

# CITY-COUNTY BOARD OF HEALTH MINUTES

## Monthly Board Meeting

April 22, 2014

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Madeline Luke
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:35 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Luke made a motion to approve the minutes of the March 25, 2014 monthly meeting. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Will updated the Board regarding two Environmental Health issues. Crossroads Steakhouse and Lounge owner still has not contacted Marcie Bata, EHP, or a septic installer (that Marcie is aware of) regarding installing an approved septic system for his establishment. His current liquor license is only good through April and the county commission will not renew his license unless his septic system meets code and he uses a licensed installer. The county commission asked law enforcement to check out the situation when patrolling in that area. Barnes County Deputy Don Fiebiger brought back a notice that the owner was going to dig in his own system, stating that the state health department has given him until May 15 to install a system that meets code. According to the county commission, one of the conditions of the owner receiving a renewed liquor license (the county is in charge of local liquor licensing, not the state) is the use of a licensed installer for his system and he only has until April 30 to update his system. Will said she would contact the Barnes County States Attorney regarding wording for a letter of notification from CCHD regarding using a licensed installer.
- Regarding the on-going Maack issue in Eckelson, the county will clean up the property and costs will be assessed to Maack's taxes. His property has been determined a public nuisance by the court due to a large number of cats, garbage and dilapidated buildings. The approximate cost of cleanup will be \$5,000 (Tom Johnson has been hired to do cleanup, according to Marcie Bata, EHP, in a follow-up phone call on April 23). Maack has reduced the number of cats on his property and only has a few cats in his house at this time, which is acceptable as long as the cats are not living outdoors.
- Following discussion of the director's report, Sharon Buhr announced that Theresa will receive the North Dakota Public Health Outstanding Service Award June 19 in Grand Forks. The ceremony will be held at 5:30 p.m. in the Alerus Center. All Board members were invited to attend. The Board congratulated Theresa on this impressive honor from the North Dakota Public Health Association.
- VOUCHERED EXPENSES:** Luke made a motion to approve the vouchered expenses for April/May. Second by Dr. Buhr. Unanimous vote, motion carried.

**FINANCIAL  
REPORT:**

The financial report was reviewed. Will noted that Home Health referrals have increased but the revenue for this was not reflected in this month's report. The accountant is working on Medicare billing and the revenue will appear next month. An increase in therapy referrals through Mercy Hospital was discussed.

**OLD BUSINESS:**

Barnes On The Move update – Sharon Buhr discussed the Raise It For Health campaign and resolution organized by The American Cancer Society Cancer Action Network, American Lung Association, and Tobacco Free North Dakota. They are leading a broad-based coalition of organizations and individuals from across the state in support of raising North Dakota's current tobacco taxes through legislative action in 2015. The current ND tax on a pack of cigarettes is \$ .44 per pack, among the lowest tobacco taxes nationwide. Support for raising the tobacco tax is strictly about the health benefits tied to high tobacco prices. Luke questioned what the tax increase would be used for and Will stated it was hoped that it would be used for some sort of prevention however, that has not been stipulated yet. Sharon recommended the Board sign the resolution and possibly include a letter to the three co-sponsors of the campaign supporting use of this tax money to help those people who are ill due to tobacco. Dr. Buhr made a motion to endorse the resolution, with a second by Luke. Unanimous vote, motion carried. The consensus of the Board was to have Sharon draft a letter, as stated above, to be included with the resolution.

Sharon met with Mary Lee Nielson, Dewey Magnuson, Dave Anderson, and Chad (KLJ) regarding a sidewalk ordinance. Dewey is eager to get a sidewalk ordinance for through streets and new developments. He is drafting an ordinance for this. Multi-use paths were also discussed. City has applied for a grant for a multi-use path on West Main out as far as Shopko. A walking/biking path is being evaluated on Winter Show Road. There is no grant opportunity for this right now, but striping is being considered for a path on a short term basis. Overn questioned if the city would maintain the path in the winter. Sharon noted that it might be helpful at some point for CCHD to draft a letter of support to the City Commission for a sidewalk/multi-use path ordinance.

NACCHO is encouraging public health to try to move forward a health-in-all-policies concept with all entities, particularly city and county leaders. As they make changes in policies, to consider what the health aspects are, whether it's a sidewalk, a bridge or whatever it may be. Luke said this should be formalized in a letter and presented to commissioners at some point. Luke also noted that at a recent Criminal Ordinances Committee meeting that includes Luke, Mary Lee Nielson, Dave Schelkoph, Russ Myhre and Fred Thompson, police chief, regarding selling tobacco to minors, that they will insert e-cigs. Will noted that Thompson said he would support a city tobacco ordinance that mimics the state law, which would make his job easier. Will was confused as to why it wouldn't be a good idea to ask the City Commission to support such an ordinance. Luke stated that she didn't think there would be three votes to pass such an ordinance.

Fitness on Demand, a kiosk partially funded by CCHD's Worksite Recess grant (\$8,000), is being well utilized by people at the Fitness Center and the room it is currently housed in is too small. They are taking out a wall at the center to make the room larger. Luke brought up a proposed city wellness center. The Barnes County Development Corp. would like to put together a partnership of the city, college and private donors. There may already be plans put together by an architect, according to information Luke received.

Luke plans to email the Development Corp. questioning what the project is, what point are they at, and has anyone asked the public if they want this center. Sharon voiced concern that Barnes On The Move has not been contacted for any input on this type of a project since there are 16 health-related entities that comprise this group.

