

Sauk County Finance, Personnel & Insurance Committee
Wednesday, April 9, 2025
Room 213, West Square Building, Baraboo

Members present: Gaile Burchill (virtual), Sheila Carver, Lynn Eberl, Andrea Lombard, Tim McCumber, Aaron Evert, Brandon Lohr, Jake Roxen, Terry Spencer (virtual)
Others present: Anna Cooke, Ian Crammond, Lynn Horkan, Jessica Machovec, Jed Seidl, Lisa Wilson, Timothy Kabat, Kerri Meinke

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 Lohr to adopt the agenda. Motion carried. Motion by Carver, second by Evert to adopt the minutes of the previous meeting from March 12, 2025. Motion carried.**

Public Comment: None
Communications: None

Discussion and possible action on Resolution to Approve Participation in the Fiscal Year 2025 PSAP (Public Safety Answering Point) Grant Program and Amend the 2025 Budget.

Seidl reviewed the Public Safety Answering Point Grant. Discussion followed. **Motion by Lohr, second by Lombard to approve the Resolution to Participation in the Fiscal Year 2025 PSAP (Public Safety Answering Point) Grant Program and Amend the 2025 Budget. Motion carried.**

Discussion and possible action on Resolution to Approve Electronic Budget Book and Planning Software Package and Award contract to Gravity IGM Technology Corporation.

Horkan explained the need for the software and its benefits. Discussion followed. **Motion by Carver, second by Evert to approve the Resolution to Approve Electronic Budget Book and Planning Software Package and Award contract to Gravity IGM Technology Corporation. Motion carried.**

Discussion and possible action to approve the continuation of out-of-class pay for:

- i. Jenna Greenwood from March 1, 2025, through December 31, 2025.
- ii. Kris Garstka from April 30, 2025, through December 31, 2025.

Cooke shared the reasons for continuing the out-of-class pay. **Motion by Lohr, second by McCumber to approve the continuation of out of class pay for Jenna Greenwood from March 1, 2025, through December 31, 2025, and Kris Garstka from April 30, 2025, through December 31, 2025. Motion carried.**

Discussion and possible action to Promote Emily McNabb to the Full Time Cook position at the Health Care Center effective April 13, 2025.

Cooke shared the reasons for promoting Emily McNabb. **Motion by Lohr, second by Roxen to Promote Emily McNabb to the Full Time Cook position at the Health Care Center effective April 13, 2025. Motion carried.**

Discussion and possible action to Promote Jekka Alt to the Parks and Recreation Manager position effective June 8, 2025.

Cooke shared the reasons for promoting Jekka Alt. **Motion by McCumber, second by Carver to Promote Jekka Alt to the Parks and Recreation Manager position effective June 8, 2025. Motion carried.**

Discussion and possible action on Resolution to Create a New Campus Custodian/Maintenance Assistant Position for the Building Services Department.

Crammond reviewed the need for custodian position. Discussion followed. **Motion by Lohr, second by Evert to approve the Resolution to Create a New Campus Custodian/Maintenance Assistant Position for the Building Services Department. Motion carried.**

Presentation of County financial reports.

Horkan presented the county financial reports for February 2025.

Personnel and Insurance Department Update.

Cooke reviewed departmental activities and various reports.

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

Motion by Lohr, second by Carver to approve invoices in the amount of \$930.81. Motion carried.

Treasurers Department Update.

Machovec reviewed departmental activities, financial reports, and investment reports.

Review Approval of Invoices for the Treasurer's Department.

Motion by Lohr, second by Evert to approve invoices for \$3,286,208.41, \$150.00 and \$1,435.55. Motion carried.

Accounting Department Update.

Horkan reviewed departmental activities, monthly report, and budget report.

Review and Approval of Invoices for the Accounting Department.

Motion by Carver, second by Roxen to approve invoices for \$9,566.00. Motion carried.

Motion by Carver, second by Evert to approve the Committee payments of \$15,869.61. Motion carried.

Next meeting(s):

Wednesday, May 14, 2025, at 4:00 PM.

Motion by Carver, second by Lombard to adjourn the meeting at 4:39 PM. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Gaile Burchill", written in dark ink.

Gaile Burchill,

Finance, Personnel & Insurance Committee Secretary