

Sauk County Finance, Personnel & Insurance Committee
Wednesday, December 10, 2025
Room 213, West Square Building, Baraboo

Members present: Gaile Burchill, Sheila Carver, Lynn Eberl, Aaron Evert, Andrea Lombard, Tim McCumber (virtual), Terry Spencer(late)

Members not present: Brandon Lohr (excused), Jake Roxen

Others present: Jekka Alt, Stephanie Beardsley, Anna Cooke, Lynn Horkan, Timothy Kabot, 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 Lombard, second by Evert to adopt the agenda. Motion by Carver, second by Evert to adopt the minutes of the previous meeting from November 5, 2025. Motion carried.**

Public Comment: None

Communications: Wilson discussed the process for getting policy approved internally before it is presented to the committee. Eberl is looking for an update at the January meeting.

Update on possible 2025 budget overrun for the Human Services Department.
Mijal discussed the reason Human Services budget will be over budget in 2025.

Update on possible 2025 budget overrun for the Accounting Department.
Horkan discussed the reason Accounting budget will be over budget in 2025.

Discussion and possible action on a Resolution to Award a Contract for the Construction of the White Mound County Park Maintenance Building.
Alt presented the resolution for the contract for the White Mound Park Maintenance building. **Motion by Evert, second by Carver to approve the Resolution to Award a Contract for the Construction of the White Mound County Park Maintenance Building. Motion carried.**

Discussion and possible action on Resolution to Approve the Liability, Property, and Workers' Compensation Coverage, Insurance Carrier, and Premiums for 2026.
Cooke reported the premiums for 2026. **Motion by Carver, second by Spencer to approve the Resolution to Approve the Liability, Property, and Workers' Compensation Coverage, Insurance Carrier, and Premiums for 2026. Motion carried.**

Discussion and possible action to promote Lori Miller to the Veterans Benefit Specialist position effective December 21, 2025.
Cooke presented the reason for the promotion. **Motion by Burchill, second by Evert to approve the promotion for Lori Miller to the Veterans Benefit Specialist position effective December 21, 2025. Motion carried.**

Discussion and possible action to extend the long Limited Term Employee (LTE) positions for:
i. Jane Hill, End User Support Technician with the MIS Department, until December 31, 2026
ii. Diana Fox, Accounting Clerk with the Highway Department until May 9, 2026
Cooke presented the reason for the extension of the LTE positions. **Motion by Evert, second by Burchill to approve the extension of the LTE positions, Jane Hill through December 31, 2026, and Diana Fox through May 9, 2026. Motion carried.**

Discussion and possible action to update the effective date of the promotion for Samantha Mittlesteadt for the Administrative Services Coordinator position from September 14, 2025, to June 8, 2025.
Cooke presented the reason for the effective date of the promotion change. **Motion by Spencer, second by Burchill to approve the update for the effective date of the promotion for Samantha Mittlesteadt for the Administrative Services Coordinator position from September 14, 2025, to June 8, 2025. Motion carried.**

Discussion of 2026 County Budget process and looking forward to 2027 County Budget.
Wilson discussed modifications to the process and timeline for the 2027 budget.

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 Lombard to approve invoices in the amount of \$208,228.82. 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 Evert, second by Lombard to approve invoices for \$212,841.44. 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 Spencer, second by Lombard to approve invoices for \$5,368.00. Motion carried.

Review and Approval of Committee payments.

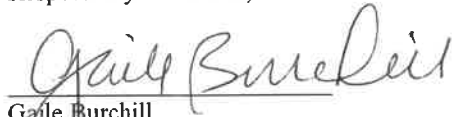
Motion by Evert, second by Carver to approve the Committee payments of \$13,114.30. Motion carried.

Next meeting(s):

Wednesday, January 14, 2026, at 4:00 PM

Motion by Carver, second by Evert to adjourn the meeting at 5:01 PM. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Gaile Burchill", written over a horizontal line.

Gaile Burchill,

Finance, Personnel & Insurance Committee Secretary