

# 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

## CITY-COUNTY BOARD OF HEALTH MINUTES

### Monthly Board Meeting

Aug. 28, 2014

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Madeline Luke (left at 4:32 p.m.)
- Tom Overn, Vice Chair  
Cindy Schwehr (left at 4:40 p.m.)
- 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:** The Board agenda was approved as printed.
- MINUTES:** Schwehr made a motion to approve the minutes of the July 22, 2014 monthly meeting. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed as printed.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the vouchered expenses for August/September. Second by Luke. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Home health revenue is at 46%. Beth Didier, BC Auditor, suggested the county drop IT support service fee for some county offices that pay this fee, so this was not figured into the 2015 CCHD budget (\$27,000 in 2014).
- OLD BUSINESS:** OTM program: Sharon Buhr noted that two grants have been received – a Sheyenne Valley Community grant and an American Heart Association grant – for use in the schools.
- Will gave a facilities update on the new building. A pre-construction meeting will be held Sept. 11 at 11:30 a.m. in the new facility. Architect Bobbi Hepper Olson will lead the meeting. Hepper Olson was also going to put together a request for proposal for updating the area currently occupied by Braunberger & Associates on the first floor.
- Signage: The Board reviewed signage options through Indigo Signs. Will noted that there were no other electronic sign companies from which to get bids in ND, the next closest firm being in SD. Checked with Newman Signs and they no longer deal in electronic signage. The option include:
- Quote 1: Using the existing sign cabinet, replace the faces with new flex faces decorated with the CCHD logo and information, and hang. **\$4,564.30**
  - Quote 2: Supply and install 1 Galaxy 3500-16x96-20-Red-2V (21" x 81") in place of the existing emc. Use the existing cabinet. **\$13,667.05**
  - Quote 3: Supply/install 1 Galaxy Pro 3550-16x96-20-RGB-2V Full Color (21" x 81") in place of the existing emc. Use existing cabinet. **\$15,389.00**
- The prices shared with the Board may go up Jan. 1, 2015, noted Will. Question arose if a community image grant might be available and Theresa will check on it. It was noted that the base price of \$4,564.30 must be added to Quote 2 and 3. Theresa will check on costs

associated with software upgrades and what the guarantee would include. Dr. Buhr made a motion to pay 50% now (if it locks in our price), but wait until construction on the building ends to actually put up the sign. Go with the full-color option and ask about guarantee. Second by Overn. Unanimous vote, motion carried.

Director evaluation: Sharon Buhr noted that Theresa has been doing an excellent job as director. She has been dealing with issues regarding the new building, while also pursuing her Master's degree in public health. Schwehr made a motion noting that the evaluation has been completed and that all Board members participated. Second by Luke. Unanimous vote, motion carried.

Mill levy request: Will noted that a mill is currently worth \$70,460.

**NEW BUSINESS:** 2015 budget: CCHD has requested 5 mills from Barnes County. City will do in-kind work at the new building (approximately \$3,000) in lieu of an increase in funding for CCHD. Will did not seek an increase from the VC Public School system due to their fiscal issues in past year. Grant revenues were reviewed. State MCH funding will increase \$2,000 in 2015. Tobacco State Aid doubled. It was noted that WIC and the tobacco program will pay rent at the new building.

CCHD increased some fees for service this year. Rent for the businesses housed on the second floor of the new building will remain the same for one year and then be reviewed. A 3% salary increase across the board was noted in the budget. Will noted that one of the cars will be traded in and an upgraded model will be purchased. Eight hours were added for Cindy Wendel who will manage the new building and help with some accounting items (she will be between 10-18 hours per week). Kristen Bear's hours will increase one hour per week and 5 hours were budgeted per week for an RN in public health. Nothing was budgeted in 2015 for an electronic health/med record system.

Total public health 2015 request is \$455,321. Total home health request is \$168,145.

Following discussion, Dr. Buhr made a motion to give preliminary approval of the proposed 2015 budget, with a second by Schwehr. Unanimous vote, motion carried. Board will revisit the budget at the Sept. meeting for final review/approval.

Suggested donation/fee schedule: Dr. Buhr made a motion to approve the updated suggested donation/fee schedule for CCHD. Second by Overn. Unanimous vote, motion carried.

Home Care cost report: Will noted that home care was \$854 to the good for 2013. It was noted that the cost report was reviewed.

Forms/policies: No new forms or policies to review/approve.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 5:10 p.m. The next monthly meeting will be Tuesday, Tuesday, Sept. 23, 3:30 p.m. in the Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Dec. 16, 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  
Mary Lee Nielson, Valley City Commissioner  
Vicki Rosenau, Tobacco Prevention Coordinator

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: Under Old Business add: 4) Smoke-free and e-cig ordinances 5) Other; and under New Business add: 2) Medical officer oath 3) Ambulance report 4) Other. Agenda approved with additions.

*(Board moved ahead to Old Business item No. 4)*

OLD BUSINESS: Mary Lee Nielson, Valley City Commissioner, took part in a Board discussion regarding smoke-free workplace and e-cigarette ordinances in Valley City. Will gave a brief history of the work done toward a smoke-free law in Valley City, which commenced prior to 2011. Final drafts for smoke-free and e-cig ordinances have been completed by CCHD staff (Vicki Rosenau) and must be reviewed by City Attorney Russ Myhre for correct/legal wording. Will asked Valley City Commissioners Madeline Luke and Mary Lee Nielson how to proceed to get these ordinances passed by the Commission. There was some confusion regarding whether Myhre had seen the original smoke-free ordinance, which is based on a similar ordinance in Williston. Rosenau noted that the local draft contains only the same provisions that are in the current state law.

E-cig discussion including whether it needs to be a separate ordinance or a piece of the smoke-free ordinance. E-cig piece would prevent minors from buying e-cigs in Valley City; would prevent any self-service sales of e-cigarette; would require local licensing for sellers of e-cigs; would not allow flavored e-cigarettes (in liquid nicotine, or otherwise) to be sold to anyone in Valley City; and would set a limit on the total number of tobacco-products licenses allowed in Valley City. Flavors are aimed at enticing youths to buy e-cigs (Rosenau cited a case where a small child in NY died from ingesting liquid nicotine). There are currently 13 tobacco vendors in the city. Dr. Buhr stated that we need to be aggressive in banning the sale of e-cig flavors in the city as flavoring is added to appeal to youth, it has not been proven to be beneficial to anyone. Nielson suggested putting the flavoring-ban portion into the ordinance for first reading by commissioners and then they could discuss it if there are concerns. Procedure suggested regarding guidelines for licensing:

1. Sharon Buhr asked that Vicki research what is known about local communities limiting the total number of tobacco licenses (ratio of licensed tobacco product vendors to population) and make recommendation.
2. Vicki should e-mail Health Board members with findings, and the allowable number of licensed vendors will be agreed upon by the Board. Could grandfather in 13

current vendors. Vicki could include the wording used for alcohol ordinance regarding vendors.

3. Vicki will email Nielson and Luke the latest e-cig ordinance draft as agreed upon at this meeting, and both commissioners will e-mail that draft to Myhre with a request to review draft and prepare the ordinance for presentation to the Valley City Commission as soon as possible. Luke suggested CCHD approach the City Commission regarding both this ordinance and the smoke-free workplace ordinance on Jan. 20, if the ordinances have been reviewed by Myhre.

Smoke-free ordinance is basically ready to go. Same protocol will be utilized for the smoke-free ordinance (see 1-3 previous).

*(Returned to regular meeting format)*

- MINUTES: Dr. Buhr made a motion to approve the minutes of the Nov. 25, 2014 regular monthly meeting. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT: Reviewed.
- VOUCHERED EXPENSES: Overn made a motion to approve the December 2014/January 2015 vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT: Reviewed.
- NEW BUSINESS: Scott Miller, Barnes County Ambulance, addressed the Board. He stated that the Barnes County Commission has approved the new ambulance contract for the coming year. Basically, the contract is the same as for 2014. BC Ambulance received 1 mill (approximately \$64,000) from county. The ambulance service saw a loss of approximately \$20,000 in the past year. If BC Ambulance seeks more mill levy monies, it will need to go to a vote. They had more than 900 medical calls this year, with the norm being about 400-500. Miller noted that the more calls they receive, the less profit they make. The ambulance now has a LUCAS II mechanical compression unit to resuscitate heart patients. This machine does heart compressions, freeing up staff to perform other duties. BC Ambulance is a licensed Advanced Life Support unit (required that one ambulance is staffed with a paramedic and EMT). BC Ambulance has a staff of 20 and six paramedics. Miller will discuss the community paramedic program with the Board next month.
- OLD BUSINESS: CCHD facilities update: Will wait and do rent review in January. Board reviewed a Wick proposal. Need to approve ceiling work in the Theresa area, hall/vestibule, break room, passage, vestibule. Additional \$1,591 under Bakkegard and Schell. Invoice from EAS reviewed. Approval to pay Trio \$2,025 for air monitoring needed. Overn moved to pay \$2,025.00 to Trio for air monitoring, which we will pay if the invoice is for the amount approved. Second by Dr. Buhr. Unanimous vote, motion carried. Dr. Buhr made a motion to pay \$10,910.00 to Environmental Abatement Services. Second by Overn. Unanimous vote, motion carried. Discussed the ceiling work in Theresa area, etc. Board members were uncomfortable approving ceiling work without knowing more detail regarding square footage, type of ceiling tile, etc. Theresa will get more information from the architect. Special meeting will be held. Upgrading Theresa area may go over budget and Board will make decisions at the special meeting.

Fiber optics is in the building. Stan Hansen, city electrical supervisor, had gotten information from Dave Schelkoph, city planner, that their work would be in-kind. CCHD must pay Jack Moritz for boring (approximately \$3,000). It should be closer to \$3,500 for fiber optics rather than \$10,000 as originally thought.

**NEW BUSINESS:** The Board reviewed a policy regarding Position Changes. Dr. Buhr made a motion to approve the Position Change policy, second by Overn. Unanimous vote, motion carried. This will also appear in the employee handbook.

Medical officer: Dr. Buhr took the oath as health officer. Document signed and returned to Auditor's office.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 4:51 p.m. A special meeting of the Board will be held Monday, Dec. 22, at 12 noon in the Commission room. The next regular monthly meeting will be Tuesday, Jan. 27, 2015 at 3:30 p.m. in the Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Board Meeting**  
**Dec. 22, 2014**

PRESENT: Sharon Buhr, Chair  
Dr. James Buhr, Secretary

Tom Overn, Vice Chair

ABSENT: Madeline Luke, Cindy Schwehr

ALSO PRESENT: Theresa Will, RN, Director  
Bobbi Hepper Olson, Architect (via phone)  
Angie Martin, Office Manager  
Vicki Rosenau, Tobacco Prevention Coordinator

CALL TO ORDER: Meeting was called to order at 12:17 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: Agenda approved as printed.

NEW BUSINESS: *(As Vicki Rosenau was present at this time, the Board moved the third item under New Business to the first item.)*

Tobacco ordinance: Vicki was asked at the previous Board meeting to get other input on how to phrase a provision whereby we would like to see the Valley City Commission set the total number of businesses who can sell tobacco products (much like they do regarding alcohol licenses). Vicki e-mailed a Tobacco Control Legal Consortium attorney (who she has not heard back from yet) and visited with the state tobacco prevention staff in Bismarck. Vicki stuck with the wording in the original proposed ordinance and e-mailed it to City Attorney Russ Myhre. Vicki is assuming that we would be able to provide more input for the proposed ordinance if we get additional information. Mary Lee Nielson, Valley City Commissioner, forwarded Myhre the Board-approved e-cigarette draft and cc'd Vicki.

New building/renovations: Architect Bobbi Hepper Olson joined the meeting by phone. The Board reviewed the project cost summary submitted by the architect. She noted that under G1 #1, she received a price for carpet, base and wall paint in the Theresa area (former Braunberger & Associates area) of \$18,820. Ceilings in that area will cost \$8,000. Wall paint in break room, passage and vestibule will cost \$1,680. Ceilings in the break room, passage and vestibule will cost \$2,300. To install EIFS at the canopy location is \$6,300. It was noted that G1 #5, automatic door openers at north entrance, doesn't include electrical (\$4,820). Architect received a bid of \$6,000 to install carpet and base in the second floor hallway, but since it was noted that we are "pushing up against the budget numbers," this piece will be put off to the side.

There were no change orders under the mechanical portion of the summary. Under electrical, Hepper Olson needs Board approval for E2 #4, lighting in Theresa area, hall, vestibule, break room, passage/vestibule, for \$6,314. The final cost for fiber optics from County to new facility is \$4,600.

Hepper Olson stated that if CCHD goes ahead with everything listed under "Pending," "Recommended," and "Required," we would be over budget by \$4,510.90. Looking at summary, Hepper Olson needs Board approval on items listed in "Required" and

“Recommended” columns. She talked to Wick regarding the approved Alternate #5 for stairway carpeting (\$7,000), and they would be willing to give us that money back into the contract, and that project could be completed some other time. This would potentially free up funds for work in the Theresa area. Sharon Buhr questioned if the architect fee only included the required and recommended items, and Hepper Olson said it included all pending, recommended and required items.

