

Sauk County Finance, Personnel & Insurance Committee
Wednesday, November 5, 2025
Room 213, West Square Building, Baraboo

Members present: Gaile Burchill, Sheila Carver, Tim McCumber, Aaron Evert, Terry Spencer, Andrea Lombard

Members not present: Brandon Lohr, Jake Roxen

Others present: Anna Cooke, Justin Hoagland (virtual), Lynn Horkan, Jessica Machovec, Jessica Mijal, 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 Carver, second by Evert to adopt the agenda. Motion by Carver, second by Lombard to adopt the minutes of the previous meetings from September 24, 2025 (Special Meeting) and October 8, 2025. Motion carried.**

Public Comment: None

Communications: None

Pre-audit meeting with auditors to address possible areas of concern prior to commencement of 2025 audit fieldwork.
Justin Hoagland from Baker Tilly, addressed the committee regarding the commencement of the 2025 audit.

Discussion and possible Resolution to Authorize the Sauk County Administration to Submit a Wisconsin Economic Development Corporation Grant Application for Branch Campuses Redevelopment, Amend the 2025 Administrators Budget and Award a Contract to Kendig Keast Collaborative and Insite Consulting Architects for the Baraboo Sauk County Campus Redevelopment Plan.

Wilson presented the resolution for the grant award application. **Motion by Burchill, second by Spencer to approve the resolution to Authorize the Sauk County Administration to Submit a Wisconsin Economic Development Corporation Grant Application for Branch Campuses Redevelopment, Amend the 2025 Administrators Budget and Award a Contract to Kendig Keast Collaborative and Insite Consulting Architects for the Baraboo Sauk County Campus Redevelopment Plan. Motion carried.**

Consideration and possible concurrence of 2026 budget amendments.

Horkan reported that Accounting has not received budget amendments at this time.

Discussion and possible action to approve the continuation of off step pay for:

- i. Jenna Greenwood through July 4, 2026
- ii. Kris Garstka through July 4, 2026

Cooke presented the reason for the continuation of off step pay. **Motion by Evert, second by Lombard to approve the continuation of off step pay Jenna Greenwood and Kris Garstka through July 4, 2026. Motion carried.**

Presentation of quarterly accounts receivable reports as of September 30, 2025.

Horkan reviewed the 3rd Quarter Accounts Receivable reports for the Clerk of Courts Health Care enter, Highway, and Human Services.

Presentation of County financial reports.

Horkan presented the County financial reports.

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 Evert, second by Burchill to approve invoices in the amount of \$3,739.86. Motion carried.

Treasurers Department Update.

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

Review Approval of Invoices for the Treasurer's Department.

Motion by McCumber, second by Lombard to approve invoices for \$222,237.50. 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 Evert to approve invoices for \$171.20. Motion carried.

Review and Approval of Committee payments.


Motion by Evert, second by Burchill to approve the Committee payments of \$15,086.80. Motion carried.

Next meeting(s):

Wednesday, December 10, 2025, at 4:00 PM

Motion by Burchill, second by Evert to adjourn the meeting at 4:34 PM. Motion carried.

Respectfully submitted,



Gaile Burchill,

Finance, Personnel & Insurance Committee Secretary