

Sauk County Finance, Personnel & Insurance Committee
Wednesday, March 12, 2025
Room 213, West Square Building, Baraboo

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

The meeting was called to order by Chair Eberl at 4:00 PM. Certification of open meeting compliance was given. **Motion by Lombard, second by A Evert to adopt the agenda. Motion carried. Motion by Carver, second by Lombard to adopt the minutes of the previous meeting from February 12, 2025. Motion carried.**

Public Comment: None
Communications: None

Discussion and possible action on Resolution to Authorize the Director of Land Resources and Environment to Accept Multi-Discharge Variance Funding: Amending the 2025 Budget.

Kabat discussed the Multi-Discharge Variance Funding and the availability of more funds than were budgeted. **Motion by Burchill, second by Evert to approve the Resolution to Authorize the Director of Land Resources and Environment to Accept the Multi-Discharge Variance Funding and Amend the 2025 Budget. Motion carried.**

Discussion and possible action on Resolution to Amend the Land Resources and Environment 2025 Budget and Award a Contract to the Lakota Group for an Update to the Sauk County Comprehensive Plan.

Wilson discussed the Sauk County Comprehensive Plan and utilizing carryforward funds to include the Strategic Plan into the contract. Discussion followed. **Motion by Evert, second by Lombard to approve the Resolution to Amend the Land Resources and Environment 2025 Budget and Award a Contract to the Lakota Group for an Update to the Sauk County Comprehensive Plan. Motion carried.**

Discussion and possible action on Resolution to Approve the Aging Disability Resource Center (ADRC) hire a 1.0 Full Time Equivalent (FTE) Disability Benefit Specialist to overlap for transition and training purposes due to the ADRC Director Retirement and Amend the 2025 Budget.

Cooke discussed the benefits of staff overlap/training the new ADRC Director and Disability Benefit Specialist utilizing the ADRC fund balance to cover additional cost. Discussion followed. **Motion by Evert, second by Burchill to approve the Resolution to Approve the Aging Disability Resource Center (ADRC) hire a 1.0 Full Time Equivalent (FTE) Disability Benefit Specialist to overlap for transition and training purposes due to the ADRC Director Retirement and Amend the 2025 Budget. Motion carried.**

Discussion and possible action on Resolution to Consider Gratefully Accepting Donations and Gifts Presented to Sauk County in 2024.

Horkan shared the list of donations received by Sauk County in 2024. **Motion by Evert, second by McCumber to approve the Resolution to Consider Gratefully Accepting Donations and Gifts Presented to Sauk County in 2024. Motion carried.**

Discussion and possible action to Promote Shelly Fossen to the Meal Site Coordinator position for the ADRC Department effective March 16, 2025.

Cooke shared the reasons for promoting Shelly Fossen. **Motion by Lombard, second by Burchill to Promote Shelly Fossen to the Meal Site Coordinator position for the ADRC Department effective March 16, 2025. Motion carried.**

Discussion and possible action to approve the continuation of a Limited Term Employee (LTE) position for Cheryl Brickl for the County Clerk Department through December 31, 2025.

Cooke shared the reason for continuing the LTE position. **Motion by McCumber, second by Carver to approve the continuation of a Limited Term Employee (LTE) position for Cheryl Brickl for the County Clerk Department through December 31, 2025. Motion carried.**

Review of per diem and mileage paid to the County Board members per Rule VII. B. of the Rules of the Sauk County Board of Supervisors.

Motion by McCumber, second by Evert to approve the Review of per diem and mileage paid to the County Board members per Rule VII. B. of the Rules of the Sauk County Board of Supervisors. Motion carried.

Discussion of County Long Term Budget Planning and looking forward to future budgets.

Horkan discussed the planning that is ongoing regarding budget and long-term budget planning.

Presentation of County financial reports.

Horkan presented the county financial reports for January 2025.

Personnel and Insurance Department Update.

Cooke reviewed departmental activities and various reports. **Motion by Lombard, second by Evert to approve the 2024 Annual Report for Personnel and Insurance Department. Motion carried.**

Discussion and possible approval to carryforward funds from 2024 to 2025 for the Personnel and Insurance Department.

Motion by Burchill, second by Evert to approve carryforward funds from 2024 to 2025 for the Personnel and Insurance Department. Motion carried.

Review and Approval of Invoices for the Personnel and Insurance Department.

Motion by McCumber, second by Carver to approve invoices in the amount of \$870.53. Motion carried.

Discussion and possible approval on Resolution Designating County Depositories: Establishing Investment and Related Financial Procedures.

Motion by Carver, second by Lombard to approve the resolution Designating County Depositories: Establishing Investment and Related Financial Procedures. Motion carried.

Discussion and possible action on Ordinance Amendment to section 43.06 Assessing service fee on worthless checks and processing overpayments received by the County.

Machovec discussed raising the amount from \$2.00 to \$10.00. **Motion by Lombard, second by McCumber to approve Ordinance Amendment to section 43.06 Assessing service fee on worthless checks and processing overpayments received by the County. Motion carried.**

Treasurers Department Update.

Machovec reviewed departmental activities, financial reports, and investment reports. **Motion by McCumber, second by Lombard to approve the 2024 Annual Report for the Treasurers Department. Motion carried.**

Review Approval of Invoices for the Accounting Department.

Motion by McCumber, second by Evert to approve invoices for \$1,168,769.50. Motion carried.

Discussion and possible approval to carryforward funds from 2024 to 2025 for the Accounting Department.

Motion by Evert, second by Carver to approve carryforward funds from 2024 to 2025 for the Accounting Department. Motion carried.

Accounting Department Update.

Horkan reviewed departmental activities, monthly report, and budget report. **Motion by McCumber, second by Burchill to approve the 2024 Annual Report for the Accounting Department. Motion carried.**

Review and Approval of Invoices for the Accounting Department.

Motion by Evert, second by Burchill to approve invoices for \$7,965.75. Motion carried.

Motion by McCumber, second by Carver to approve the Committee payments of \$10,071.09. Motion carried.

Next meeting(s):

Wednesday, April 9, 2025, at 4:00 PM.

Motion by Carver, second by Evert to adjourn the meeting at 5:05 PM. Motion carried.

Respectfully submitted,



Gaile Burchill,
Finance, Personnel & Insurance Committee Secretary