the American Transportation Infrastructure and Investment Program for engineering/design and construction of the Great Sauk State Trail Corridor. Motion carried.**

#### Discussion and Possible Action to Promote Louis Birkholz to the Assistant Veterans Services Officer Position as of May 12, 2024.

Cooke presented the benefit to fill the position internally. **Motion by Carver, second by Evert to approve the promotion of Louis Birkholz to the Assistant Veterans Services Officer Position as of May 12, 2024. Motion carried.**

#### Discussion and Possible Action on the revisions for the Employee Handbook and Administration and Management Manual for June 1, 2024.

Cooke discussed the changes to the Employee Handbook and Administration and Management Manual. **Motion by McCumber, second by Lombard to approve revisions for the Employee Handbook and Administration and Management Manual for June 1, 2024. Motion carried.**

#### Discussion and consideration of budget guidelines, priorities, strategic issues, and calendar.

Horkan discussed the budget guidelines, priorities, strategic issues, and the calendar. Revisit at next meeting to adopt guidelines for 2025 budget process.

#### Set special meeting date/time in September for County Administrator's budget presentation.

**Motion by McCumber and second by Carver to schedule the September special meeting to September 25, 2024, at 4:00 PM. Motion carried.**

**Motion by McCumber and second by Carver to move meetings to 4:00 pm on the second Wednesday of each month. Motion carried.**

**Motion by Carver and second by Burchill to schedule the November regular meeting for November 6<sup>th</sup> at 4:00 PM. Motion carried.**

#### Presentation of County financial reports.

Horkan presented the county financial reports.

Personnel and Insurance Department Update.

Cooke reviewed departmental activities and various reports. **Motion by Carver, second by Spencer to approve the May 2024 invoices in the amount of \$3,083.50. Motion carried.**

Treasurers Department Update.

Machovec reviewed departmental activities, financial reports, and investment reports. **Motion by McCumber, second by Carver to approve the May 2024 invoices in the amount of \$203,907.52 and \$195,004.95. Motion carried.**

Accounting Department Update.

Horkan reviewed departmental activities, monthly report, and budget report. **Motion by McCumber, second by Evert to approve invoices for \$53,271.00. Motion carried.**

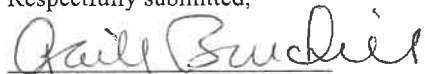
**Motion by Carver, second by McCumber to approve the Committee payments of \$15,366.75. Motion carried.**

Next meeting(s):

Wednesday, June 12<sup>th</sup>, 2024, at 4:00 PM.

**Motion by McCumber, second by Carver to adjourn the meeting at 6:48 PM. Motion carried.**

Respectfully submitted,



Gaile Burchill,

Finance, Personnel & Insurance Committee Secretary