Dr. Buhr made a motion to approve accepting expenses listed under the “required” column in the project cost summary (\$15,761). Second by Overn. Unanimous vote, motion carried.

Architect noted that the Missouri River lighting rebate will likely amount to approximately \$1,500 (not reflected in summary). Dr. Buhr made a motion to approve items listed under the “recommended” column in the project cost summary (\$18,205). Second by Overn. Unanimous vote, motion carried.

Regarding “Theresa area”: Board has approved ceiling, electrical, and lighting. Now the Board is discussing removing wall coverings, prep and paint baseboards, and carpeting. Sharon Buhr recommended to Board that tile strip that extends into Theresa area be left as is and not be removed. Board members concurred. Carpet for this area bid by Valley Flooring at \$43/sq. yd.; it will cost between \$6,000 and \$7,000 to carpet this area. It will cost approximately \$7,000 to carpet the east stairway to second floor. Talking about walls, Hepper Olson suggested the contractor removed the vinyl wall covering, prep and prime the walls and CCHD could paint walls. Hepper Olson received call from Wick during meeting – the carpeting will cost \$9,470 and walls will be \$9,405.

Dr. Buhr made a motion to approve the installation of EIFS for \$6,300. Second by Overn. Unanimous vote, motion carried

Dr. Buhr made a motion to approve the deduction of \$7,000 to not do the stairway carpeting. Second by Overn. Unanimous vote, motion carried.

Overn made a motion to delete carpeting expense in the Theresa area, and do base, wall paint in Theresa area and hall/vestibule up to \$9,500. Second by Dr. Buhr. Unanimous vote, motion carried.

Overn made a motion to approve prep and paint base board registers in the Theresa area and hall/vestibule for \$900. Second by Overn. Unanimous vote, motion carried.

Dr. Buhr made a motion that Theresa Will/Sharon Buhr can make contingency decisions, up to \$2,000 a time, up to 3 times, for a maximum of \$6,000, then it must be brought to the Board again. Second by Overn. Unanimous vote, motion carried. (According to Hepper Olson calculations, there is currently \$13,441 in contingency funds)

Overn questioned if work on the building would be completed by March 1. Due to delays regarding the generator, the completion date may be pushed to mid-March or April 1, according to Hepper Olson. But there is still a possibility of completing the project by March 1.

There was a question regarding the counter in the reception area. Hepper Olson stated she would have a 3-D computer model of that area by Jan. 7 and get it approved at that time.

The rent review was tabled until the Jan. 27 monthly meeting.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:18 p.m. The next regular meeting will be held Tuesday, Jan. 27, 2015 at 3:30 p.m. in the County Commission chambers.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**February 25, 2014**

PRESENT: Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Madeline Luke  
Tom Overn, Vice Chair  
Cindy Schwehr

ABSENT: None

ALSO PRESENT: Theresa Will, RN, Director  
Angie Martin, Office Manager  
Niki Joersz, MSU nursing student

CALL TO ORDER: Meeting was called to order at 3:37 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse. Schwehr introduced Niki Joersz, RN, to the Board. She is pursuing her BSN degree through Minot State University (she is currently a two-year registered nurse) and one of the requirements to get her degree is to attend a public health meeting. Welcomed by the Board.

AGENDA: Agenda approved as printed.

MINUTES: Overn made a motion to approve the minutes of the Jan. 28 monthly meeting. Second by Dr. Buhr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Will shared that she viewed a meeting of the Bismarck City Commission regarding a request for them to approve an ordinance banning e-cigarette (e-cig) sales to minors. It was an easily passed ordinance in Bismarck. There is nicotine in e-cigs, but no tobacco (it is water vapor). A tobacco lawsuit stated they (tobacco companies) were not to be liable for e-cigs being used as a cessation product, and that this is not what the tobacco companies designed them for. FDA claimed there was no proof that e-cigs served as a cessation product. Tobacco companies won this lawsuit. However, e-cigs are now being billed as cessation products by the tobacco industry in advertising, said Will. Valley City is in the process of recodifying its criminal ordinances, according to Luke. It is 211 pages long. There is supposedly something about e-cigs in these ordinances (though Luke has not had time to review it yet). Luke suggested e-cigs may be mentioned in context to them being treated like tobacco products as far as the statewide no-smoking ordinance is concerned. She didn't know if there would be mention of sales to minors. Luke will advise Will of content in these criminal ordinances as soon as she has a chance to review them fully. Will stated there is momentum across the state to have state tobacco law codified as city ordinances, as well as adding the e-cig piece to city ordinances.

Mary Ann Sheets Hanson is a CCHD volunteer regarding the Affordable Care Act (ACA), along with Gail Pederson, and helping people get signed up for health care coverage prior to March 31. She will be at the VCSU health fair March 5. She and Gail are community certified application counselors and are available to individuals and businesses.

Will showed the Board tobacco-free signs that are available to schools to post outside their facilities. Signs for parks will be similar.

Luke shared law enforcement concerns regarding enforcing the tobacco law (no smoking in public places and within 20 feet of doors/windows/vents outside the facility). Will stated she has dealt with a few complaints about city/county violations and letters have been sent to owners. Owners are the ones to be held accountable if they don't enforce "no smoking" in their facility. Luke shared that though some communities have adopted or are considering adopting a local ordinance to back up the state tobacco law (in the event that this law could be overturned in the future), she does not feel Valley City commissioners are favoring such an ordinance. Luke will spend her time on the e-cig issue.

**VOUCHERED EXPENSES:**

Overn made a motion to approve the vouchered expenses for February/March. Second by Dr. Buhr. Unanimous vote, motion carried.

**FINANCIAL REPORT:**

The financial report was reviewed. CCHD had a starting balance of \$613,584 in 2014. Ended 2013 in the black, even though CCHD paid \$50,000 down payment for FCCU building.

**OLD BUSINESS:**

On The Move update: Nothing new to report.

Facilities update: The architect's report was reviewed. Sharon and Theresa met with Bobbi Hepper Olson (architect) recently. First Community Credit Union was to be out of the building Feb. 28, but this will likely not happen – it may be a few days into March before they can move. Will can't bring Board information on the loan yet until more is known regarding renovation costs. Talked with Arlie Braunberger, first floor tenant at FCCU, about moving to second floor. However, he stated that there is not enough room on the second floor, so he will be moving. He would like to remain in the building until June. It was the consensus of the Board that this would be fine. Proposed floor plan was shared with the Board. Sharon suggested the possibility of having a room available for other professionals to use for meetings/counseling since it would be HIPAA compliant. Will also had a call into Steve Schmitz, FCCU, regarding who the tenants would pay rent to beginning in March since we only have a purchase agreement in place at this time.

ServiceMaster contract: It will currently cost \$750 to have ServiceMaster clean the second floor of the FCCU building and Braunberger's area on first floor (\$1,500 for entire building once renovation work is completed). ServiceMaster's proposal was reviewed by the Board. The consensus of the Board was to contract with ServiceMaster for the time being. This topic could be revisited once the renovations are completed and CCHD moves into the facility.

Board of Health bylaws: Will pointed out some of the possible changes needed to the bylaws.

**Page 2:** Membership of the Board – Does Commission appoint the member at large or the Health Board? Have BC States Attorney check on this.

**Page 3:** Item I – We will also post the minutes on the CCHD website. Item L – There is no voting by proxy.

**Page 4:** Section 6: Absences. What denotes an unexcused absence? Members must notify director if they will be absent so that a quorum is available. Board decided to leave wording as it now appears.

**Page 5:** Section 3 – Should say Duties of Secretary/Treasurer.

Dr. Buhr made a motion to approve the bylaws, with changes. Second by Luke. Unanimous vote, motion carried.

NEW BUSINESS: Policy: Will put together a policy regarding social media and staff and submitted it to the BC States Attorney. Board will be interested in states attorney's opinion regarding infringement on personal rights. Will was concerned regarding the implementation of the SPF-SIG grant to curb excessive alcohol use/binge drinking, and how public health employees will be viewed on social media by the public if they participate in drinking to excess.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:48 p.m. The next meeting will be held Tuesday, March 25 at 3:30 p.m. in the County Commission chambers.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Board Meeting**  
**Jan. 10, 2014**

PRESENT: Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Tom Overn, Vice Chair  
Madeline Luke  
Cindy Schwehr (left 5:00 pm)

ABSENT: None

ALSO PRESENT: Theresa Will, RN, Director  
Angie Martin, Office Manager  
Russell Schell, owner, and Nancy Paulson, Rj Energy Solutions LLC, Fargo

CALL TO ORDER: Meeting was called to order at 4:03 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: Approved as printed.

NEW BUSINESS: Energy consultant contract regarding the First Community Credit Union (FCCU) building was discussed by Board, with Russell Schell, owner, and Nancy Paulson, associate, of Rj Energy Solutions LLC of Fargo, in attendance. Board members received a \$3,500 proposal sheet outlining the services that will be provided by this company if a contract is signed. This company doesn't sell needed equipment or controls, but only provides an analysis of the system as far as what is efficient and what is not. Schell will provide a thermal screening of the entire building to determine where heat leaks are found (an air conditioning screening will be completed later this spring, possibly May, when temperatures are warmer, and was added into the proposal during the meeting). Schell compared the FCCU project to one they are doing for Maryvale Convent in Valley City. If hired later to do online monitoring of the system(s), the company stays with the client to analyze future problems. However, the \$3,500 contract being discussed today is for the initial evaluation only. He told the Board that the \$18,000 estimate from Keith's Refrigeration, Valley City, to bring the heating/AC system to working order would not include things such as replacing the aging boiler, chiller and air handler. The building also has pneumatic controls as opposed to digital display controls. He stated that the \$250,000 quote from Bakkegard and Schell, Valley City, would probably give a better pay back on the whole, in his initial opinion. Schell noted that when checking the boiler system, he would collect amp draw readings from the motor, but would not check bearings. Will told the Board that she has talked with the Barnes County States Attorney and he said that since this evaluation isn't part of the actual renovation project, there was no need to seek bids to have it done, especially since Schell and Bobbi Hepper Olson, architect, didn't believe there were any other businesses that offer thermal imaging analysis. Schell/Paulson stated they are offering thermal imaging of the building in their proposal in lieu of evaluating the cooling system, which he can't do this time of year. Board members stated that a cooling evaluation is really needed and that CCHD wouldn't even start the remodeling process until May. Schell stated he would do both the cooling evaluation and thermal imaging for \$3,500, likely conducting the cooling system evaluation in May. Luke reiterated that the \$3,500 proposal, "correct me if I'm wrong," would include a "complete check of the heating system and the air conditioning system, and at the end of it you will tell us what needs to be done and give us an energy analysis of what your best guess is, and be able to provide a bid package to do the AC/heating system." Schell noted that he will need to see previous energy bills for the building and find out the square footage of the structure. He will also need access to the building prior

to FCCU opening in the morning to conduct the screening. Sharon Buhr requested ballpark figures for equipment, controls, monitoring. The estimated cost for a whole control system upgrade for the building would be in the vicinity of \$70,000-75,000; a boiler, \$45,000; air exchanger, \$40,000. Under an additional contract for systems monitoring, the cost per month (as part of a 5-year contract) would be about \$200 to \$250, said Schell. Monitoring costs are based on a point system – the more points, the higher the cost per month. Reiterating what the energy audit contract includes: 1) analysis of heating and cooling system; 2) advice regarding new equipment or what needs to be done; 3) energy analysis with payback time; and 4) bid package. Board members asked Will if the architect was in favor of hiring Rj Energy Solutions and Will stated that Bobbi Hepper Olson would like to see them do the audit. Olson believed that their audit might meet the 10-year payback (unlike the windows, which didn't meet the 10-year payback criteria and was ineligible for energy grant funding). Luke questioned possible pay back for engineering costs through the grant. Dr. Buhr made a motion to allow Will to sign a contract with Rj Energy Solutions LLC for \$3,500 to conduct an energy audit. Second by Overn. Unanimous vote, motion carried. Sharon Buhr suggested that if the Board opts to sign a monitoring contract in the future that the Board ask for references regarding control monitoring capabilities.

FCCU building discussion: When the Board talked to the architect originally, \$200,000 was discussed for a remodeling budget. The architect now believes renovation costs will be closer to \$400,000. Sharon Buhr noted that the Board is not yet ready to have a thorough discussion at this point. Will shared a very preliminary year-end financial report with the Board. The cash reserve beginning in 2014 is \$613,159. At the November Board meeting, Will projected a \$25,000 cash reserve increase for 2014, however, CCHD is showing only about a \$6,700 increase. This is because: 1) several grant projects that we spent the money for at the end of the year but have not yet received the grant funds back, including Blue Cross Blue Shield, \$6,000; NDDoT, \$3,500; Regional Network Grant, \$2,300; and 2) \$11,000 paid out for vaccine (Zostavax, Gardasil and Pneumovax) the last two months of 2013 that has not been recouped yet until it is billed out.

