

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

April 28, 2015

- 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
Justin Mueller (owner, Bakkegard & Schell)
Monte & Laurie Prichett (owners, Baldhill Grill & Chill Resort at Lake Ashtabula)
Jeff Kapaun, Corps of Engineers, Lake Ashtabula
- CALL TO ORDER: Meeting was called to order at 3:34 p.m. by Sharon Buhr, Chair, in the new CCHD facility conference room.
- AGENDA: Agenda approved as printed.
- (Board moved ahead on agenda to Bakkegard & Schell contingency discussion under New Business.)*
- NEW BUSINESS: Board discussed lack of required \$5,000 contingency fund in Bakkegard & Schell mechanical bid for new CCHD facility, which was brought to the attention of the Board by the architect at the March 18, 2015 meeting. This oversight was not caught by the architect until Bakkegard & Schell's first pay request was submitted. It was noted that Bakkegard & Schell was the only bidder for the mechanical portion of the remodeling project and this oversight did not detrimentally affect the outcome of the bidding process. Justin Mueller, owner of Bakkegard & Schell, joined the meeting. Carl Martineck, Barnes County States Attorney, advised Will to follow contract wording regarding the required \$5,000 contingency requirement due to the use of taxpayer dollars. Will noted that CCHD has not paid the entire bill submitted by Bakkegard & Schell. Mueller spoke with the Board, citing the omission was due to bid projects seldom requiring a contingency fund and that this was simply an oversight by them. Board members were sympathetic to Mueller's dilemma, but felt the need to look out for taxpayers' interests also. Tabled until a special meeting is called or until the next regular meeting May 26. Overn made a motion to have BC States Attorney Martineck present at that meeting. Second by Luke. Unanimous vote, motion carried.
- MINUTES: Overn made a motion to approve the corrected minutes of the Feb. 19 regular monthly meeting, the March 18 regular monthly meeting minutes, and the March 25 special board meeting minutes. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT: Reviewed. Will announced that Mike Bresnahan, former Mercy Hospital physical therapist, was hired as needed to do PT visits for CCHD at \$85/hr. on a temporary basis until the hospital hires a replacement PT. Three bars in VC have not yet completed server training. Will noted that CCHD, through the SPF SIG program, is ready to request a stronger server training ordinance for the city, making training mandatory for all servers, not just owners/managers. Theresa will put the ordinance wording together and Luke, city commissioner, will see how much support there is among commissioners and then forward it on to Russ Myhre, city attorney.

VOUCHERED EXPENSES: Luke made a motion to approve the April/May vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

FINANCIAL REPORT: Will noted that home health billing is behind due to preparation for the move to our new facility and the resignation of Cindy Wendel, who assisted Becky Kratz with some of the bookkeeping tasks. Will also announced that Eileen Ryan has replaced Wendel as a CNA. Will noted that there are more expenses than revenue this month, but there is still \$186,000 left at First Community Credit Union after we paid off the building. Half of the ND loan will be used to pay back the county loan. Rents in the new CCHD facility need to be addressed at the May monthly Health Board meeting.

OLD BUSINESS: There was nothing new to report regarding the Barnes OTM Partnership.

(Board moved ahead on agenda to Lee's Resort/Baldhill Grill & Chill septic discussion under New Business.)

NEW BUSINESS: The Board addressed a septic situation with Baldhill Grill & Chill resort owners Monte and Laurie Prichett. Jeff Kapaun, Corps of Engineers, also appeared before the Board. Will noted that Marcie Bata, EHP, was unable to attend the Board meeting due to accreditation activities at Central Valley Health District. The concerns include the mandatory size of a holding tank (need one 2,000 and one 2,500 gal. tank back to back) for the 15-seat business, and the 100 ft. setback from the lake. Pritchetts had no problem with the holding tanks, but stated that there is not room to go back 100 ft. per septic regulations, and they were seeking a variance to 50 ft. Kapaun stated that the Corps of Engineers supports their variance request. He said they can get back 50 ft. from the high water mark (1,271 elevation). Kapaun noted that there is a primitive campground located at the 100 ft. location. Dr. Buhr made a motion to table this variance request until Board members talk with Marcie Bata, wanting to know specifics regarding requirements for the holding tank(s) and who inspects piping to the tanks. Second by Luke. Unanimous vote, motion carried. Board members/Will noted that a special meeting could be scheduled. Luke told the Board that she will recuse herself from this variance vote.

