

Sauk County Finance, Personnel & Insurance Committee
Wednesday, September 11, 2024
Room 213, West Square Building, Baraboo

Members present: Gaile Burchill, Sheila Carver, Lynn Eberl, Aaron Evert, Brandon Lohr, Andrea Lombard, Tim McCumber, Jake Roxen, Terry Spencer
Others present: Anna Cooke, Brian Desmond, Lynn Horkan, Jessica Machovec, Richard Meister, Brent Miller, Tara Thompson, Lisa Wilson, Jennifer Weitzel

The meeting was called to order by Chair Eberl at 4:00 PM. A moment of silence in remembrance of 9/11 was observed. Certification of open meeting compliance was given. **Motion by Lohr, second by Burchill to adopt the agenda. Motion carried. Motion by Carver, second by Spencer to adopt the minutes of the previous meeting from August 14, 2024. Motion carried.**

Public Comment: None
Communications: None

Discussion and possible Action on Resolution to Authorize the Purchase of a 2023 Ford Explorer Replacement Squad under Emergency Procedure and Amend the 2024 Budget.

Meister discussed replacing the vehicle that was totaled in a shooting incident. The vehicle will be purchased from insurance proceeds and the self-insurance deductible funds. **Motion by Carver, second by Lombard to approve the Resolution to Authorize the Purchase of a 2023 Ford Explorer Replacement Squad under Emergency Procedure and Amend the 2024 Budget. Motion carried.**

Discussion and Possible Action on Resolution to Authorize to Amend the 2024 Budget for Allocation of American Rescue Plan Act (ARPA) Funds for Patrol/Rescue Boat, Prisoner Transport Van and Fingerprint Machine.

Meister discussed the three items being purchased were taken from his 2025 budget to be bought in 2024 with ARPA funds. **Motion by Carver, second by Evert to Authorize to Amend the 2024 Budget for Allocation of American Rescue Plan Act (ARPA) Funds for Patrol/Rescue Boat, Prisoner Transport Van and Fingerprint Machine. Motion carried.**

Discussion and Possible Action to Authorize Resolution to accept funding from the State of Wisconsin Department of Health Services and Amend the 2024 budget to expand harm reduction efforts across Sauk County through its Public Health Vending Machine Project.

Weitzel explained the grant will fund at least two vending machines and one will be placed in a Wisconsin Dells clinic and they are also looking for a location in Reedsburg. **Motion by Lohr, second by Spencer to Authorize Resolution to accept funding from the State of Wisconsin Department of Health Services and Amend the 2024 budget to expand harm reduction efforts across Sauk County through its Public Health Vending Machine Project. Motion carried.**

Discussion and possible action to Accept Land Resources & Environment Alliant Energy Foundation Grant.

Wilson explained the funds will be used to place signs at the Sauk County Farm per the master plan. **Motion by Lohr, second by McCumber to Accept Land Resources & Environment Alliant Energy Foundation Grant. Motion carried.**

Discussion and possible action to Promote Kristen Ederer to the Office Manager Position in the Corporation Counsel Department effective September 29, 2024.

Desmond discussed his succession plan for replacing an employee retiring at the end of the year. **Motion by Carver, second by Evert to Promote Kristen Ederer to the Office Manager Position in the Corporation Counsel Department effective September 29, 2024. Motion carried.**

Discussion and possible action to Authorize Resolution to Create a Public Health Nurse Supervisor Position.

Weitzel gave a brief background on the program, Nurse Family Partnership. **Motion by Lombard, second by Evert to authorize Resolution to Create a Public Health Nurse Supervisor Position. Motion carried.**

Discussion and possible action to Promote Michelle Bauer to the Public Health Nurse Supervisor Position effective September 15, 2024, and eliminate the Public Health Nurse position 40008 effective September 15, 2024.

Motion by McCumber, second by Burchill to Promote Michelle Bauer to the Public Health Nurse Supervisor Position effective September 15, 2024 and eliminate the Public Health Nurse position 40008 effective September 15, 2024. Motion carried.

Discussion on Updates for Sauk County Employee Handbook, Sauk County Administration and Management Manual, and Sauk County Safety Manual.

Cooke let the committee know that the changes will be coming in October.

Discussion on Possible Action to Approve Extension of Limited Term Employee (LTE) Positions Kerry Beghin, Diana Fox, Linda Kohlmeier-Searls, and Mark Fossen.

Motion by McCumber, second by Burchill to approve the Extension of Limited Term Employee (LTE) Positions Kerry Beghin, Diana Fox, Linda Kohlmeyer-Searls and Mark Fossen. Motion carried.

Update and Possible action for the American Rescue Plan (ARPA) funds.

Miller gave an update on how the ARPA funds will be allocated through 2024. **Motion by McCumber, second by Evert to Approve the possible additional uses ARPA project list and the Highway will receive the remainder to fund Highway projects to maximize the ARPA funds. Motion carried.**

Discussion and Possible Action Regarding New Position Requests and Reclassifications Recommended for Inclusion in the 2025 Budget.

Cooke went over the list of the positions and reclassifications are included in the 2025 budget. **Motion by Lohr, second by Spencer to authorize the New Position Requests and Reclassifications Recommended for Inclusion in the 2025 Budget. Motion carried.**

Budget Update.

Miller and Horkan gave an update on the budget.

Presentation of County financial reports.

Horkan presented the county financial reports through July. **Motion by McCumber, second by Spencer to receive the County financial reports. Motion carried.**

Personnel and Insurance Department Update.

Cooke reviewed departmental activities and various reports. **Motion by McCumber, second by Evert to approve invoices in the amount of \$10,602.86. Motion carried.**

Treasurers Department Update.

Machovec reviewed departmental activities, financial reports, and investment reports. **Motion by Lombard, second by McCumber to approve invoices in the amount of \$194,208.55. Motion carried. Motion by McCumber, second by Burchill to approve special invoices of \$98,828.31. Motion carried.**

Accounting Department Update.

Horkan reviewed departmental activities, monthly report, and budget report. **Motion by Burchill, second by Evert to approve invoices for \$20,489.52. Motion carried.**

Motion by McCumber, second by Evert to approve the Committee payments of \$18,967.46. Motion carried.

Next meeting(s):

Wednesday, September 25th, 2024, at 4:00 PM Special Meeting for Administrators Budget Presentation

Wednesday, October 9th, 2024, at 4:00 PM.

Motion by Lombard, second by Spencer to adjourn the meeting at 5:36 PM

Respectfully submitted,



Gail Burchill,

Finance, Personnel & Insurance Committee Secretary