

To: Orchard Manor – Farm Committee

Date: February 3, 2017

Subject: Agenda for February 8, 2017 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, February 8, 2017 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. IIW Engineering.
    - Discussion/approval of DNR report submission.
  8. Discussion/possible action on Community Services Building electrical issues.
  9. Update on city sewer extension to Orchard Manor property.
  10. Facility Dude/WorxHub update.
  11. Orchard Manor operations.
    - A. Chairperson's report.
    - B. Maintenance Supervisor's report.
      - 2017 lawn mowing bid process.
      - Update on facility.
    - C. Equipment purchases/sales/repairs.
    - D. Administrator's report.
      - West Bend Insurance grant application.
      - LEAN efficiencies update.
      - Update on facility issues.
    - E. Staffing issues.
      - Discussion/possible action regarding staffing and census.
      - Future training costs.
    - F. Orchard Manor vouchers and financial report.
  12. Public comment.
  13. Set next meeting date.
  14. Adjournment.