

To: Orchard Manor – Farm Committee

Date: October 5, 2016

Subject: Agenda for October 12, 2016 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, October 12, 2016 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 vouchers and financial report.
  7. Update on city sewer extension to Orchard Manor property.
  8. Consideration and possible action on IIW contract.
  9. Request to fill Maintenance Supervisor position.
  10. Facility Dude update.
  11. Orchard Manor operations.
    - A. Chairperson's report.
    - B. Maintenance Supervisor's report.
      - Update on Community Services Building.
      - Update on facility.
    - C. Equipment purchases/sales/repairs.
    - D. Administrator's report.
      - LEAN efficiencies update.
      - Update on facility issues.
    - E. Staffing issues.
      - Update on staffing.
      - Future training costs.
    - F. Orchard Manor vouchers and financial report.
    - G. Closed session per state statute 19.85 (1) (c) in considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically as it relates to the performance evaluation of the Administrator.
    - H. Return to open session.
  12. Public comment.
  13. Set next meeting date.
  14. Adjournment.