

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

August 27, 2013

- PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair
- ABSENT: Cindy Schwehr, Madeline Luke
- ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager
Marcie Bata, BC Environmental Health Practitioner
Becky Kratz, CCHD Financial Analyst
Vicki Voldal Rosenau, Tobacco Cessation Coordinator
Carl Martinek, BC Assistant States Attorney (arrived 4:09 p.m.)
- CALL TO ORDER: Meeting was called to order at 3:15 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA: The agenda was approved as printed.
- MINUTES: Overn moved to approve the minutes of the July 23, 2013 monthly meeting with the following corrections/clarifications.
Under New Business:
- Marcie Bata, BC Environmental Health Practitioner, clarified that the Oct. 2013 deadline for the Crossroads owners to meet the state septic system code and food code was established by the ND Food and Lodging Division, not CCHD.
 - Regarding the sixth line of paragraph one, page 2 of the minutes, "Wurzer stated that it was suggested that water usage be monitored, *via their meter*, as they usually use less than 10,000 gallons per month."
 - Regarding the tenth line of paragraph one, page 2 of the minutes, it should read: "The original *septic system* (of approximately 2004-05) was *not* permitted."
 - Regarding the eleventh line of paragraph one, page 2 of the minutes, it should read: "The Board suggested the owners *look at downsizing the seating capacity to fit within establishment sizing parameters* per the owners' statements that they would rarely, if ever, have a capacity crowd at their establishment. The Board requested further documentation as far as the system design and installation.
 - Regarding paragraph four, page 2 of the minutes, Will clarified that Ken Astrup of Dakota Plains Cooperative in Valley City addressed the Board regarding fertilizer plant safety in general as it applies to a new fertilizer plant planned near Spiritwood. Dakota Plains is not building the plant, but it is being built by a company associated with Dakota Plains.
- Second by Dr. Buhr. Unanimous vote, motion carried. Dr. Buhr moved to approve the minutes of the special Aug. 8, 2013 Health Board meeting as printed. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT: The Board reviewed the Director's Report. Will told the Board that no applications were received for the RN position that was advertised, though she did receive a couple inquiries. She has talked again to Kristen Bear, R.N., about expanding her hours. The Board also lauded Vicki Rosenau, Tobacco Cessation Coordinator, for her part in the

report regarding tobacco issues. Vicki, Lori and possibly Theresa will meet with the Valley City Park Board and Tyler Jacobson regarding tobacco-free parks.

**VOUCHERED
EXPENSES:**

Overn moved, Dr. Buhr seconded a motion to approve the vouchered expenses for August/September. Unanimous vote and motion carried.

**FINANCIAL
REPORT:**

The financial report was reviewed.

OLD BUSINESS:

On The Move Partnership: Mark Fenton, a nationally acclaimed transportation/streets planning/public health speaker, will be in Valley City Sept. 11-12. He will assess city streets for their walkability and how we can better integrate pedestrians, bicyclists and vehicle traffic. He will be at the Eagles.

CDM: CCHD has no clients in the program yet. Will noted that we need to do some additional public relations. We will keep working with Kim McKay, Sanford Health-VC.