Steve Schmidt, FCCU regional rep, told Will that he expects their new building to be completed in early February and that they anticipate moving into it mid- to late February.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:12 p.m. The next meeting will be held Tuesday, Jan. 28 at 3:00 p.m. in the County Commission chambers.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**January 28, 2014**

**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  
Russell Schell, Rj Energy Solutions, LLC

**CALL TO ORDER:** Meeting was called to order at 3:32 p.m. by Sharon Buhr, Chair, in the DES room in the Barnes County Courthouse.

**AGENDA:** Additional item added under New Business: 4) Election of officers 5) New Forms/Policies 5) Other. Agenda approved with this addition.

**MINUTES:** Overn made a motion to approve the minutes of the Nov. 26, 2013 monthly meeting and the Jan. 10, 2014 special meeting. Second by Dr. Buhr. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Will discussed immunization statistics with the Board. Immunizations increased in 2013, due to the Immunization Access grant which was handled by Lori Thompson, R.N. CCHD is now doing regular HPV (Gardasil) clinics in the county schools, along with required Tdap (tetanus/diphtheria/pertussis) and MCV4 (meningococcal) for students who will be entering the 7<sup>th</sup> grade in the fall. Adult immunizations including Tdap, Zostavax (shingles), and Pneumovax (pneumonia) have also increased significantly, especially during the "flu shot season." The Board was excited and pleased by this news and extended a thank you to Lori.

Beth Viland is working on lactation consultant training online. She is also seeing a steady enrollment at WIC (218 in December 2013 compared to 210 in December 2012). 188 participants compared to 179 in 2012.

SPF-SIG (Strategic Prevention Framework - Special Initiative Grant) update given. Will attended meeting in Fargo. Primarily talked about contracts and assessment phase. There is a 132-page workbook that needs to be filled out regarding our county. Grant seeks to decrease adult binge drinking and youth alcohol use. \$173,000 to Barnes County starting Jan. 1, 2014 through Sept. 2015. The state will also seek an extension of this grant, but this is uncertain at this time. Mental Health Access Group will work with CCHD on this project which focuses on evidence-based practices. Assessment workbook needs to be completed by May 31, 2014. March 31, 2014 deadline set regarding obtaining prices (via phone) for certain alcoholic beverages, local alcohol taxes, radio and newspaper scans to listen for set number of times/days when alcohol is mentioned within advertising (such as Happy Hour, 2-for-1 alcohol specials, etc.), and conduct interviews. Then we receive 15% of the \$173,000 (\$26,000) after the first portion is completed. 20% more received during planning stage, then 65% for implementation. Will and Kasey Skalicky will complete the initial stage. Valley City/CCHD was nominated for a Town Hall meeting through this grant and we can apply for \$500 to do this. It must center on alcohol.

VOUCHERED  
EXPENSES:

Dr. Buhr made a motion to approve the vouchered expenses for January/February.  
Second by Overn. Unanimous vote, motion carried.

FINANCIAL  
REPORT:

The financial report was reviewed. CCHD ended the year about \$7,000 in the black.

*(New Business item inserted at this point to accommodate Russell Schell regarding assessment of First Community Credit Union building.)*

NEW BUSINESS:

Talked about the building assessment performed by Schell. Architect Bobbi Hepper Olson was unable to be at the meeting today. Schell needs to know if the walls will be open or go all the way to the ceiling regarding office remodeling in the current bank area. It will affect ductwork. If closed, each office will require own supply air and return air as opposed to open walls where the current supply/return ductwork would suffice. Examine rooms would need to be closed for privacy. Schell suggested considering examine rooms be placed in north portion of building where closed offices already have own supply/returns. Will noted these offices all have windows which would potentially lessen privacy.

Schell noted that the current system is working surprisingly well given its age. Controls have been calibrated not long ago. The boiler is working the way it should. The bottom of the air handler is rusting and deteriorating and is an issue that needs to be addressed. It contains heating and cooling coils and the controls. He was concerned about putting the old coils and controls in a new air handler and suggested the possibility of a complete upgrade. However, rather than replacing the boiler/chiller/air handler, Schell proposed the possibility of installing a rooftop unit in place of the air handler – it already has a heating and cooling coil inside it. He would consider tying the rooftop unit into the existing ductwork. Rooftop unit has a compressor for cooling and gas heat for heating. He wouldn't abandon the old boiler, but could use a much smaller boiler (use the old boiler until it doesn't work anymore and replace it then). Can also utilize the smaller boiler that is already in the building. There are four suggested options (handout provided), ranging in estimated price from \$7,000 to \$250,000. Dr. Buhr brought up the situation at Mercy Hospital where the decibel level from the rooftop unit was high. Schell said he could get the decibel level of a DX unit (the Board wouldn't want it any louder than what it is currently).

Regarding the current water heater, the lower elements are disconnected and the upper element has some corrosion. It will soon go out. It is used for potable water for the sinks, etc. It is an 80-gal. water heater. Overn questioned if we need that big unit. Most thought a 50-gal. water heater might be sufficient for our needs. Schell said that we might be able to use the boiler for potable water (less expensive).

Using thermal imaging, there appears to be more leakage in the seals around the windows. The windows are older steel windows which are colder than vinyl or PVC windows. There are more leaks with the second floor windows. Will get some return by resealing windows. Schell could evaluate the windows if CCHD wants it done (not in original proposal).

*(Return to Old Business)*

OLD BUSINESS:

CDM update: Three people currently on service.

Facilities update: Will and Sharon Buhr met with Arlie Braunberger to discuss the possibility of him moving to the second floor, freeing up the conference room space on the first floor for CCHD. The architect will be in touch more with CCHD beginning in February. Environmental testing proposals were reviewed. Hepper Olson recommended Trio Environmental, West Fargo. Dr. Buhr made a motion to go with Trio Environmental's proposal. Second by Overn. Unanimous vote, motion carried.

Building loan discussed. The architect feels CCHD will need \$400,000 to \$480,000 for renovations. We had guessed originally that renovations might be about \$200,000. Will isn't sure at this point if Schell's question regarding closed or open walls in the bank area could change this amount again. First Community Credit Union has no problem giving us a larger loan. They suggested a 10-year loan (\$550,000) – payment would be about \$60,000 per year as opposed to \$78,000 per year for \$350,000 over five years. With the FLEX program, that saves us about \$32,000 in interest. Board can't move until the architect gives us the estimates of what the building will cost. Then FCCU can get the appraisal done. It was reiterated that the Development Corporation funds (FLEX) don't need to be returned. Board may want to look at a \$600,000 loan. The loan can always be paid back early with the smaller payments. All Board members are strongly encouraged to be at the next Board meeting to vote on this matter.

Environmental Health update: Allen McKay, EHP, at Lake Region District Health in Devils Lake sent a letter concurring with Marcie Bata's findings regarding the Crossroads Steakhouse & Lounge near Enderlin. The Barnes County Commission approved Crossroad's application for a beer license, retail liquor license and Sunday alcoholic beverage permit, contingent upon Crossroads' compliance with state and local health regulations by April 30, 2014.

A county resident put in a septic system and covered it without obtaining a permit first. A certified letter was issued by the States Attorney. Will likely get a drawing of the project from the installer. However, this person may have to dig up his system if there are concerns.

Regarding a continuing situation in Eckelson involving a man who has issues with an abundance of animals and an excess of junk on his property, the county is hiring someone to clean up the property and the expense will be assessed to his property.

**NEW BUSINESS:** Policies and forms: Dr. Buhr made a motion to adopt all the environmental health policies used by Central Valley Health District in Stutsman County and designate Central Valley's Environmental Health Practitioners to carry out the ordinances as stated in Century Code 23-35. Second by Overn. Unanimous vote, motion carried.

Employee vaccine policy: Will asked the Board if CCHD can add MMR immunizations to the list of those immunizations covered by CCHD for employees. Dr. Buhr made a motion to add the MMR vaccine to the list of those immunizations covered by CCHD for employees. Second by Overn. Unanimous vote, motion carried.

Election of officers: Overn made a motion to approve the current Health Board officers on a unanimous ballot. Second by Dr. Buhr. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:50 p.m. The next meeting will be held Tuesday, Feb. 25 at 3:30 p.m. in the County Commission chambers.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**July 22, 2014**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Tom Overn, Vice Chair  
Cindy Schwehr (left at 4:45 p.m.)
- ABSENT:** Madeline Luke
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager  
Bobbi Hepper Olson, Architect  
Ben Davis, Bobbi Hepper Olson Architect, Project manager
- CALL TO ORDER:** Meeting was called to order at 3:39 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The Board agenda was approved as printed.
- MINUTES:** Overn made a motion to approve the minutes of the June 25, 2014 monthly meeting. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Will shared the final report regarding mental health access in ND, compiled by Schulte Consulting and presented to the ND Legislature's Human Services Committee during a hearing held today (July 22) in Bismarck. Referred to "legacy" services that have been provided for years but that have no evidence-based science behind them (in some cases) that they work. Many of ND's challenges are self-imposed: choosing a poor essential health benefits package for Medicaid, refusing to spend state funds on services, and not applying for Medicaid waivers to assist with chronic mentally ill. Workforce shortages are debilitating. And North Dakota has a unique challenge in the Western region where the situation is dire. State is potentially facing lawsuits due to lack of choice of mental health providers. Warned against combining county and state services. Good news: ND is fully equipped to deal with the behavioral health crisis at hand. With proper leadership and oversight, ND has the resources to become a model program for the nation in mental health and substance abuse services.
- Theresa is working on staff evaluations and forms were passed out to Board members to evaluate the director.
- Skyline Villa board was meeting today to discuss smoke-free housing. Theresa hadn't heard anything back yet. Schwehr is also a Villa board member and thought they were looking at an attrition (transitional policy) approach, though she was unable to attend this meeting. Board appointments discussed.
- VOUCHERED EXPENSES:** Overn made a motion to approve the vouchered expenses for July/August. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed.
- OLD BUSINESS:** OTM program: Nothing new to report.

*(The Board moved ahead at this point to address a vacation time issue under New Business as Schwehr needed to leave the meeting early.)*

**NEW BUSINESS:** Becky Kratz, financial analyst, is nearing her employment anniversary date the end of July. She will go over her 200-hour vacation limit by 64 hours and is seeking a buy-out of those hours. Becky has been very busy this year with the Regional Network grant requirements, the requirements of other grants, plus issues with the new building. Nearly all CCHD programs require her input since she handles the financial aspects of each program. She is currently training Cindy Wendel to help with some of the billing issues. Schwehr stated that the county has previously bought out other employees' vacation hours on a limited basis, but only one time. After that they lose any vacation hours over 200. Schwehr made a motion to pay out 64 hours of vacation time for Becky Kratz on a one-time basis. Second by Overn. Unanimous vote, motion carried.

*(The Board returned to Old Business on the agenda at this point.)*

**OLD BUSINESS:** CCHD facilities update: Will shared a rent income and FCCU building expense summary with the Board. The total expenses to date for the building and architect are \$121,150 (excluding monthly expenses such as MDU, Public Works, etc.).

**NEW BUSINESS:** Bobbi Hepper Olson and Ben Davis, Hepper Olson Architects, discussed the bids received for the former FCCU building renovations. Bid opening went well and came in well under estimate. The Board will be able to add some items back into the project that were back-burnered due to anticipated costs. Only one bid was not opened due to the bidder arriving late to the opening. Wick Construction was the low base bidder for general construction at \$141,000. Low base bid for mechanical construction was Bakkegard & Schell at \$42,844, and low base bid for electrical construction was Enterprise Electric at \$65,877. **Total base bids:** \$249,721. All low bidders are from Valley City. Board members then discussed six alternate project bids:

- Alternate #1: Interior finishes in the public nursing area \$17,759.00
- Alternate #2: Interior finishes in the tobacco/HH area \$13,087.00
- Alternate #3: Drive-thru canopy removal/curbs \$ 6,807.00
- Alternate #4: Lighting \$ 5,747.00
- Alternate #5: Stairway carpeting \$ 7,000.00
- Alternate #6: Upgrading selected lights to LED \$ 8,477.00

**Total Construction Cost (including base bids): \$308,598.00**

Alternate #4 could be upgraded with Alternate #6 and then Olson/CCHD could submit the grant application for a 50% match on lighting. Should qualify for 10-year payback with maximum match of approximately \$7,000. Schwehr questioned if LED lighting was now accepted for matching funds and Hepper Olson stated that it was, unlike a year or two ago.

Architectural fees are 10% of total construction costs (approx. \$31,000, based on base bid). Environmental survey work cost \$1,400. Abatement work should be budgeted at \$5,000. \$308,598.00 includes carpeting. Other costs include phone system/Internet (estimate from Jason Thiel, county ITS director). Contractor will run all connecting cabling from the data rack to the plug-ins (all the rest goes through Jason). Security (card reader, cameras x 4) not figured in yet. Cameras could be low priority. Power for

security and outdoor sign already allotted. No fire alarm system required for an office building. Standby natural gas generator in electrical bid (20 kw, 120-volt, 3-phase). Will questioned if this size generator was big enough to handle not only the vaccine refrigerators/freezer, but to power electronic equipment for both floors. Schwehr stated that CCHD doesn't necessarily need to provide back-up power for the second floor as they don't currently have back-up capabilities. Hepper Olson will look further into the generator size and get price for generator large enough to power entire building. Outdoor sign is not yet figured in (\$4,500 to \$15,389, depending on type of sign). Ten percent contingency fund (\$30,000) should be figured in also. Hepper Olson would like to get a price on the north (Braunberger) area now (paint, carpet, lights and ceiling). Total budget for the building was set at \$414,000. At this point expenses total \$384,000 without sign, fiber optics or possible increase in architect fees.