Facilities update: Will stated that Steve Schmitz, FCCU, thinks that the building appraisal will be in next week and that we will be able to close with the \$550,000 loan (CCHD can only get a loan for 80% of the appraised value of the property). There is a lot of furniture left in the building, some at our request, but some will need to be disposed of. Some things are very nice.

Regarding the IT expense, CCHD had \$30,000 in the budget, but it looks like it will be significantly less than that. Theresa will ask Dave Schelkoph, city administrator, if the city would possibly donate or in-kind the time to string the fiber from the courthouse to the vault on 4<sup>th</sup> Street where it transitions to overhead. Jack Moritz is charging \$3,200 to do the underground boring from the courthouse to 4<sup>th</sup> Street; Dellcom is charging \$3,385 for aerial fiber and to terminate the fiber on each end; city labor/truck time, \$3,000; and inner duct for fiber, \$450. The total IT costs, with all the expenses, is slightly more than \$10,000. BEK Communications was discussed. They can't be utilized for the first floor since CCHD must remain connected to the county and state systems, where we also have increased security. Luke suggested considering having BEK run fiber to the building so that renters on second floor can access their services (which will be more expensive later on). Theresa will check into this further. Will stated the monthly cost for a dedicated line (needed for IVN) through BEK for internet access for CCHD would be about \$600/month. Right now, as discussed earlier, there is an up-front cost of \$10,000 and no monthly fee after that. CCHD is better off financially staying with what we have (and CCHD needs to stay on the county and state network).

Will talked again with Mark Schlenvogt at USDA regarding a community facilities low-interest loan. These are only available if no more than 25% of the building is leased to private business. Schlenvogt will talk to Darrin at First Community Credit Union to see if they might come up with any other options, but he didn't think USDA could offer CCHD anything better than the 1% loan that we are pursuing.

Regarding the HVAC system, it continues to be looked at as they put the ductwork in – electrical and mechanical engineers are talking about it, according to Hepper-Olson (architect), and we will review it at our 65% review on May 13.

Architect's timeline: finalize floor plan this week; April 28, coordinate with engineers on final floor plan; May 5, mechanical and electrical to complete on-site review of existing systems; May 13, 65% review; May 29, 95% review; and June 5, 100% drawing out for bid. Advertise for bids June 5, 12 and 19 and bid opening June 26 at the courthouse. Hepper-Olson sent updated floor plan and the only thing that changed was moving public bathrooms to other side of hallway.

Will has been in touch with Indigo Signs and they will put the electronic sign back up on the building. They will replace the signage panels to CCHD. Discussed a change to LED bulbs as opposed to fluorescent in the sign. State grant for lighting is 50/50. Image Enhancement grant is 50/50 up to \$7,500. Theresa will ask Hepper-Olson if this would meet the 10-year payback issue for the lighting grant. The old sign is about 10 years old and the life expectancy is 10-11 years. A new sign would cost \$12,000 to \$15,000 and it would cost \$750-\$1,000 to hang it and about \$200 for whatever needs to be done with the

electronics. Indigo rep said CCHD could buy a new driver board before the end of the year for the old sign for \$600-\$800, as this is what usually goes out in these signs. Theresa will talk with the rep about the pros and cons of buying a new sign as opposed to updating the old sign with LEDs and driver board, and get back to the Board.

Luke discussed possibility of leaving the waiting room area where it is currently located in the new building because of the natural light in the area, and putting the office manager's area on the east side of the lobby. However, the architect is nearly 65% done at this point and there was a question of whether there would be enough room for other offices by doing this. Will ask the architect about the feasibility and cost of a window in the planned waiting room area.

Luke questioned if funds were being set aside for the HVAC system, which will need to be updated in the future. \$200,000 is being left in the reserve fund, but that is not specifically for that purpose. The Board will need to keep this in mind however. Will handed out a summary of FCCU building costs. \$66,025 in expenses has been paid to date. Board will sign off on loan by May 15. Sharon Buhr suggested sending the County Commission a letter of thanks for backing the loan for the new building. Regarding the building, Will stated that Eldred Knutson shared some information with her regarding getting a bid from Steffes Corporation for an electric thermal storage heating system when looking at the heating system in the new building. They have installed these in other courthouses in ND.

**NEW BUSINESS:** County Health rankings were discussed. Barnes County is No. 2 in health outcomes and No. 7 in health factors. Luke suggested that all city and county commissioners should be aware of this ranking. Sharon suggested that Will present to both commissions and bring up that health should be a basis of every decision they make.

Mental Health Access meeting: Group met at courthouse with Schulte Consulting April 8. South Central Human Service Center, Jamestown, will negotiate with Mary Burchill, LAC, but she must fill out an application first. She needs some oversight as she is a new counselor. She would have to be employed through SCHSC. She does have a lot of stipulations, it was noted, before she would become a LAC in Valley City. Luke shared that she had visited with Sen. Larry Robinson, District 24, and suggested that a letter of support with signatures from several interested parties would lend strength to Schulte's report when it goes before the governor.

Town Hall meeting: To be held from 12 noon to 1 p.m. at the Dacotah Pavilion in Chautauqua Park. Will talk about the SPF SIG alcohol assessment and ideas about ways to decrease alcohol use, particularly among youths.

Theresa, Kasey Skalicky, Traffic Safety, and Fred Thompson, VC police chief, attended an alcohol summit in Columbus, OH. Theresa thought it was time well spent for all.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 5:17 p.m. The next monthly meeting will be held Tuesday, May 27, at 3:30 p.m. in the Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary