

## Orchard Manor/County Farm Committee Meeting Minutes March 14, 2014

Chairperson Robert Keeney called the meeting to order at 1:00 p.m. Chairman Keeney noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee Members present were Vincent Loeffelholz, Gary Ranum, and Patrick Schroeder. Donald Splinter joined the meeting in progress. Others in attendance were Grant County staff members Fred Naatz, Donna Haines, and Carol Schwartz. Jerry Carroll and Robert Blok also attended.

Vincent Loeffelholz made the motion seconded by Patrick Schroeder to approve the amended agenda. Motion carried, voice vote.

The committee discussed the fact meetings will be digitally recorded beginning with the reorganization meeting in May.

Patrick Schroeder made the motion seconded by Vincent Loeffelholz to approve the February 12, 2014 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Gary Ranum made the motion seconded by Patrick Schroeder to accept the February 2014 County Farm Cash Balance Statement as presented. Motion carried, voice vote.

Robert Blok, IIW, P.C. presented the Phosphorus Removal Operational Evaluation Report and the Phosphorus Removal Study of Feasible Alternatives for the Orchard Manor sewer plant. The reports are the first step in compliance with new state phosphorus guidelines. The three alternatives suggested were: chemical additions, enhanced biological phosphorus removal (EBPR), and connection to City of Lancaster sewer.

Patrick Schroeder made the motion seconded by Gary Ranum to accept the reports as presented by IIW, P.C. and submit them to the Department of Natural Resources. Motion carried, voice vote.

Maintenance Supervisor Ken McAndrew met with a plumber to review plumbing/water situation at the Community Services Building. The hot water is creating the problems. Chemical treatment of the pipes is not a viable option because it would ruin existing plumbing. He is reviewing in-line hot water systems and individual hot water heaters for each sink. The building may also need soft water. McAndrew will consult with other plumbers and update his report at the next meeting. Maintenance consulted an electrician regarding options for adjusting the Energy Recovery Ventilators (ERV) during extremely cold weather. The best and least expensive option is the installation of control thermostats on the units at a total cost of approximately \$1,200. The 700-wing whirlpool is installed and awaiting the arrival of the correct supply lines to finalize the project. Fred Naatz, Social Services, complimented maintenance on the excellent job of snow removal this winter.

Donald Splinter made the motion seconded by Vincent Loeffelholz to authorize Orchard Manor to apply for a grant through the West Bend Resident Life Program. Motion carried, voice vote.

Patrick Schroeder made the motion seconded by Gary Ranum to authorize Orchard Manor to apply for a Community Fund Grant up to \$2,000 for the 400-wing covered entrance. Motion carried, voice vote.

Donna Haines presented a wage proposal for the Certified Nursing Assistants (CNA) to make their wage scale more in line with prevailing wages. The proposal uses a three-year period to phase in a transition from Grade 2A to Grade 2B (which is the same as the current Grade 3).

Patrick Schroeder made the motion seconded by Vincent Loeffelholz to accept the CNA wage proposal and send it to the Executive Committee for approval. Motion carried, voice vote.

Donna Haines and the Committee discussed the following Orchard Manor issues:

- Orchard Manor received four quotes for 2014 lawn mowing, without trimming, and selected the company with the lowest quote – New Image Landscaping.
- If any portions of the land were converted to a natural prairie grass, it would take two years after killing the existing grass before prairie grass could be planted.
- Bird feeders have been taken down around the facility for the next four to five weeks in order to keep unwanted pests away from the grounds.
- A dietary industrial blender has been added to the 2014 capital items purchases.
- The Orchard Manor Annual Report was presented to the committee. It is a summary of the events of 2013 by department.
- Donna Haines attended the Wisconsin Association of County Homes legislative conference in Madison on March 12-13.
- The attendees for the Spring LeadingAge Conference have yet to be determined.

Donald Splinter made a motion seconded by Vincent Loeffelholz to accept the February 2014 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Chairperson Robert Keeney tentatively set Wednesday, April 9, 2014 at 10:00 a.m. for the next regular meeting. Donald Splinter made the motion seconded by Patrick Schroeder to adjourn the meeting at 3:40 p.m. Motion carried, voice vote.

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Committee Secretary

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Recording Secretary

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Date

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Date