

CITY OF FERTILE

ORDINANCE NO. 2017-02

AN ORDINANCE AMENDING CHAPTER 33 OF THE FERTILE CITY CODE CONCERNING FAIR MEADOW ADVISORY BOARD

The City Council of the City of Fertile hereby ordains as follows:

Chapter 33 of the Fertile City Code is hereby amended with the addition of Section 33.02 as follows:

33.02 FAIR MEADOW ADVISORY BOARD

The duties of the Fair Meadow Advisory Board are hereby designated as follows:

(A) Establishment.

There shall be a Fair Meadow Advisory Board whose duty shall be to manage and operate Fair Meadow Nursing Home facility and Fair Meadow Assisted Living subject to the authority of the City Council.

(B) Composition and appointment.

The Fair Meadow Advisory Board shall be composed of at least seven members, two of which shall be members of the City Council, appointed by the Council on an annual basis. The remaining members of the Board shall serve for a term of three years with the terms beginning and expiring on staggering dates. A member shall serve for a maximum of two consecutive terms. The Council shall appoint appropriate persons to succeed the members whose terms expire in the current year. Vacancies on the Board shall be filled by appointment by the Mayor with Council approval, upon recommendation from the Nursing Home Administrator.

(C) Organization of Board.

Each year in January at the first regular meeting of the Board, the Board shall elect a President and Vice President from members of the Board and a secretary. The President shall preside at all meetings of the Board. The Vice-President shall perform the duties of the President in the case of absence or disability. The Secretary shall keep a complete record of the minutes of each meeting of the Board and shall cause a copy of such record to be filed in the Office of the City Administrator/Clerk/Treasurer within ten days after such meeting.

(D) Powers and Duties of Board.

- (1) The Board shall provide recommendation to the City Council for the administration, maintenance and operation of Fair Meadow.

- (2) The Board shall establish written by-laws governing the management and operation of the Board, subject to approval of the City Council, with copies to be filed with the City Council.
- (3) The Board shall meet quarterly at a minimum and more often if needed. All meetings must comply with the Open Meeting Law pursuant to Minnesota Statutes;
- (4) The Board shall recommend a salary scale and a benefit program for employees subject to approval of the City Council.
- (5) The Administrator shall present to the City Council the information required in (E) 4 below at its monthly meetings. A joint annual meeting between the Board and the Council will occur yearly in August, for discussion and approval of the annual budget.
- (6) The Administrator may contract and purchase all necessary equipment, apparatus and supplies, provided however, than any single capital item of purchase not specifically included in the budget between the amounts of \$5000 and \$25000 shall be first approved by the City Council and all capital items of purchase of more than \$25000 shall first be approved by the City Council.
- (7) The Board shall recommend to the City Council all major transactions such as disposition of assets, acquisitions, major capital improvements and strategic plans and goals;
- (8) A member shall serve in good faith and in a diligent and responsible manner with a duty of loyalty to exercise his or her authority for the benefits of the institution rather than for any personal gain or benefit.
- (9) The Board shall meet annually in joint session with the City Council to hear the report of the Auditor, review the auditor's management letter and review the operation of Fair Meadow.

(E) Funds, Accounting and Financial Reporting.

- (1) All checks drawn on the account of Fair Meadow shall contain two (2) signatures. One signature shall be signature of the Mayor. The second signature shall be the signature of either the Administrator or the Human Resource Manager.
- (2) The City Council authorizes the Fair Meadow Nursing Home Administrator and the Human Resource Manager to make payment of regular expenditures for Fair Meadow Nursing Home and Fair Meadow Assisted Living to include

payroll expenditures, regular cyclical payments and payment of all necessary equipment, apparatus and supplies provided.

- (3) Any single capital item of purchase not specifically included in the budget between the amounts of \$5,000 and \$25,000 shall be first approved by the City Council and all capital items of purchase of more than \$25,000 shall first be approved by the City Council.
- (4) The Administrator shall keep accurate accountings of all monies received and disbursed by it on a monthly basis. The Administrator shall furnish the Council with a list of all checks written, financial statements showing income and expenditures each month, and a balance sheet at the scheduled City Council meeting. Financial information will be provided to the City Administrator no later than 3 p.m. on the Friday prior to the Council meeting so that information can be included in the packets provided to Council.
- (5) The books and accounts shall be audited annually. The Board and its administration shall be subject to limitations on their powers as may be set by City Council resolution or other city ordinances.

(F) Effective date: This ordinance shall take effect and be in force from and after its passage and publication.

ADOPTED by the Fertile City Council on this 10th day of April, 2017.

Signed: _____
Daniel Wilkens, Mayor

Attest: _____
Lisa Liden, City Administrator