(Board returned to agenda issues under Old Business.)

OLD BUSINESS: CCHD facility update: Will received quote for blinds in the new building from Valley Flooring. She is also getting a second quote from Valley Paint & Glass. Theresa's office and the conference room would cost \$3,050 through Valley Flooring. Blinds in all areas would be \$5,300. Theresa will let the Board know what Valley Paint & Glass estimates costs to be.

Other facility updates include:

- Plumber called regarding sink in staff bathroom.
- Elevator service tech in today to fix elevator. Cited vandalism to control panel. Theresa/Becky checking insurance coverage. Elevator was working on Friday. Parts ordered. Jason Thiel, IT, suggested installing remote wireless camera in elevator or entryway.
- Locksmith worked on north outside entry door (key jammed in lock). He also worked on the keypad on the hallway door by emergency prep items. Locksmith is from Jamestown.

- Will talked with city official regarding changing parking signs on 4th St. and 2nd Ave. to one-hour parking. No changes will be made at this time. Staff and tenants can park in city lot to south.
- Hanging of fire extinguishers discussed. Theresa will ask Dave Anderson, city building inspector, if there are fire alarms/detectors in CCHD building.
- Paula Thomsen ordered required braille signage for public bathrooms; need to order fire and exit signs.
- More GFI outlets required by sinks, according to state electrical inspector. Main service upstairs (in boiler room) was never grounded properly to the water line. Enterprise Electric will give bid on this additional work. There is about \$175 remaining in Enterprise contingency fund, according to Will.
- Demolition of carpet in Theresa's area came out of Wick contingency fund (\$1,650).
- \$7,000 from lighting grant will actually be slightly more than \$12,000, said Will.
- CCHD has paid \$331,642.69 so far on the four main individual contracts. \$52,132.18 left to pay to these contractors. Still have \$299,000 in cash reserve (ending balance) and will get the \$187,000 back that is at the Credit Union. Half of the \$550,000 loan will go back into the cash reserve also.
- There is an amount written into the lighting grant to pay Bobby Koeplin per Heritage Electric to replace T12 fluorescent bulbs on the second floor with more efficient T8 bulbs. Brayden Will also helped with moving a lot of items to the new facility and taking down old blinds, and will be paid for about 15 hours time.

Special meeting will be held Tuesday, May 5, at noon in the CCHD conference room to continue discussion and/or vote on blinds, elevator repair/insurance, locksmith/keyed doors, fire detectors/alarms, and electrical estimate for additional required work. Luke stated she would recuse herself from the vote regarding the septic variance.

SPF SIG update: Nothing new to report at this time.

Tobacco smoke-free workplace and e-cig ordinances: Ordinance is still in City Attorney Russ Myrhe's hands (hasn't come before City Commission yet). Luke suggested doing stand-alone ordinances if Myhre doesn't have proposed trade ordinance ready to go within a month. She will talk with him.

(Returned to New Business...)

Office space on first floor discussed. Central Valley Health District recently hired Lakken Paulsrud as an Environmental Health Practitioner. Both she and Marcie Bata live in Valley City. We pay CVHD about \$5,200/yr. for EHP services. Office space for WIC and Tobacco rents out at \$15/ft. Robin Iszler, director at CVHD, thought that would be too much (about half of their contract) and asked if there was a possibility of renting the office for them for a day or two per week. This could be complicated. Someone else may not want to share an office. There may be a possibility of sharing a desk with Teresa Garrahy who only works intermittently with Becky Kratz.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:27 p.m. There will be a **special Board meeting Tuesday, May 5 at 12 noon** in the CCHD conference room.

The next regular monthly meeting will be **Tuesday, May 26 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary