

**Fertile City Council Minutes**  
**Special Meeting**  
**January 25, 2017**

The Fertile City Council held a special meeting on Wednesday, January 25, 2017 at 6:30 p.m. at Fair Meadow Nursing Home. Present were: Mayor Daniel Wilkens and Council members Linda Widrig, Reid Jensrud, Stanton Wang, and Todd Wise. Also present were Fair Meadow Advisory Board members Alyssa Raaen, Marla Swenson, Bud Roof, as well as City Administrator Lisa Liden and Fair Meadow Administrator Angie Leiting.

Mayor Wilkens called the meeting to order and began by explaining the purpose of the meeting which was to determine the roles of City Council and the Advisory Board in providing oversight of the operations of Fair Meadow Nursing Home. Mayor Wilkens went on to explain that until recently, City Council thought that the Advisory Board was providing more financial oversight than they actually are. He said that the Council would like to work with the Board to determine which governing body would be responsible for certain activities but that it was likely that Council would ultimately be responsible for any matters that had a financial basis. In the near future, he stated that he would like to see a memorandum of understanding between the Advisory Board and Council so that all parties were clear on which areas they were responsible for.

A list of oversight items was then distributed to those present and the items on the list reviewed. Administrator Leiting then gave an explanation of what duties the Advisory Board was currently responsible for. She explained that the Board met on an as needed basis to approve capital expenditures, scholarships, personnel policy updates, and to discuss community comments and complaints about the nursing home.

This was followed by a brief review of some items in the personnel policy and the areas of oversight that would probably be handled by City Council. Also discussed was the organizational chart in the personnel policy and possible changes to that as well. Currently the chart shows that the Advisory Board provides direct supervision of the nursing home administrator and that Council is in charge of the advisory board. The chart would need to be changed so there was a direct line between the administrator and City Council.

Administrator Leiting then inquired whether or not the Council would be in charge of decisions regarding Fair Meadow Foundation funds. Mayor Wilkens stated that the Advisory Board would likely still be in charge of those decisions since those funds were not derived from operations.

After a brief review and discussion of the division of duties as they are currently spelled out in the personnel policy, it was decided that representatives of both the City Council and Advisory Board should get together with Administrator Leiting to work on dividing up the oversight responsibilities between the Council and Board. A date was set for Council member Widrig, City Administrator Lisa Liden, FMNH Administrator Leiting and Advisory Board Member Marla Swenson to get together to work on this.

The discussion then turned to how payroll is currently handled at Fair Meadow and whether or not it would be more efficient to be done in-house. Administrator Leiting said that Brady Martz

does payroll for them and that Jenn Desrosier does the preliminary work on determining hours worked, vacation, and sick time and the information is then sent to them. Brady Martz also takes care of all the quarterly filings, tax deposits, PERA reporting and W2's.

Council member Widrig then had a question about the mid-month checks and whether it would be easier to just move to a bi-monthly payroll schedule. Leiting explained that the mid-month checks were issued in-house and then noted as a deduction when the payroll information was sent on to Brady Martz. She stated that it really wasn't that difficult and that most people were used to the monthly payroll and that it was only about a third of the employees that got a mid-month check.

The next item discussed was the new time clock system that was being looked at. It would be a fully automated system that would eliminate much of the work that Jenn Desrosier does in calculating hours worked each month. The system would then communicate directly with Brady Martz' system for doing payroll.

At this point, the special meeting was adjourned for a closed session regarding a personnel matter, and the Advisory Board members left the meeting.

At the conclusion of the closed session, the meeting was adjourned.

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Daniel Wilkens, Mayor

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Lisa J. Liden, City Administrator