

Fertile City Council Minutes
Special Meeting
November 7, 2016

The Fertile City Council held a special meeting on Monday, November 7, 2016 at 7:00 p.m. at Fair Meadow Nursing Home. Present were: Mayor Brian Nephew and Council members Linda Widrig, and Reid Jensrud. Also present was the Fair Meadow Advisory Board, City Administrator Lisa Liden and Fair Meadow Administrator Angie Leiting, as well as several key staff of Fair Meadow Nursing Home.

The meeting was called to order by Mayor Nephew at 7:00 p.m. and he began by thanking everyone for attending the meeting. He also explained that since two members of Council were absent that there likely would be no final decisions made at the meeting. Mayor Nephew then handed the meeting over to Fair Meadow Administrator Angie Leiting.

Leiting then asked if those present would be interested in taking a tour of the nursing home to see the renovations that had been done and to look at the spaces that were available for administrative offices. The group then went on a tour that included a resident room on the west wing, the nursing offices, the current therapy room, the under construction new therapy room, and other nursing areas on the south wing. The tour ended at the assisted living foyer area.

When the group returned to the meeting, a discussion was held on where to locate the administrative offices. Leiting explained that three offices were needed. One would be for herself and the other two would be for Dani Nelson and Jen Derosier. Each of the three had their own tasks that needed to be attended to and that separate offices were required, especially for meetings and telephone calls.

Mayor Nephew then expressed that in his opinion he felt the administrative offices should be located in the Nursing Home itself rather than in the assisted living where they currently were located. He felt that administration would be more accessible to staff if they were located in the nursing home itself. Leiting then explained that they were responsible for administration of both the nursing home and assisted living and also that she was still very available to the nursing home staff. She also explained that she still took the time each day to go over to the nursing home to check in with staff on each shift to see if there were any questions or concerns. Leiting then asked the staff members who were present if they had a preference on where the offices were located and whether or not they had any problems with administration being located in the assisted living. The majority of those present responded that they had no problem with the offices being located in the assisted living and that Angie was still very accessible to staff.

The discussion then turned to the options that were available for the Administrative offices. The current contractor and engineers had estimated that it would cost \$40,000 for them to convert the old therapy room into business office suite. A local contractor had quoted \$20,000 for the conversion. The final choice was to put up a wall in the assisted living foyer to create more office space in that area. The cost of that option would be \$3,000.

This was followed by a discussion of the pros and cons of each option. Leiting and some of the staff present also expressed that one benefit of locating the business/administrative offices in the assisted living would be that the old therapy room could be converted to a conference room. A conference room would be greatly beneficial for meetings and training.

After some discussion, Leiting was given the go ahead to locate the offices at the front of the assisted living since that was the least expensive option.

The next item up for discussion was the renovation of six bathrooms that should still be completed. Leiting explained that with the project costs so far they would be coming up about \$90,000 short to complete the items that should be done during phase 1 since phase 2 would be put on hold for the near future. Ideally, there were six bathrooms that should be renovated so that the south wing could be completed. If those rooms were done in phase 1, there would be cost savings in phase 2 since EAPC would not have to stay involved with the cosmetic renovations in phase 2.

Leiting then explained that the nursing home did have some of their own funds available to cover the \$90,000 needed to complete those bathrooms. Those funds, however, were earmarked for making the December 1st assisted living bond payment, but if the City were willing to cover \$90,000 of the bond payment, the nursing home would have the funds to complete those bathrooms. Mayor Nephew stated that the Council would discuss that option further at their regular meeting the following Monday when all the Council members could be present.

This was followed by a general discussion of other needs for office and conference room spaces. Michelle Gunufson spoke further about the need for a conference room since the nursing home had been providing CNA training for new hires since January 1. Angie Leiting explained that this had resulted in a substantial cost savings for the nursing home since in the past they had to pay the Twin Valley Care Center for providing the training. Now that it was being done in-house, it was more cost effective. Another benefit was that they were able to better accommodate trainees' schedules when they were done in-house.

Leiting also reported that someone had recently donated a handicap accessible van to the nursing home. She was currently exploring the options for using this van to transport residents to medical appointments as another means of generating revenue. Currently the local Handi-Van was providing that service and billing the residents insurance for it.

There being no further business, the meeting was adjourned.

Brian Nephew, Mayor

Lisa J. Liden, City Administrator