Construction start date is Nov. 3, 2014, with substantial completion by Feb. 28, 2015.

Overn made a motion to accept the base bids and alternates 1-6 as presented. Second by Dr. Buhr. Unanimous vote, motion carried.

Will signed the acceptance of bids for the project and was also signed by Bobbi Hepper Olson. Architect will issue formal Notice to Proceed, issue contracts to contractors, get their insurance certificates, contractors' licenses, and Worker's Compensation insurance. Hepper Olson would like to have a pre-construction meeting within the next month. Contractors provide own insurance during construction phase (builder's risk policy), however, CCHD should have general liability insurance and building insurance in place now for other types of injuries on property or to insure building in general for its value.

Braunberger & Associates has said they will be out of their office by the end of August. This will be their final deadline.

CCHD staffing: Kasey Skalicky, Traffic Safety coordinator, has submitted her resignation, effective July 17. She will be in after July 25 to finish cleaning out her office. CCHD will no longer have a Traffic Safety program.

Welcome Event: Well attended by Valley City presenters and people new to our community. Eighty-one signed in, however, there were likely more who attended who didn't sign in.

There were no new policies/forms presented.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 5:15 p.m. The next monthly meeting will be held Tuesday, Tuesday, Aug. 26, at 3:30 p.m. in the Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**June 25, 2014**

PRESENT: Sharon Buhr, Chair  
Dr. James Buhr, Secretary

Tom Overn, Vice Chair

ABSENT: Madeline Luke  
Cindy Schwehr

ALSO PRESENT: Theresa Will, RN, Director  
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 3:37 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: The Board agenda was approved as printed.

MINUTES: Will noted that under the Director's Report, regarding the clean-up situation of private property located in Eckelson, it stated that there was no septic system on the property. The minutes should state that "Marcie Bata, EHP, was unable to see a septic system on the property during clean-up and there is likely no system in place." There is supposedly a holding tank on the property. Following discussion, Overn made a motion to approve the minutes of the May 27, 2014 monthly meeting with the noted correction. Second by Dr. Buhr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Will stated that she submitted the SPF SIG assessment workbook and was informed that it only needs minor revisions. Block parties were discussed – Marcie Bata, EHP, suggested that food safety information should be made available to participants. 17 AEDs are outdated in Barnes County. Some local churches would like to have AEDs. An AED costs approximately \$2,000. Sarah would like to contact some restaurants about having an AED on site. Board members noted that Community Grant funds may be available to purchase AEDs. Dr. Buhr noted that Mercy Hospital and Barnes County Ambulance are getting a Lucas II CPR machine (performs mechanical CPR compressions). He saw a demonstration at the fire hall. Home health has been busy but the financials aren't reflecting it yet.

Will noted several environmental health issues including:

- Marcie has received numerous phone calls from the Eckelson area thanking her and the clean-up crew for cleaning up the private property of one individual in their community. The owner is being given a chance to pump out his holding tank and Marcie will check on it again.
- The septic situation at the Crossroads Bar and Grill near Enderlin. The owner has a septic permit, purchased by Six D Construction, but then he wouldn't sign a contract with them. Another local contractor has been contacted but is not interested in doing the project. The agreement with the owner was that he have a permit and plan in place by May 15. Tim Haak from State Food and Lodging is looking at a process for shutting him down at this point and has talked with Carl Martineck, Barnes County States Attorney. Theresa will talk with the County Commission and see if they want the state to shut him down or if they want to do it.

- Two employees from East Main Variety/Big Music have made a complaint that there is mold and feces (sewage) in the basement. Dave Anderson, city building inspector, said the basement was only wet when he looked at it recently. Marcie Bata, EHP, will check the situation next week.
- The city swimming pool closed down to super-chlorinate their pool as they failed the last two samples.
- The local theatre called about serving hotdogs, but Marcie told them they would need to have washing facilities for both hands and dishes. Hasn't heard any more from them.
- Jim Jones, Kathryn, is trying to hook up to the city sewer system there and is having an issue with the local officials. Kathryn officials say he has to pay before he can hook up. Marcie will monitor situation.
- Marcie has been working with the Rusty Cage Bar & Grill, the bar portion of Mo' Eats in Valley City.
- Has been in touch with a couple unlicensed caterers in Valley City.
- Marcie wants to know when the new frozen yogurt shop is opening in Valley City as she hasn't made contact with them yet and they need to be checked before the store opens for business.

**VOUCHERED EXPENSES:**

Dr. Buhr made a motion to approve the vouchered expenses for June/July. Second by Overn. Unanimous vote, motion carried.

**FINANCIAL REPORT:**

Home Health is currently in the red due to being behind on, primarily, Medicare billing (episode needs to be closed before it can be billed and we have had more Medicare admits). Becky has been overloaded since the first of the year due to keeping up with the Regional Network grant requirements and other billing issues. Cindy Wendel is working 8-10 hours per week to help catch up. Received school and city funding this month.

**OLD BUSINESS:**

OTM update: Sharon reported that she put in an application for a Community Foundation grant for \$5,000. OTM also got the \$5,000 American Heart Association grant that she applied for.

CCHD building update: There has been some confusion regarding the rents from tenants in the former FCCU building. Miller Elevator had paid FCCU rent for two years at once and Dean said they are paid up through September 2014. FCCU will pay us back for June through September however, CCHD took ownership May 9 and we will need to look into prorating May's rent. The law office paid May rent to FCCU (\$1,500/mo.), so we will need to prorate their rent also.

The elevator contract is in place at \$90/mo.

Open bids July 10 at 11:30 a.m. in the Commission Room. Will review the bids at the next Health Board meeting. Board members are encouraged to attend. Health Board members really must attend the July 22 meeting when bids will be reviewed.

Emergency preparedness grant for the generator failed. We need the generator in place for vaccine refrigerators and freezer (mandatory). Theresa was urged to apply for generator funding from the Community Foundation.

Sharon noted that the big windows on the east side of the building allow a lot of heat into the entryway. Would Theresa ask the architect if there is any way to modify that situation?

Fees review: Tabled.

Program evaluations:

- Flu: 1,696 flu immunizations given during 2013 season as opposed to 1,618 during the 2012 flu season. Total net: \$25,853.
- Health Tracks: Net gain: 5,359.72
- Foot care: 486 visits. Net loss: \$6,887.65 (less than other years)

**NEW BUSINESS:** 2015 mill levy request discussed. CCHD will request full 5 mills allowed under Century Code guidelines. Dr. Buhr made a motion to request \$350,000 from county in 2015. Second by Overn. Unanimous vote, motion carried.

Regional Network: Will attended a two-day educational retreat June 23-24.

Policies/forms: There were no new forms or policies to review at this meeting.

Sharon Buhr noted that Vicki Rosenau should check regarding people smoking on the bench near the Leever's Super Valu entrance (less than 20 feet from entryway/windows/vents).

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 4:45 p.m. The next monthly meeting will be held Tuesday, Tuesday, July 22, at 3:30 p.m. in the Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**March 25, 2014**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Madeline Luke (joined meeting via phone at 4 p.m.)  
Tom Overn, Vice Chair  
Cindy Schwehr
- ABSENT:** None.
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager  
Bobbi Hepper Olson, Architect  
Mark Tronstead, Mechanical engineer with B.H.O. (joined meeting via phone)  
Kerry Johnson, BC Highway Department supervisor  
Lori Thompson, R.N., CCHD  
Vicki Voldal Rosenau, Tobacco Cessation Coordinator  
Becky Kratz, CCHD Financial Analyst  
Taryn Klein, R.N., MSU student nurse seeking BSN
- CALL TO ORDER:** Meeting was called to order at 3:12 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** Public Health Outstanding Service Award presentation to be moved to the head of the agenda when recipient is available, followed by Board of Health by-laws review, regular Board business, then the CCHD facilities update. Agenda approved as reorganized.
- OLD BUSINESS:** Will pointed out to the Board that she contacted Carl Martinek, Barnes County States Attorney, regarding who appoints the Board member-at-large (currently Overn). Martinek stated that, historically, the County Commission appoints this member to the Health Board. The revised by-laws now reflect this information.
- NEW BUSINESS:** Kerry Johnson, Barnes County Highway Department supervisor, was presented the 2013 Public Health Outstanding Service Award. Will observed that Kerry has been instrumental in promoting health services among his staff. The Board thanked Kerry for his support of public health.
- (Return to regular monthly business at this point)*
- MINUTES:** Overn made a motion to approve the minutes of the February 25, 2014 monthly meeting. Second by Dr. Buhr. Unanimous vote, motion carried. Overn made a motion to approve the minutes of the March 20, 2014 special Board meeting (with the insertion of wording regarding formal voting to be conducted at the March 25, 2014 meeting regarding: What range of spending to approve for new facilities renovations, how much to keep in cash reserve, and the amount needed for the loan on the new facilities). Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the vouchered expenses for March/April. Second by Overn. Unanimous vote, motion carried.

FINANCIAL  
REPORT:

The financial report was reviewed.

OLD BUSINESS:

CCHD facilities update discussion.

Mark Tronstead, mechanical engineer with the Bobbi Hepper Olson architectural firm, joined the meeting via phone. He talked with the Board regarding two gas-fired furnaces and two AC units with commercial settings for the first floor (south area only – about 3500 sq. ft.) of the former FCCU building. Second floor and north side of first floor would continue to be served by the existing 2010 air handler. Mark expressed concern whether 2010 air handler would be able run within its range if not servicing as large an area. Building currently served by two air handlers (one from 2010 and the other is original to building) and an old boiler that serves both air handlers. Looking at long-range options Board needs to decide on: 1) using furnaces to service south side of first floor, and boiler system for remainder of building (when old boiler needs to be replaced, it would require a smaller boiler for a smaller area); or 2) using furnaces to heat entire building. Cost ramifications of one over the other: it will cost a lot less money up front to put in a couple services for furnaces to heat the upgrade area because CCHD wouldn't be putting in an updated central system to serve the entire building. Options: Furnaces and ductwork for south area only; put in four new furnaces and take care of the whole first floor; put in ductwork that would tie in to existing system (the most cost effective option); utilize all the existing equipment and just basically patch and extend and move diffusers to accommodate the new floor plan (bare bones option). Keith's Refrigeration gave FCCU a cost proposal of \$18,000 for four furnaces and four AC units (excluding ductwork) in July 2013, before the sale of the building. The \$50,000 originally put in the budget was only for plumbing and ductwork. To include furnaces, CCHD would need to add the \$18,000 proposed by Keith's Refrigeration.

The consensus of the Board was to put in new ductwork, with the architect being conscientious that it could either be a furnace system or replacing existing head end equipment, and as they move forward in design, if they think of a more cost effective or better design, the architect will let the Board/Theresa know.

Sharon Buhr questioned if it was mandatory to have separate men's and women's public handicapped restrooms or was a unisex public handicapped restroom sufficient (in an attempt to save money)? Olson said each restroom costs approximately \$8,000 to \$10,000. Olson believes state law requires both a men's and women's public handicapped bathroom. Sometimes a unisex handicapped bathroom is a possibility when that is all there is space for within a building, but Olson didn't think that was a possibility in this situation. Olson suggested leaving one bathroom on the west side of the building as is and not be a public-access bathroom. Bare bones option includes doing two public handicapped bathrooms only (near public waiting area).

There is an Image Enhancement Grant opportunity for signage for up to \$7,500 that we could apply for from city. It is a 1 to 1 match grant. \$5,500 in budget for sign. Luke had e-mailed regarding this opportunity.

IT costs were discussed. Jason Thiel, MIS director for county, gave high estimate last fall of \$30,000 to get fiber optics to building. Jason and Theresa will meet with BEK Communications March 26. Schwehr stated that CCHD has to be hooked up to the county to have state access. Olson stated that Jason's estimate was only to get fiber optics

to the building and another \$19,000 was budgeted to install it within the building. \$8,000 for actual telephones.

Chances of getting any energy efficiency monies, except for lighting, are slim, according to Olson.

Teller's window will be left as is at this time. Buhr stated that VCT tile flooring (currently used in exam room in CCHD office) will be utilized in many areas. Olson stated that VCT flooring is cheapest up front, but more expensive to maintain than carpeting due to stripping and waxing issues. We could also get alternate bids for upgrade to better quality tile (vinyl-enhanced tile or solid vinyl tile that only needs to be buffed).

Vaccine storage room: Leave out \$6,000 cabinetry. Will only put in a sink cabinet unless Board wants to put in wall-mount sink. Use most cost-effective approach in this room.

We are only establishing a scope of work right now, said Olson. After more details are worked out, more detailed costs can be looked at again. Then it will go out for bids and we will get hard numbers. When we put out for bids we can also do a square foot cost for removal and replacement of flooring. Rebate dollars will come back for light fixtures (not in budget), plus grant monies for lights and generator, and possibly signage. Luke questioned if there was funding through USDA Rural Development program. Olson said this involves extensive paperwork and it takes a long time to process. Theresa will contact Mark Schlenvogt to see if there are any options available.

