

To: Orchard Manor – Farm Committee

Date: December 3, 2013

Subject: Agenda for December 11, 2013 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, December 11, 2013 at 10:00 a.m.** in the Boardroom at Orchard Manor. The committee will give consideration to and/or take action on the following items:

- Agenda:
1. Call to order at 10:00 a.m.
 2. Establish a quorum.
 3. Certification of compliance with the Open Meetings Law.
 4. Approval of agenda.
 5. Approval of the minutes.
 6. Farm business.
 - A. Farm rental proposals
 - B. Closed session per statute 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, Farm Rental contract addendum/extension.
 - C. Return to Open Session
 - D. Action, if any, on Farm Rental Contract addendum/extension.
 - E. Farm vouchers and financial report.
 7. Orchard Manor operations.
 - A. Chairperson's report.
 - B. Maintenance Supervisor's report.
 - Update on facility.
 - Presentation by Ken McAndrew, Maintenance Supervisor.
 - C. Administrator's report.
 - Update on facility issues.
 - D. Equipment purchases/sales/repairs.
 - E. Staffing issues.
 - Future training costs.
 - Update on staffing changes.
 - F. Orchard Manor vouchers and financial report.
 8. Public comment.
 9. Set next meeting date.
 10. Adjournment.