



Rolling Hills Committee Meeting December 21, 2020

Present: Toni Wissestad, Mary VonRuden, Alan McCoy, Adam Balz, Wallace Habhegger
Others: Linda Smith, Garlynn Brookshaw, Tina Osterberg, Duane Helwig, Tom Martin, Aaron Klug, Chris Olson, Cedric Schnitzler, Wally Habhegger (4:17 p.m.)

- Call to Order/Roll Call –

The meeting was called to order at the Justice Center Assembly Room at 4:00 p.m. by Chair Toni Wissestad.

- Public Comment -

No comments made.

- Review of Minutes for October 19, 2020 and November 19, 2020 -

Motion made by M. VonRuden, seconded by A. McCoy, to approve the minutes for October 19, 2020 and November 19, 2020. Motion carried 4-0.

- Building Project –

Update – D. Helwig informed the committee on the updates to the design since the December 2nd meeting. C. Olson addressed the committee on the options for the mechanical systems and his recommendations for HVAC. It was asked that this committee decide what option is the best for the facility. C. Olson spoke on options related to COVID-19, however, no decision needs to be made on this until bid day. C. Olson commented on emergency power and shared three options; put everything on a generator, put the small generator in that meets code, or use a generator that won't run everything but will run enough that people can stay in the building. C. Olson recommended the third option, however, it could be put out for bid but I would like to not to do that.

A. McCoy questioned the cost of each option. C. Olson replied midway of the road option \$150,000-200,000 and the generator for everything \$350,000-400,000. T. Wissestad asked L. Smith her thoughts. L. Smith stated currently we have a generator that has everything in the complex on it and it is a comfort to know that it everything will work when the power goes out. L. Smith pointed out the facility receives a credit from Xcel to go off power and onto generator. L. Smith stated residents who are more temperature sensitive it might be an issue but maybe there is a happy medium. T. Martin suggested going through an evaluation with what are the absolutes, what would be the optional, etc. W. Habhegger suggested finding out how many times we have been on interrupted power and how long we have been interrupted going back 5-10 years.

Project Timeline – T. Martin informed the RFP for a construction manager has been put on hold and a revised timeline was handed out. T. Wissestad informed the committee of what our role as a committee is in regards to the timeline. T. Wissestad confirmed the change of January 25th to January 26th and T. Martin will send out another revised schedule.

T. Martin distributed an updated project budget which was requested by T. Osterberg. T. Osterberg requested an outline of what will be probable pre-bid expenditure costs.



- Business Reports -

Presentation of Financials – G. Brookshaw presented the financial statements for September 2020 and October 2020 for review and discussion.

Repurpose of Funds – L. Smith informed some capital budgeted items are not needed this year as well as unused funds from the plumbing and tub project and these funds would be moved to be used for the building project. **Motion made by A. Balz, second by A. McCoy, to approve the budget adjustment in the amount of \$69,000. Motion carried 5-0.**

- Administrator's Report –

Census Update – L. Smith updated on our current census.

Today's Nursing Home Census = 56 (80 total licensed beds)

Today's Assisted Living Census = 8 (8 total licensed beds)

Monthly Report – L. Smith apprised state surveyors were at the facility on December 1, 2020, and no citations were received, however, some FYI things were pointed out. L. Smith expects them to return soon. L. Smith informed a sign-on bonus is being offered for RNs and LPNs due to shortage of staff and will be paid out over the course of one year.

- COVID Update –

Had another outbreak since last meeting. Had 9 residents that tested positive. Almost all were on the same unit. We had one death of a resident. We also did take a covid positive person to our covid unit. We were able to close this unit last Wednesday and all residents returned to their previous rooms. Will continue on with twice a week testing for staff. Residents will be once a week. Have been in contact with Walgreens who will be providing the vaccine to the residents and staff hopefully sometime the first week in January. Polling our staff to see who is yes, no, or maybe. Need to inform Walgreen how many doses three days prior to giving it. They will be hosting three clinics for residents and staff at our location.

- Next Meeting Date & Time –

Wednesday, January 6, 2020 is the meeting of the Rolling Hills Committee-Building Project

Monday, January 18, 2020 at 4 p.m. is the meeting of the Rolling Hills Committee

Wednesday, January 27, 2020, at 3:30 p.m. is the meeting of the Rolling Hills Committee-Building Project to go over short list for interviews with Tom Martin at the Assembly Room.

- Adjournment –

A. Balz adjourned the meeting at 5:32 p.m. Carried 5-0.

Garlynn Brookshaw
Business Services Director
Recorder