Olson questioned if Board was going to establish a budget today or just starting on bare bones option? Reviewed cash analysis from Becky Kratz, CCHD financial analyst (full printout in 2014 Board minutes book).

<b>Renovations (bare minimum)</b>	<b>\$414,625</b>
<b>Building purchase</b>	<b><u>420,000</u></b>
<b>Subtotal FCCU costs</b>	<b>834,625</b>
<b>Less 10-year loan option</b>	<b><u>(550,000)</u></b>
(Longest option for FLEX/PACE monies)	
<b>Net amount from cash reserve</b>	<b>\$284,625</b>

**Estimated 2014 Year End Cash Reserve \$304,819.90**

Olson will work with \$414,625 budget for next few weeks. By next meeting she will identify everything they are demolishing, what is new, and come up with a new mechanical and electrical description list again and start identifying the costs.

When reviewing the 2014 cash reserve analysis, it was noted that CCHD could add back expenses of the Chronic Disease Management program, which has not been utilized by the public as was originally envisioned. This amounts to \$25,000.

Appraisal likely by April 15 to FCCU. They usually look at superstructure mostly, said Olson. They don't give much value to tenant improvements. Will take into account if electrical panels, windows, heating and air conditioning are current, among other things. The loan can only be for 80% of appraised value. FCCU didn't think a \$550,000 loan would be a problem, according to Will. Cap on FLEX/PACE (\$33,333). (*Olson left.*)

Loan options discussed. Interest is covered through FLEX/PACE. 75% of the interest to buy down to CCHD's 1% cost is covered by the Bank of North Dakota and 25% by the local Development Corporation. Monthly payment for a 10-year loan of \$550,000 is \$4,818.23. The annual payment would be \$57,818.76. Total interest paid over the life of the loan would be \$28,187.20 (CCHD's 1% share). One mill = \$65,240. The county is giving CCHD 5 mills in the coming year.

*(Taryn Klein, R.N., was introduced to the Board. She is seeking her BSN degree through Minot State University. Taryn has been shadowing CCHD nurse Sarah Hansen, R.N., and sitting in on a public health board meeting is a requirement toward her degree.)*

Schwehr voiced concern over telling the architect what CCHD is willing to spend for renovations, thinking Olson will stay as close to that number as possible. Schwehr would rather that bids come in first and then the Board could decide what they are willing to pay. Sharon explained that from her perspective much of the scaling back of the budget has already been done through previous meetings with Olson and the \$414,625 amount for renovations is bare bones already.

2015 preliminary CCHD budget reviewed. Bottom line of the budget is \$1,144,948 – virtually what the budget is for 2014. There is about \$600 revenue over expenses. Includes 3% raise for staff (1% = \$5,000 annually). Decreased equipment line items to \$1,000 for each department. Tobacco state aid is increasing. Put some revenue from SPF SIG grant in budget, but only revenue that will actually help bottom line, not pass-through dollars. Increased payments for fees and services based on 3-year average. Added rent income for grant programs along with other FCCU building tenant rents. Removed rent currently paid to county. Decreased promotions by \$1,500. Increased cost for private and flu vaccine. Didn't change any numbers in stand-alone grants as we don't know that information yet. Services provided will remain unchanged (with the exception of the Chronic Disease Management (CDM) program). Luke was concerned about discontinuing CDM program (\$25,000 annually). This program has been underutilized due to more constrained guidelines. Will pointed out that we continue to offer public health home nursing visits on a suggested donation (sliding fee) basis for all. CDM services can still be provided in this manner.

Dr. Buhr made a motion to abandon the current CDM program through CCHD. Second by Overn. S. Buhr, J. Buhr, Overn and Schwehr voted aye. Luke nay. Motion carried.

Dr. Buhr made a motion to allocate up to \$414,000 for the bare bones renovation option. Second by Overn. Unanimous vote, motion carried.

Overn made a motion to apply for a loan of \$550,000 for 10 years, with CCHD responsible for 1% of the interest and FLEX/PACE and Development Corporation paying 4.5% of the interest. Second by Dr. Buhr. Unanimous vote, motion carried.

The Board reached a consensus to keep a target goal of \$200,000 in the cash reserve.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:05 p.m. The next monthly meeting will be held Tuesday, April 22, at 3:30 p.m. in the Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Board Meeting**  
**March 20, 2014**

PRESENT: Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Tom Overn, Vice Chair  
Madeline Luke (arrived 5:26 p.m.)  
Cindy Schwehr

ABSENT: None

ALSO PRESENT: Theresa Will, RN, Director  
Bobbi Hepper Olson, Architect  
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 5:08 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: Approved as printed.

OLD BUSINESS: FCCU building update – Sharon Buhr introduced Bobbi Hepper Olson, architect, to the Board. Sharon and Theresa Will met with First Community Credit Union (FCCU) representatives March 19 and discussed needed appraisal before loan amount can be approved (80% of appraised value). Overn will go before the Barnes County Commission on April 1 regarding co-signing CCHD’s loan. FCCU was a little uncomfortable with CCHD’s “soft money.” The cost for the building is \$470,000 and CCHD has paid a down payment of \$50,000. Architect’s estimated renovation costs: Bare Bones Option: \$414,625; Minimum Recommendation: \$402,463; Optional Items: \$528,520 = \$1.3 million total for renovations (optimal version). Bare Bones Option + Minimum Recommendation = \$817,088. CCHD has been working on the premise that we shouldn’t spend more than \$350,000-\$400,000 for renovations. Board is anticipating some grant monies to help finance renovation work, along with making choices regarding what to fix and what may have to wait at this time.

Bare Bones Option: May leave north side of building as is for now. South half is quite open now. Mechanical system is very old. System could potentially run as is another 5-10 years. Under the existing system, the mechanical units are all on 2<sup>nd</sup> floor and are all self-contained. We could do this project and put in ductwork and heating and cooling system, and it could all tie into the existing head-end equipment that’s there, and do our plumbing in the \$50,000 range for mechanical. If there are issues, it is all self-contained and it won’t affect any existing new construction. There is a 2010 rooftop unit (air handler) for the north side of the building. South section of the building still runs off an old rooftop unit dating from the 1960s. Boiler is also original. There will be some maintenance dollars needed to offset repair costs if Board decides to go with bare bones option. Olson recommended a phased project if the Board decides to pursue this option. Her staff could get going on the design and the Board could work on when to tackle the mechanical system in the future.

Theresa said the person who has been doing the mechanical maintenance in the building suggested putting four new home furnaces and four new air conditioning units in the building (estimate of \$18,000). It can be done, but architects will need to find room for these furnaces in the building. Condensers (cooling units) would be placed outside or on the roof. Mechanical engineers can look at this option and give CCHD the pros and cons of this system. 10,000 square feet is typically the tipping point for considering this type

of system (each floor is 8,000 square feet) or doing a boiler/air handler type system. Boiler would be about \$8,000 additionally, according to Keith's Refrigeration 7/30/13 estimate. Olson thought this home furnace/AC option should be explored if for no other reason than to rule it out.

Olson is looking at approximately \$350,000 construction project – 5% for general requirements such as insurance, permit, dumpster costs, etc.). Demolition costs are \$3,500. Putting in men's and women's handicapped restrooms in waiting area and sinks in three exam rooms. One bathroom in north section will be used as IT room (toilet and sink would be capped). \$4,000 to take out the existing south entry and enclosing it with energy glass. Door could possibly be included in energy grant. Leave quarry tile and flooring in north area. New tile in south area would be VCT (cost-effective flooring). Offices/hallways could be carpeted. Carpet easier to maintain than tile. Ceiling in south area needs to be removed and redone to dropped ceiling. Leave north side as is regarding ceiling, lights and flooring. 14 new doors on south side. Will eliminate as much cabinetry as possible and utilize some existing cabinetry. New cabinetry in exam rooms.

Reception area -- Budget: \$7,000. Will possibly utilize reception area counter/shelving obtained free from Central Valley Health District. Stan Horst and Bob Nelson, courthouse maintenance, will deliver this to FCCU facility so it can be evaluated for our needs.

Exterior: Caulk outside windows. Repairs to masonry. Caulking may be eligible under energy grant. Exterior sign is in second phase.

Mechanical: \$50,000 for plumbing and ductwork on south side. Electrical: Lighting split half and half. Possibility of capturing some grant funding for lighting. Lighting is \$16,000 and we could capture \$8,000. Also rebates available on light fixtures. Power is not 50/50. Need more power outlets in north area. Data access questioned. Left at \$19,000 – covers new system.

Generator: \$23,000 for 25 kw generator (needed for vaccine room for refrigeration) – bare bones option. Grant funding may be available in June through emergency preparedness. In next phase, could do 125 kw generator that could power whole first floor. Overn questioned if architect figured single phase or three-phase generator. Olson was not sure, but would not be surprised if it was three-phase.

Abatement of floor (has asbestos in glue, not tile). Take it down to concrete floor. Olson would like to get this done as soon as possible once loan is in place.

Fiber optics from county to facility: \$30,000. Members discussed BEK Communications capabilities in town. Theresa has talked with BEK reps, particularly in regard to a security system. BEK will talk again with Theresa and Jason Thiel, county IT. CCHD must remain connected to county system no matter how we opt to do it, according to Theresa.

Olson said she also incorporated a 15% contingency (\$46,000) for all the things we don't know about at this point associated with the facility update.

At their Tuesday, March 25, regular meeting, Board members will approve an amount in terms of getting a loan. FCCU -- 5% loan, Development Corp. will put in 1%, Flex-Pace (Bank of ND) 3%, CCHD 1%. Bank of ND nervous about CCHD's lack of a balanced

budget this year (county wanted us to spend down our cash reserve). CCHD is currently putting together a 2015 budget to show them that we will have a balanced budget. Other vote will be on amount to commit to regarding renovations, for a total loan amount -- \$420,000 for building and whatever amount Board decides for renovations, to come up with total amount needed for FCCU loan. Theresa explained that Olson and FCCU, at one point, suggested taking out a loan for \$350,000, and taking out of our cash reserve \$278,000 for renovations and \$170,000 for the building purchase, leaving \$165,000 in our cash reserve. How much does the Board want to leave in our cash reserve? Olson questioned if \$750,000 was out of our realm of possibility for the loan so CCHD could do bare bones + half the minimum to capture the 1% money? That way people would not need to be displaced at some point to do remaining renovations in the future, particularly in regard to the mechanical portion. It would also be cheaper to get some of this done now rather than when inflation raises the cost in possibly 3 years. 50% of annual budget normally suggested for cash reserve, according to advice given by Harold Rotunda, CPA for the county (when CCHD had to approach the County Commission in 2004 for a loan). Sharon stated if we did this, the Board is looking at \$834,000 total for the project (\$414,000 for bare bones option and \$420,000 for the building). Luke questioned if Board should take out a \$500,000 loan and do a little extra and take advantage of the 1% interest rate. With a \$550,000 loan (discussed with FCCU), payment per year would be about \$60,000/yr. Consensus of the Board was to keep \$200,000 in cash reserve. The Board will conduct a formal vote at the March 25, 2014 monthly meeting regarding: Monetary range for renovations, how much to leave in the cash reserve, and the total loan amount.

Olson told Board they should ask FCCU to work out repayment amounts for whatever amount settled on for loan and let CCHD know what the payments would be over 10 years and 15 years for \$350,000, \$550,000 and \$750,000.

Olson stated make sure they get the valuation correct for replacement insurance. CCHD insured through State Fire and Tornado insurance. Rental amounts for current tenants will also have to be re-evaluated (currently about \$23,000/yr.). Currently paying the county \$8,400/yr. rent for CCHD office. WIC, Traffic Safety (Safe Communities) and Tobacco will pay approximately \$300/mo. rent in new facility.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 6:35 p.m. The next regular meeting will be held Tuesday, March 25 at 3:00 p.m. in the County Commission chambers.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**May 27, 2014**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Tom Overn, Vice Chair  
Cindy Schwehr (left at 4:30 p.m.)
- ABSENT:** Madeline Luke
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager
- Sharon Buhr read a thank you note from Beth Viland for the service award photo of the Hi-Line Bridge that she received.
- CALL TO ORDER:** Meeting was called to order at 3:36 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** Add under New Business: (4) Auto repair (5) Smoke-free housing. With these additions, agenda approved. Facilities update will be later in the meeting as Will was expecting a call from Bobbi Hepper Olson, architect.
- MINUTES:** Following discussion, Overn made a motion to approve the minutes of the April 22, 2014 monthly meeting. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Situation in Eckelson regarding clean-up of private property is not going as well as anticipated. There was more junk than originally thought and there is no septic system on the property. Discussion on regulations regarding having outdoor privies outside of actual communities. Theresa will check into it. Discussion on AEDs in community. Chamber of Commerce and South Central Adult Services (Senior Center) have opted to not update their AEDs, likely due to cost of purchasing replacement components.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the vouchered expenses for May/June. Second by Overn. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed.
- OLD BUSINESS:** OTM update: Nothing to report.
- CCHD building update: Will reported that the loan is now in place. Keith's Refrigeration went to start the air conditioning in the building today. Reviewed mechanical and plumbing at 65% review. Hi-lo water fountain required. Not a lot will be done with the AC/heating system. Will anticipated hearing from Kim Franklin regarding a grant for a generator (\$45,000) and security system (\$15,000). \$70/month for elevator service contract (recommended by former owner). Dr. Buhr made a motion to sign the elevator service contract, with a second by Schwehr. Unanimous vote, motion carried. Lawn maintenance discussed. Wick Construction has done the snow removal in the past. The building is insured through the State Fire and Tornado Fund for \$455,000. General contractors carry their own insurance until the renovations are completed.

