

The Florence County Audit, Budget, and Administrative Committee met at the Courthouse on December 10, 2013. The meeting was called to order by the Chair. Members present were Supervisors: Bomberg, Gardner, Johnson, and Kelley. Excused: Erickson. Absent: None.

Moved by Supervisor Johnson, seconded by Supervisor Gardner to approve the Agenda. Ayes: Four (4). Nays: None (0). Motion carried.

Moved by Supervisor Bomberg, seconded by Supervisor Erickson to approve the minutes from the November meeting as read. Ayes: Four (4). Nays: None (0). Motion carried.

Moved by Supervisor Gardner, seconded by Supervisor Bomberg to approve the carryover funds for Lake Emily Boat Landing Project. Supervisor Kelley explained that Forestry and Parks did not have enough time to finish. Ayes: Four (4). Nays: None (0). Motion carried.

JoAnne Friberg, County Treasurer, gave an update on her monthly report. She stated nothing unusual for the month and has one CD maturing and to reinvest.

Moved by Supervisor Bomberg, seconded by Supervisor Johnson to approve the Treasurer's monthly report, and reinvest the maturing CD in the best interest of the County, as presented. Ayes: Four (4). Nays: None (0). Motion carried.

Karlyn Osterberg, County Financial Manager, reported nothing unusual for the month. She stated no overdrawn accounts to date and the revenues are coming in as normal.

Ms. Osterberg next reported that the Veteran Service Officer came in and asked to start a separate account for Veterans In Need. He does not have any funds budgeted for 2014, but has two small accounts that he will not use and would like to put those funds of \$600 into this new account to roll into 2014, with the Committees approval.

Moved by Supervisor Johnson, seconded by Supervisor Bomberg to approve the new Veterans In Need Account and allow the \$600 from 2013 to be used in 2014. Ayes: Four (4). Nays: None (0). Motion carried.

Ms. Osterberg next, under her report, handed the Committee her letter of resignation and explained that her decision was not easy to make and will stay on until February 14, 2014 to train the new Financial Manager.

Moved by Supervisor Bomberg, seconded by Supervisor Johnson to accept Karlyn Osterberg, Financial Manager, resignation letter with regret. Ayes: Four (4). Nays: None (0). Motion carried.

Moved by Supervisor Johnson, seconded by Supervisor Gardner to approve the Financial Manager's monthly report, as presented. Ayes: Four (4). Nays: None (0). Motion carried.

Ms. Osterberg next gave a short presentation on upgrading our Skyward Accounting Finance Program. The 1st phase, Employee Access, would cost \$3,858 to implement and would allow the employees to view and print all their paystubs, time sheets, and benefits they would have coming to them.

The 2nd phase, True Time, with a cost of \$7,005 is an electronic time clock. This gives all employees an access code or swipe card to log in and out of daily. This paperless daily time keeping system will allow for easy access for the Payroll Clerk and Administrators with quick and accurate records of the employee time sheets.

Moved by Supervisor Bomberg, seconded by Supervisor Johnson to approve the purchase of the 1st phase of the Employee Access Finance Software System. The voucher will be paid out of the 2013 County Board Budget. Ayes: Four (4). Nays: None (0). Motion carried.

Moved by Supervisor Bomberg, seconded by Supervisor Johnson to approve all bills submitted by the Clerk including the additional bills and authorize the Clerk to issue orders for the payment of the same. Ayes: Four (4). Nays: None (0). Motion carried.

Under Committee concerns, Supervisor Gardner asked where the County was on the August Lightening Strike. Donna Trudell, County Clerk, stated that all but one quote is in, and was told that the Insurance Commission is in the process of issuing a check soon.

There being no further business and on a motion made, seconded, and carried the meeting was adjourned.

Respectfully submitted,

Donna Trudell
County Clerk