CCHD facilities update: Purchase agreement has been reviewed by Carl Martinek, Assistant Barnes County States Attorney, Theresa and Sharon, and needed changes have been made. First Community Credit Union has requested that the date for CCHD to take ownership be either Jan. 15 or Feb. 1, and that if FCCU wasn't out by that point, that they would have the option to rent the building for a short time (they would pay \$10/sq. ft. as rent for the space they utilize). The Board discussed whether FCCU would pay heat/lights/water/sewer if they need to rent for up to two months. Last year's utility bill was between \$1,500-2,000/month. Insurance costs \$250/year through the State Tornado and Fire fund. Members discussed specials on the property and Overn believed that FCCU would have to have specials paid up before the transfer of the deed. The Board asked Martinek if CCHD could have an open-ended purchase date and he suggested setting the closing date out a couple months and have them pay the utilities while they are there. Martinek also suggested lowering the rental rate to \$8/sq.ft. if they pay the utilities. He stated that CCHD could negotiate regarding specials, and that the wording in the purchase agreement now states that CCHD would end up paying the specials for 2013. Sharon noted that the wording should be changed to 2013 rather than 2012 since we won't take ownership until 2014. Martinek suggested that it should be noted in the agreement who will be collecting rents from tenants during that time – CCHD should be collecting the rents. Dr. Buhr made a motion to set a contract date of March 1, 2014 to take ownership of the FCCU building, that Will negotiate for a second contract at a later date in case they are not out by March 1, 2014, with the possibility of moving the date up if they vacate before that time. FCCU would pay the utilities during that period. Second by Overn. Unanimous vote, motion carried. Buhr reiterated what changes will need to be made in the purchase agreement.

Septic variance: Marcie Bata, BC Environmental Health Practitioner, discussed the possible Crossroad Bar/Grill septic variance. No further information has been received from the Crossroads owners at this time. Bata stated all the "unknown information" regarding the project. She provided a model letter for the Board to require additional documentation by the owners before a variance would be considered. She also provided an information sheet that outlined the options for the Board to consider. Following current regional regulations, Crossroads can have a nine-seat establishment under the present system. Dr. Buhr favored the option to monitor water usage to see if they exceed requirements. Bata was concerned about setting a precedent using this option. Bata also

stated that “mottling” is of utmost importance. The Board looked at sending a letter requesting the following:

- Type of soil where the drain field is located
- Depth of mottling of the soil where the drain field is located
- Depth of drain field, not only the pipe but the rock as well
- Drain field materials, pipe sizing, rock sizing, etc.
- Water usage records from water bills dated May 2013 through August 2013

Dr. Buhr made a motion to send a variation of the presented model letter to include the above changes, with documentation due by Sept. 17, 2013. Second by Overn. Unanimous vote, motion carried. This project will be on the agenda for the September Health Board meeting.

Bata also informed the Board about a public nuisance issue in Eckelson. The property owned by David Maack has a public nuisance judgment against it. Bata has been working with him and his probation officer regarding junk, cats, skunks, etc. It is evident that clean-up will not be completed by the end of the year as stipulated. Barnes County will clean up the property and assess the costs to the owner.

NEW BUSINESS: Preliminary 2014 budget: Board looked at a 3% salary increase in 2014. Will noted that the budget reflects \$517,144 out of the cash reserve in 2014. FCCU building loan is for \$350,000. A down payment of \$50,000 is required, with a payment of \$70,000 at closing. Monthly or annual loan repayment discussed. Theresa will check with other medical facilities to see what they are doing regarding salary increases. There is no electronic medical record system in the proposed 2014 budget which would amount to \$50,000-\$80,000. Some of our grant revenue will decrease. Budget proposal reflects “worse-case scenario,” according to Will. Rent to county will be pro-rated based on how long CCHD stays in courthouse. Budget tabled until September Board meeting.

Vicki Rosenau, Tobacco Cessation Coordinator, informed the Board that FDA has not taken menthol out of cigarettes. Evidence shows that menthol in cigarettes “deters cessation and promotes initiation.” Rosenau participated in a NACCHO/TCLC webinar where local public health departments were asked to put something on the FDA docket urging the FDA to eliminate menthol in cigarettes. Rosenau asked the Board to approve the proposed resolution as presented and sign it. LPHUs were also asked to generate local publicity on the issue. Overn moved to approve the resolution as presented. Dr. Buhr seconded. Unanimous vote, motion carried. Tobacco-free parks were discussed.

New Forms/Policies: None presented.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:00 p.m. The next meeting will be held Tuesday, Sept. 24 at 3:00 p.m. in the County Commission chambers

Respectfully submitted,

Dr. James Buhr, Secretary