Regarding the electronic sign, if we keep the sign as it is (through Indigo Signs) and just change the faces with our logo, the cost will be \$4,564. If we use the existing cabinet and upgrade to LED, the cost will be \$13,667 for red/white color only, or \$15,389 for full color. Could check with Cook Signs also. Architect didn't think this sign would qualify for energy savings. Enhancement grant discussed (\$3,000 maximum). Are funds available through such things as immunization, tobacco grants, etc., for signage advertising?

Will stated that there is a lot of older chairs, desks, furniture in the building at this time that was left by FCCU. CCHD can utilize some of it, but there is more than we need. Staff will be allowed to purchase what they want per Board. Budget Furniture may be interested in consigning remainder to sell in their second-hand basement area. Theresa will check.

*(Board was waiting for a phone call from Bobbi Hepper Olson, architect. Will return to building update when she calls.)*

Arlen Huber requested if he could remove the sage plants in the building planters. He and his sister planted and took care of the planters for FCCU. Angie is planning to put in decorative edible gardens in the planters. Board approved giving the sage plants to Hubers.

Town Hall meeting: Held May 8 at the Dacotah Pavilion in Chautauqua Park. 25-30 people attended. Focus was underage drinking and adult binge drinking. Shared statistics and information. Evaluations showed that attendees learned some things they didn't know about drinking in our area.

Professional Persons meeting: CCHD has been busier this year (2014) as compared to a year ago. Board reviewed Medicare and non-Medicare group statistics. This meeting is a requirement for certified home care.

*(Phone call received from Bobbi Hepper Olson at this time.)*

Wick Construction will start some demolition within the building soon. Abatement projects to be taken care of soon also. Washer and dryer could go in utility room area as they would fit there. Doing a base bid, but will do a few alternate bids also. Construction could start in August or September for interior work (would likely get more bids this way). Light fixtures will likely be the only things to qualify for energy grant. Sharon was concerned about putting the washer/dryer in utility (janitorial) room. Consensus to keep them in the hallway area as originally planned. Sharon and Theresa will meet with Bobbi June 5.

**NEW BUSINESS:** Program evaluations reviewed. Board reviewed WIC, jail, newborn home visits, environmental health, public health home care, certified home care, and wellness screening. Regarding jail nursing, the number of visits has increased this year. Currently receiving \$34/hr.; will seek increase to \$36/hr. Kristen is now a certified lactation counselor for the newborn home visiting program. Breastfeeding-friendly worksites discussed. Sharon would like to see a spreadsheet put together to help set a goal to get more businesses to become infant-friendly sites. Environmental health evaluation needed to be slightly revised. Should say 14 school food service rather than 9. Should be 6 school facilities. Added consultations this year. Regarding the rest of the evaluations, they were approved as printed.

The Board reviewed the annual circle graph indicating CCHD service numbers for 2013.

Forms/policies:

- Nutrition – Dr. Buhr made a motion to approve the policy as printed. Second by Overn. Unanimous vote, motion carried.

Auto repair: Will stated that the Ford Taurus needs repairs to the struts and new tires. Bitz submitted an estimate of \$2,336. Theresa was waiting for an estimate from Quality Auto. Dr. Buhr made a motion to have Will make the needed auto repairs based on the lowest estimate. Second by Overn. Unanimous vote, motion carried.

Smoke-free housing: CCHD received a letter from Jan Kamstra, Barnes County Housing Authority director, Skyline Villa, in answer to a letter of concern from Tobacco Prevention/CCHD to their board. They have a plan to phase in smoke-free housing. HUD wants some options for smoke-free housing, but they want a few units for smokers. CCHD has received a couple complaints from residents with medical issues. Theresa hadn't heard anything back from any Barnes County Housing board members. The consensus of the Health Board was that they feel very strongly about the Skyline Villa going smoke free and that CCHD should advocate directly to protect the health of these residents.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:32 p.m. The next monthly meeting will be held **Wednesday, June 25**, at 3:30 p.m. in the Commission room. Note change of meeting day.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Board Meeting**  
**Nov. 13, 2014**

PRESENT: Sharon Buhr, Chair Tom Overn, Vice Chair  
Dr. James Buhr, Secretary

ABSENT: Madeline Luke, Cindy Schwehr

ALSO PRESENT: Theresa Will, RN, Director  
Bobbi Hepper Olson, Architect  
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 4:13 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: Agenda items were switched around as follows: 1) Generator 2) Building renovations 3) FCCU loan. Agenda approved as changed.

NEW BUSINESS: Building generator: Bobbi Hepper Olson, Hepper Olson Architect, addressed the Board. She suggested that the Board stay with the 25kw generator option (as originally bid) rather than increasing to a 35kw generator due to the added cost (bid came back higher than anticipated) and the additional costs for a bigger electrical service, conduit and cement pad. Hepper Olson provided Board members with an updated floor plan that noted where lights and heat would be available during a power outage. Noted yellow areas are currently slated to be on the generator panel and orange areas would be added, plus boiler for heating. Will stated that lights would be needed in the finance and director offices in an emergency, so one circuit of lighting in the home health area will be taken off and the finance and director offices will be added. Hepper Olson noted that contractor will upgrade conduit to 3" in the event that CCHD opts to install a larger generator in the future. And she will also double check regarding emergency lighting in the public bathrooms, but stated that lighting is usually on battery backup in public bathrooms.

Regarding changing out to larger conduit, we need to get a list of changes to the electrical contractor. There will be some cost implications to move some of these things onto the electrical panel. If the cost is reasonable, we can probably just go ahead with it. A final cost for upgrade will be available at the regular November Board meeting, said Hepper Olson.

Overn made a motion to go with the 25kw generator, bigger conduit, and add more load to the single phase generator. Second by Dr. Buhr. Unanimous vote, motion carried.

Building renovation: Additional abatement work \$5,010 (final). Board had already approved \$5,900 for floor tile abatement. It will cost \$5,010 for ceiling and elbow abatement, and \$2,025 for air testing. Board previously approved up to \$10,000 for ceiling, elbows and air testing. No further motion was needed since the floor tile abatement was already approved at a previous meeting. This was only a report.

Lighting: Two different types of lighting bid – fluorescent (T8) and LED. Hepper Olson stated that the Board had approved an upgrade to LED at a previous meeting. However, after doing the calculations for the grant, LED lighting does not pay back the way it was anticipated (energy savings needs to be 10-year payback). Hepper Olson recommended

that we do fluorescent lights, not LED, based on these calculations. CCHD already has \$8,477 in the contract with the electrical contractor for LED upgrades, so we will ask for this credit back. And we won't do the LED upgrades we talked about which amounted to approximately \$3,500 in Alternate 1 and 2. Between the energy efficiency grant and rebates, CCHD's total out-of-pocket cost for fluorescent lighting on the south side of the building on the first floor will be \$2,025.50, as opposed to \$13,224.00 for LED.

Dr. Buhr made a motion to request energy-efficient fluorescent lighting instead of LED, and request a credit (\$8,477.00) from the electrical contractor for LED lighting (Alternate 6). Second by Overn. Unanimous vote, motion carried.

Dr. Buhr made a motion to rescind a previous motion dated July 30, 2014 to put LED upgrades in the north portion of the first floor (Alt. 1 & 2). Second by Overn. Unanimous vote, motion carried.

Overn made a motion to get formal bids to complete ceiling, lights and carpet on first floor in the director/finance area. Second by Dr. Buhr. Unanimous vote, motion carried.

Hepper Olson stated that abatement will take place Nov. 18-20.

FCCU interim loan: Dean Roehrich, FCCU, contacted Will last week to inform her that it is time to pay the renovation loan which came due Nov. 8. There is a 20-day grace period. We either need to pay it off or sign an extension. The accrued interest will be \$15,996 as of Nov. 18 (\$82.89 interest charged per day at 5.5%). Will talked with all county commissioners last week. Rather than signing an extension to the loan (to March 2015) and incurring approximately \$11,000 in additional interest, if we take half the loan payoff amount out of our cash reserve, would the county loan us the other half until our Bank of ND loan comes in in March? It would save taxpayer dollars. We can't get the Bank of ND loan until the renovations are completed. All five commissioners tentatively agreed to this. Will reviewed an assessment of the cash reserve through December 2014. As of September 30, 2014, there was \$556,015 in reserve. Total estimated expenditures for November through December 2014 are \$226,138. Total estimated revenue through December 2014 is \$299,494. Cash reserve as of Dec. 31, 2014 interim budget is \$550,576. Cash reserve used to pay off loan until renovations are complete: \$283,026. Estimated balance remaining at the end of December 2014: \$267,550.

Dr. Buhr made a motion to pay off the FCCU loan using half (\$283,026) from our cash reserve and borrowing the other half from the County of Barnes County (pending their formal approval). Second by Overn. Unanimous vote, motion carried.

CCHD would pay the County of Barnes County back when the building is completed – about March 2015.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 4:55 p.m. The next regular meeting will be held Tuesday, Nov. 25 at 3:30 p.m. in the County Commission chambers.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**

**Monthly Board Meeting**

**Nov. 25, 2014, 2014**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Cindy Schwehr  
Tom Overn, Vice Chair  
Madeline Luke
- ABSENT:** None.
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager  
Bobbi Hepper Olson, Hepper Olson Architect (via telephone)
- CALL TO ORDER:** Meeting was called to order at 3:36 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** Agenda approved as printed.
- MINUTES:** A correction was made to the Nov. 13, 2014 Special Meeting minutes on page 2, paragraph 1, last sentence, to read “Between the energy efficiency grant and rebates, CCHD’s total out-of-pocket cost for fluorescent lighting on the south side of the building on the first floor will be \$2,025.50, as opposed to \$13,224.00 for LED.” With this correction, Dr. Buhr made a motion to approve both the Oct. 28, 2014 regular Board minutes and the Nov. 13, 2014 special meeting minutes. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR’S REPORT:** Will reported that she contacted Renaissance Recycling in Jamestown regarding the disposal of used T12 fluorescent bulbs that had been stored in the former First Community Credit Union building. These are considered hazardous waste due to mercury content. They will accept the bulbs for a disposal charge of \$ .75 per bulb. The consensus of the Board was to dispose of the T12 bulbs in Jamestown. Board members discussed what can be done so local residents can dispose of hazardous waste (specifically T12 fluorescent bulbs and old televisions) rather than throw it out only during the city clean-up week in the spring. Luke suggested that possibly once a year have a collection point for these items so they can be disposed of properly through the Jamestown recycler (Valley City recycling doesn’t accept these items at this time). They also questioned the possibility of having a local drop point for the Jamestown recycler to pick up these items. Questioned who would pay for this service. Luke stated residents would need to pay to get rid of these items. Best Buy in Fargo will also take old electronic items for disposal. Tabled until the next Board meeting.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the vouchered expenses for November/December. Second by Overn. Unanimous vote, motion carried. The Board thanked the County Commission for approving a loan to CCHD for half the amount to pay off the building construction/renovation loan to First Community Credit Union and saving taxpayer dollars by not accruing additional interest. This saved approximately \$10,000 in interest between now and the end of March. The other half of the loan will be paid with money from CCHD’s cash reserve (\$283,025.80). The loan became due Nov. 8, 2014, with a 20-day grace period. CCHD either needed to pay off the loan or sign an extension.

FINANCIAL  
REPORT:

The financial report was reviewed. Will stated that Home Health is in the red again, which is not an unusual fluctuation between billing time and payment. Home Health was at 104% of revenue at the end of October. CCHD has given approximately 1,650 adult flu immunizations so far this season. There are about 200 doses of adult flu vaccine remaining (this particular vaccine can be returned to manufacturer if unused). No totals on state vaccines for children at this time.

OLD BUSINESS:

Barnes On The Move: Theresa will talk with Scott Miller, Barnes County Ambulance, about joining the OTM Partnership. Ann Fraase, Blue Cross Blue Shield, was also approached by Sharon Buhr about becoming a member.

CCHD facilities update: (Bobbi Hepper Olson, architect, joined meeting by phone). Project cost summary from Hepper Olson Architect reviewed. Change proposal from Enterprise Electric needs to be approved by the Board. No. 1 on the PR #E2 change proposal has to do with the emergency generator. Bigger conduit was already approved by the Board at a previous meeting, but not the wiring, in the event that a bigger generator was needed in the future. Hepper Olson explained that the proposed changes under this item had to do with adding specific outlets to the emergency panel as addressed at the Nov. 13, 2014 meeting. There is different circuitry required and possible additional wiring that needs to be done for these outlets to be transferred to the emergency panel. This change will amount to \$886 in materials and \$1,020 in labor (\$1,906 total). Will explained what would be potentially needed in an emergency situation. Overn, retired electrical contractor, explained to the Board that the \$1,906 increase in costs for this change was not out of line.

No. 2: This change has to do with conference room lighting being fed via the emergency panel. This is an extra "home run" as this lighting circuit is not in the emergency panel at this time. This circuit is not by the panel (both panels located in the washer and dryer room) and goes from one corner of the building to the other. This change will amount to \$225 in materials and \$330 in labor (\$585 total).

No. 3: Provide connections to the existing 2<sup>nd</sup> floor heating equipment to be fed via Panel EM1 as listed on PR #E2. Wiring 7 pieces of equipment (main boiler fan and controls, 4 circulation pumps, and air compressor) to emergency panel. This will provide minimal heating in the event of an outage. This change will amount to \$616 in materials and \$1,201 in labor (\$1,817 total).

No. 4: Additional lighting replacements as listed on ES.01 and ES.02 of PR #E2. This additional lighting is basically for the Theresa area, north hallway (vestibule), and break room entry and passage in the back. She will combine all the lighting costs together and apply for an energy grant to cover half of that cost. This item is separate from the generator items (Nos. 1, 2 and 3). This is for new fluorescent lighting in the areas mentioned (the existing fluorescent lighting is inefficient). We could still get rebates from Missouri River Valley Energy also. Luke questioned if the amount for this change proposal item reflected grant money. Hepper Olson stated that the costs do not reflect any grant amounts. Paperwork still needs to be completed and submitted for these funds. She was also unsure of how often rebate checks were issued. Will thought the total lighting for first floor was what was included in Hepper Olson's original calculations. Hepper Olson stated that was only the base bid numbers that were shown at the Nov. 13 meeting. She will take base bid numbers, Alternates 1 and 2, and add this additional lighting, and submit grant for entire first floor lighting (which could amount to half the total lighting costs). This change will amount to \$4,351 in materials and \$1,963 in labor (\$6,314 total).

Hepper Olson suggested that the Board probably shouldn't approve this change proposal item for lighting until we get all our numbers for the ceiling work and mechanical work in these areas so we can approve it as a total, because there's no reason to approve lights if we haven't approved ceiling removal yet. Sharon Buhr said she would like to see everything on one sheet explaining the south part and looking at the north part in the same way. Hepper Olson was concerned about slowing down the project and getting things ordered. She can update calculation sheet. Overn stated we need to see that cost.

Overn made a motion to approve change order items Nos. 1, 2 and 3 relating to the generator and wiring. Second by Dr. Buhr. Unanimous vote, motion carried.

*(Hepper Olson left meeting to do calculations and will call back by end of meeting.)*

Will stated that the asbestos abatement is now completed.

Wick Construction will do our snow removal in the parking lot area and on the sidewalks.

Will stated that while doing the asbestos abatement, the cabinet in the west hallway was damaged and removed. We had intended to keep it for storage.

Construction meetings are scheduled for Dec. 4 and 18.

SPF SIG: Barb Bjorum has been contracted to work on the SPF SIG (alcohol abuse) project. Sarah Hansen will help her as needed. Bjorum has met with VCPD Chief Fred Thompson and Officer Dana (Rustebakke). They are trying to find a regular time to conduct server training for new servers as they are hired. Thompson is going to send a couple of his officers to server training to make sure that what they are doing is evidence-based. Bjorum is only a coordinator, not a trainer. CCHD has gotten its strategic plan back. Will work on six strategies: 1. Server training 2. Media to promote Parents Lead website for all ages of children 3. School policies and violations 4. Alcohol restrictions at community events 5. Social host training 6. Life Skills or other program for K-12. Brad Cruff's drug court program discussed. Strategic plan is fluid and can be changed.

**NEW BUSINESS:** The Board discussed the Tobacco E-Cigarette Resolution calling on the Valley City Commission to restrict the sale of e-cigarettes and other non-cigarette nicotine products. Luke stated that she had given a copy of the West Fargo ordinance to City States Attorney Russ Myhre as a model for Valley City. There was a question of whether the West Fargo ordinance addressed this issue or not. We need to formally ask Myhre to use the West Fargo ordinance as a template for Valley City. *(Schwehr left the meeting at this time.)* Luke will serve as liaison between Health Board and Myhre on this ordinance. CCHD reps (Will and/or Vicki Rosenau, Tobacco Prevention coordinator) will accompany Luke. Sharon Buhr read the resolution to the Board. Dr. Buhr made a motion to approve the e-cigarette/OTPs resolution to the Valley City Commission. Luke stated that this was a good opportunity for education. Second by Overn. Unanimous vote, motion carried.

*(Facilities update call resumed.)*

Lighting application is a bit confusing because we're doing it new-used and it's not a light fixture to light fixture replacement. But the energy grant calls for light fixture to light fixture replacement. We actually will have more lights in the building than what we

currently have because we're making offices. Some of the lights will not go onto the grant because they figured they had an additional 18 lights. So they can't get any grant money on these 18 new lights. Write grant for 84 2x4 trough light fixtures. Probably only going to get funding for 84 fixtures. Will likely get funding for seven exit lights even though we are doing nine exit lights. Will save about \$1,444/year. Take that times 10 – application will be for \$14,000, which we get 50% match on. So about \$7,000 from energy grant application for whole first floor. This is only a rough calculation. Basically our project qualifies. Overn made a motion to approve No. 4 on the change proposal that includes all the lights on first floor (minus two lights in the elevator lobby). Second by Luke. Elevator lights can be retrofitted along with second floor. Unanimous vote, motion carried. Formal paperwork will be put together for Board by next meeting. Rebate estimates will also be included. Theresa will get the change order electronically for signature.

Staffing: Will stated that CCHD is short staffed with grant projects, etc., and work isn't getting done. Julia Anderson is budgeted for next year at 19 hrs. Also budgeted for 10 hours of RN time that we were hoping to hire a part-time nurse. Also budgeted for one full-time health insurance benefit in anticipation of possibly hiring Julia full time. Will believes there is enough work to merit upping Julia's hours. Will proposed moving Julia into a full-time flex position. Quality of service is not what it should be, according to Paula Thomsen, home care coordinator, due to increase in paperwork/documentation, particularly for Medicare clients. Julia would like to move to full time. Will suggested doing it on a trial basis for 6 months to a year. She is concerned that if there is not enough work during this trial period and they drop a nurse back to part time, whose position is it – the last one who moved into a full-time position or the last one hired, because they are two different people. Our policy strictly looks at seniority. Julie Hoar, R.N., will be retiring the end of 2015. Dr. Buhr made a motion to move Julia Anderson into a full-time flex position with option to re-evaluate the situation in six months to a year. Second by Overn. Unanimous vote, motion carried.

Facilities rent: Board reviewed rent income, building expenses and construction expenses to date. Will noted that in the interim budget we were \$120,000 overspent at this point for this year. We were \$120,000 overspent in October last year also and we ended the year \$5,000 in the black. So CCHD is no worse off this year than we were last year, even though we have had additional expenses due to the new building. Next month we will look a lot worse due to the loan repayment from our cash reserve. But Will believes the Board will be quite pleased with how the budget looks in March.

Sharon Buhr stated she would like the Board to look at the square footage for the renters and how much rent they are paying. Also discuss if they are willing to share in some of the expenses to update their offices, possibly keeping rent down. Rent increase will be discussed. Find out what rents are going for in Valley City per square foot.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:36 p.m. The next monthly meeting will be Tuesday, Dec. 16, 2014 at 3:30 p.m. in the Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Oct. 28, 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  
Bobbi Hepper Olson, Hepper Olson Architect  
Ben Davis, Hepper Olson Architect  
Bobby Koepplin, Cass County Electric
- CALL TO ORDER:** Meeting was called to order at 3:30 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The Board agenda was amended under New Business to include: 2) Wellness Center 3) Other. Agenda approved as amended.
- MINUTES:** Under Old Business, second sentence, change to read “The September cash reserve as of 9-23-14 interim budget was \$467,004.75. Total additional estimated expenditures for September through December 2014 were figured high (where applicable) at \$644,654.60.” Overn made a motion to approve the September minutes, with corrections. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR’S REPORT:** Will noted that the Outreach grant was likely a “no go” with Mercy Hospital at this point. The remainder of the report was reviewed.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the vouchered expenses for October/November. Second by Overn. Unanimous vote, motion carried.
- FINANCIAL REPORT:** The financial report was reviewed. Will stated that Home Health revenues and expenses were now about even. Home Health is in the black by \$5,069.
- OLD BUSINESS:** CCHD facilities update: Bobbi Hepper Olson and Ben Davis, Hepper Olson Architect, addressed the Board regarding ongoing issues at the former First Community Credit Union building. The project cost summary update was reviewed. \$414,625 was originally allocated for remodeling project. Hepper Olson is looking for a cost effective way to cover the exterior of the building where the canopy was removed. Refurbishing of Braunberger area discussed; Bobbi is getting quotes for paint, carpeting, ceiling and lights. Need to add handicapped door openers to north entry door, along with handicapped van striping of parking lot. Looking at updating A1/A2 (Alternate 1 and 2 area) fixtures to LED lights rather than fluorescent, and are hoping to get half of lighting costs back through grant funds. Bobby Koepplin, Cass County Electric, questioned CCHD hours of operation at the new building. Are we missing the payback on LED -- are we at 14 years or 10.3, because it’s a 10-year payback requirement for the state efficiency grant. What is the energy savings from LED vs. T8 fluorescent – is a trade-off better? Hepper Olson stated that LED light fixture prices have dropped dramatically in past year or so. Suggested looking at retrofitting old fluorescent fixtures on second floor with LED bulbs.

The back-up generator was discussed. Original bid was for 20 kw generator, but the low bid was for a 25 kw generator. This would run some of the heating (boiler), some lighting and outlets, IT, and vaccine refrigerators and freezer. Hepper Olson stated that the Board could consider a 35 kw back-up generator for a possible \$5,000-\$6,000 additional, according to Enterprise Electric. Pros and cons of upgrade discussed. Will noted that the IT room has to function totally. UPS battery backup needed for no interruption in power, which CCHD currently owns for their individual computers. Board questioned if Emergency Preparedness funds were available to help with the generator and Will said not at this time. Koeplin stated that it would be cheaper to upgrade now than in the future. At least plan for future upgrade by installing wiring that will accommodate a bigger generator. The generator will be powered by natural gas.

It was noted that asbestos was found in the plaster ceiling above the drop ceiling tiles in the main reception area. It is approximately a 20' x 30' area (Bobbi was told to budget approximately \$8/sq. ft. for removal, or about \$4,800 total). There is also asbestos in the pipe elbow moldings. It is not certain at this time how extensive the pipe elbow situation is on the main floor. Should get rid of all elbows. Budget \$10,000 to get rid of all asbestos, excluding the \$5,900 for asbestos abatement of floor tiles (as bid).

The EIFS to replace the stone where the canopy was attached to the building will cost \$5,200. The architect originally hoped that there was stone behind the canopy, but there was only concrete block behind it. Since the original stone can't be matched, a different but compatible color will be used.

Hepper Olson noted that after the original bid proposals were awarded (which came in lower than anticipated), there is \$50,000 left to work with. Need to leave contingency fund for any unknowns. Koeplin suggested that CCHD should be ready for future upgrades such as leaving blank boxes for card readers, etc. After discussing all additional expenses, Luke made a motion to 1) proceed with the EIFS on the canopy location at \$5,200 (+ or -10%). Need to get a finalized cost and drawing for approval by Sharon and Theresa before it gets proceeded on; 2) budget for a 35 kw generator for up to \$6,000, plus architect will put a proposal request in for final cost on the 35 kw generator for final review and approval by Sharon and Theresa – this will include everything such as natural gas piping and boards; 3) approve EAS's \$5,900 proposal that we have in hand and abatement, up to \$10,000 on plaster, ceilings, pipe, elbows and air testing. Total: Approximately \$27,100. Second by Dr. Buhr. Unanimous vote, motion carried. Board reminded of 10% architect fee above and beyond other costs.

Will stated that she had been contacted by Dave Anderson, city building inspector, who conducted a fire inspection of the new building. We need to fix the water cooler upstairs (suggested that we may be able to move the water cooler from the first floor to the second as we will need a handicapped accessible fountain on the first floor), fix a loose handrail at top of stairs in northwest stairwell, and get fire extinguishers checked.

Bobbi Hepper Olson noted that the construction meeting on Thursday, Oct. 30 has been cancelled.

Bobby Koeplin suggested that regarding construction change orders, the Board needs to know costs such as going from a 25 kw generator to a 35 kw generator ahead of time to make decisions. The cost of the 35 kw generator may be \$6,000, but does that include the upgrade in wiring and breaker panel size? Contractors need to know ahead of time so

they can reorder or modify as required and not be a jump ahead of changes. Be proactive and come to construction meetings with changes finalized and knowing how much any change will cost.

Barnes OTM Partnership update: Nothing new to report at this time.

Facilities update (furniture): Office furniture for new building will be stored at the former VANSCO site. Lease agreement for this site was reviewed. Rate is \$0. VC/BC Development Corporation was very helpful in locating this site.

Reviewed construction expenses. Have paid \$138,567.30 to date. Ending balance for September is \$556,000. We have started to use some of our cash reserve. Cindy Wendel and Becky Kratz will put together the construction expense sheet for each Health Board meeting.

SPF SIG update: Will met with Barb Bjorum and she will help with SPF SIG and school policy improvements. She will be a contract employee at \$20/hr.

Mental Health Access Coalition is acting as an advisory group for the SPF SIG grant (\$170,000/yr.). Coalition members voted on several areas regarding student drinking and adult binge drinking and this led to the formation of a strategic plan. The first two phases have been completed. However, Will believes the strategic plan needs to be revised to better reflect what the data supports and not just what coalition members voted for. The strategies chosen under Community Norms were: 1) Alcohol advertising restrictions 2) Working on a local media campaign to change community norms 3) School policies and violations. Under social availability: 1) alcohol restrictions at community events 2) social host liability ordinance (holds parents liable for parties held in their home or on their property) 3) texting tip line. Under individual risk factors: 1) Life skills training or other program targeting school-aged youths K-12 2) Prime for Life or other program targeting high-risk 3) Choices or other program targeting individuals in college.

Will stated that these choices may not have as big an impact as other avenues such as server training, which is taught by Fred Thompson, Valley City Police Chief. Luke stated that city ordinances will appear in a booklet for easy access. Dr. Buhr favored diagnostic assessment for people who aren't sure if they have an alcohol problem. Are these available and where? Theresa will look into this. Luke stated the vote by the coalition was only one perspective. SPF SIG monies must be used by September 2015, but there may be an extension. Cost sharing for a School Resource Officer at VCHS briefly discussed.

Luke questioned if Will had talked with Marcie Bata, Environmental Health Practitioner, regarding the burning of waste oil at a local business. Will stated that she didn't have an opportunity to discuss it with Marcie yet, but would report back to the Board at the November meeting.

**NEW BUSINESS:** Regional Network Joint Powers Agreement: Eight counties comprise our Emergency Preparedness region. Our public health region had the pilot for this program a few years ago. This is new funding. Ultimate goal is to increase immunizations. Gap analysis conducted by health units. Looking at what services are provided by each district, what services are missing, where we're making/losing money, and what is covered by grants and mill levy dollars. Needed an agreement signed by the end of the year to continue working together. Will continue to work on costs, and where per person in Barnes County

we're spending our money. CCHD spends more on administration than some other counties in the region due to having a certified home health agency. Dr. Buhr made a motion to approve signing the Regional Network Joint Powers Agreement, noting that Theresa Will shall be the CCHD representative on the Regional Network Governing Board. Second by Overn. Unanimous vote, motion carried.

Wellness Center: Will asked if the Board wanted to go on record as supporting the proposed Wellness Center in Valley City. Though supporting the project in general, Overn voiced opposition to the site chosen (east of the VCSU "Bubble"), which is in an area that frequently floods in the spring and during heavy rainfalls. Luke also stated that this area of town has storm water drainage issues. A plan is in place to take care of water displaced by the project itself, but that doesn't take care of the pre-existing problem of recurring flooding in that area, said Luke, even though KLJ claims there won't be a problem. Though Luke believes the city needs a Wellness Center, she said that people need to know that the operating budget needed to maintain this project has to come from somewhere and that charitable dollars will likely be required, which may mean less funding for projects such as the museum, arts, etc. No property taxes will go to support the Wellness Center. For lack of a motion, no action was taken.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:42 p.m. The next monthly meeting will be Tuesday, Tuesday, Nov. 25, 3:30 p.m. in the Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Sept. 23, 2014**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Madeline Luke  
Tom Overn, Vice Chair  
Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager  
Becky Kratz, CCHD Financial Analyst
- CALL TO ORDER:** Meeting was called to order at 3:40 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The Board agenda was amended under New Business to include 6) Office furniture 7) Outreach grant 8) Stoudt Ross Ford heating system 9) Other.
- MINUTES:** Sharon Buhr requested the following changes to the Aug. 28, 2014 minutes: 1) Page 1, under Old Business, facilities update, line 3, change the word “bid” to “request for proposal.” 2) Page 2, Director evaluation, line 1, change the phrase “a fine” to “an excellent.” Dr. Buhr made a motion to approve the minutes of the Aug. 28, 2014 monthly meeting with the aforementioned corrections. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR’S REPORT:** Discussed Thrifty White Drug issue regarding flu shots and the fact that is now becoming competitive between us when offering flu clinics throughout the community. The other drug stores are not doing flu shot clinics out in the community. Many of our local “suggested donation” public health services are funded, in part, by the profits made from flu shots annually. It costs CCHD approximately \$23 per flu shot (administration time, billing, vaccine ordering, etc. included). School flu clinics in Valley City and the county are set up and the HPV (Gardasil) clinics are completed. There is a VFC (Vaccines for Children) site visit scheduled this week by NDDoH (Department of Health). It was discussed if pharmacies must meet the same standards for vaccine storage as CCHD and clinics, but since they don’t give state vaccine they may not be required to be checked by NDDoH. Entry of vaccinations in Thor (NDIIS registry) by all entities giving shots was discussed.
- VOUCHERED EXPENSES:** Schwehr made a motion to approve the vouchered expenses for September/October. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** The financial report was reviewed.
- OLD BUSINESS:** 2015 budget: Becky Kratz, CCHD financial analyst, was asked to give Board a financial picture of what CCHD will look like at the end of 2014. The September cash reserve as of 9-23-14 interim budget was \$467,004.75. Total additional estimated expenditures for September through December 2014 were figured high (where applicable) at \$644,654.60. Total estimated revenues through December 2014 were figured conservatively (where applicable) at \$450,412.00. The estimated cash reserve as of 12-31-14 Interim Budget will be approximately \$272,762.15. Regarding rent revenues from FCCU building

tenants, it was noted that Miller Elevator pays rent annually in October. Schwehr requested that Miller Elevator pro-rate October-December rent and then begin paying rent annually beginning January 2015 to make things cleaner.

The Board then looked at a 10-year projection regarding the FCCU building purchase and its effect on cash reserve through 2024. Beginning 2015 with a cash reserve of \$272,762, Kratz took our current cash reserve and building expenses and just worked from that number, “assuming” CCHD can maintain revenue and expenses beyond the building. So that was the only adjustment that was made. Total cash reserve remaining at the end of 2015 is projected at \$232,897. By the end of 2024, total cash reserve remaining is projected at \$120,214, assuming all other revenue/expenses remain the same each year. Regarding the loan information contained in the cash reserve projection table, CCHD’s annual loan payment is \$57,816 (monthly payment being \$4,818). This will be paid over 10 years. The interest rate is 5.5% (bought down to 1% for 105 months). Schwehr noted that if CCHD has a stellar year(s) during the loan repayment period, CCHD would pay ahead on the loan. Will checked with Central Valley Health District regarding their cash reserve. They have a \$2 million budget, with a cash reserve of \$700,000 (this can fluctuate). Based on a 35% cash reserve, CCHD should have a \$350,000 reserve.

The Board tentatively approved a budget at the August board meeting of \$6,400 in the black. Kratz was having computer problems at the time, and her formulas didn’t total, so there was \$130,000 under the building department that didn’t total into the bottom line. They decreased the budget by \$83,800, taking out extras that had been plugged into the initial budget such as car replacement, equipment and supplies. Under Admin. Travel and Training, Will also noted they had increased the amount to include costs for her Master’s program to \$9,000. She stated that she could stop her classes. Board discussed other line item adjustments. Bottom line: 2015 budget is \$39,865 in the red. Sharon asked if dropping the salary increase from 3% to 2.5% was something to consider. That would amount to about \$2,000 to \$2,500. Kratz stated that payment for services may be higher than what is in the budget also. It was also noted that CCHD could partner with another group regarding the two unused rooms that will be available in the FCCU building on the first floor for possible additional rent. And we could also look at other maintenance service options in the new building.

Overn made a motion to approve the 2015 budget with \$39,865 in deficit spending (to come out of cash reserve). Second by Dr. Buhr. On a roll call vote: J. Buhr – aye; M. Luke – aye; S. Buhr – aye; Overn – aye; Schwehr – aye. Unanimous vote, motion carried.

Barnes OTM Partnership: Sharon Buhr noted that some of the OTM partners are in favor of the proposed wellness center in Valley City. The new building will not be open 24/7. Three sites are being discussed – two sites near the VCSU Bubble and one on Granger Hill.

Facility update: Will stated that four contracts have been signed for approved amounts. Will received a change order from Enterprise Electric to upgrade to LED lighting (north side of building). \$2,520 for first alternate and \$1,680 for second alternate. Schwehr made a motion to sign Enterprise Electric change order. Second by Dr. Buhr. Unanimous vote, motion carried.

A new contract is needed for environmental testing for asbestos and lead in the Braunberger office area, which was not going to be updated originally. Trio Environmental has submitted a proposal to do this testing for \$1,115. Schwehr made a

motion to accept the Trio Environmental proposal. Second by Dr. Buhr. Unanimous vote, motion carried.

Project director Ben Davis, Hepper Olson Architects, has requested if there is a dollar amount that Will or Sharon Buhr can approve regarding change orders, so that progress doesn't need to be held up while waiting for Board approval. Dr. Buhr made a motion to approve Will or Sharon Buhr be allowed to approve change orders up to \$2,000. Second by Overn. Unanimous vote, motion carried.

Regarding the drive-through teller drawer that is being removed, Will stated that Central Avenue HealthMart Pharmacy has requested it. A new drawer costs between \$1,300 and \$5,200. Some CCHD staff didn't think it should just be given away. It likely won't scrap out at much. Doreen Saylor may pay up to \$100 for it. As county property, CCHD may not be able to just give it away. Theresa will ask Dean at First Community Credit Union if the drawer was totally functional at the time they moved out of the building. Will could also consult Carl Martinek, Barnes County States Attorney, about the legality of selling it outright.

Will asked if it was OK with the Board to extend the start date of the loan to May (rather than starting in November 2014), per a recommendation by Dean from FCCU. Schwehr made a motion to extend the start date of the building loan to May 2015. Second by Dr. Buhr. Unanimous vote, motion carried.

Will stated that CCHD had to purchase a lock box for fire protection per regulations, according to Gary Retterath, Valley City fire chief. It cost \$350. It is mounted on the outside of the building and contains keys to enter the building in the event of fire.

Signage: CCHD is eligible for an image enhancement grant since we have renters who are not government entities. We would need to put up window signage to advertise for them. Will had drawings of the proposed window signs to be placed in the east entry windows. Indigo Signs has submitted a bid of \$685 for vinyl signage. CCHD signage will be in color, but the renters' names will be in black. It is temperature sensitive, so it has to be completed soon. This signage will qualify CCHD for \$7,500 in image grant funding. Indigo has a five-year warranty on parts and would need to get back to Will regarding the service warranty. Overn made a motion to approve vinyl window signage by the east entry door. Second by Dr. Buhr. Unanimous vote, motion carried.

SPF SIG update: The Mental Health Access Coalition met recently and looked at data and reviewed the intervening variables that cause people to consume more alcohol. They needed to vote on which intervening variables to address and what intervention to use to address them. Voting tallied as changing community norms being the top intervening variable, and their methods were by media advocacy, a local media campaign and school policies and violations. Social availability was the second intervening variable and looking at alcohol restrictions at community events, working on social host liability, and a texting tip line. Individual risk factors was the third intervening variable and looking at life skills training for grades K-12, another program for high risk people, and choices that would target the college age. Jamestown is hiring a lawyer with SPF SIG funds to look at city ordinances that have to do with alcohol, tobacco and other drugs. Luke stated that recodification is taking place regarding city ordinances. It is difficult to know what ordinances are currently on the books regarding public health, according to Will. New city ordinances will be available online when completed, said Luke.

Office furniture: First Community Credit Union still owes CCHD \$800 in rental reimbursements from May. They are offering to sell us eight desk units for an additional \$1,500 (beyond the \$800). Will shared photos of the furniture. Overn made a motion to take advantage of this offer, with a second by Luke. Unanimous vote, motion carried. CCHD staff can tag existing furniture currently housed in the building if they want it and get rid of the remainder to county employees or the public.

NEW BUSINESS: Outreach grant: Will noted to the Board that she doesn't have time to work on another grant at this time. The grant would be a good fit for mental health services. The grant is for \$200,000/year for three years. It could potentially pay the tuition for someone to become a licensed addition counselor. It was suggested that maybe Mercy Hospital has someone who could write the grant. The grant deadline is mid-November. The grant opportunity was emailed to Will by Alicia Hoffarth in early September.

Board members briefly discussed Stoudt-Ross Ford's heating system in their new building on Granger Hill. It utilizes used motor oil and is known as a waste oil burner. It was discussed if there are rules regarding this type of system and who is responsible for overseeing the environmental health aspects and emissions. Will check with the Marcie Bata.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:53 p.m. The next monthly meeting will be Tuesday, Tuesday, Oct. 28, 3:30 p.m. in the Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary