

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Feb. 24, 2017

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Cindy Schwehr
Tom Overn, Vice Chair
Mike Bishop
- ABSENT:** Theresa Will, Director.
- ALSO PRESENT:** Angie Martin, Office manager
Becky Kratz, CCHD accountant
- CALL TO ORDER:** Meeting was called to order at 3:35 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Under Old Business added: 1) Office furniture 2) Other and under New Business added: 1) Rat problem – Sanborn 2) Other. Agenda approved as amended.
- MINUTES:** Board reviewed Jan. 24, 2017 and Feb. 15, 2017 minutes. Angie Martin pointed out a discrepancy between Jan. 24 minutes (Page 2, 1st paragraph) and Feb. 15 minutes (Page 2, 1st and 5th paragraphs) regarding bid from Red River Glazing for window replacement project. Red River Glazing’s bid in the Jan. 24 minutes was \$67,215 and in the Feb. 15 minutes it was stated the total bid was \$59,900 (actually \$59,985). Dr. Buhr made a motion to change the amount of Red River Glazing’s bid to \$67,215 in the Feb. 15 minutes contingent upon clarification by Bobby Koeplin, CCHD maintenance, and approve the minutes with the correct amount. Second by Bishop. Regarding the Jan. 24 minutes, Sharon Buhr sought clarification from Bishop on Page 3, paragraph 1, line 1-3, “parking lot located between the post office and CCHD is being redone *the summer of 2017* and green space is being added. The mailboxes will be moved ~~to the east side of the lot~~ and ~~that~~ a green area will be planted.” Unanimous vote, motion carried. *(The correct bid total should be \$67,215 (\$59,985 + \$7,230), according to Koeplin.)*
- DIRECTOR’S REPORT:** No Director’s Report at this time due to illness of CCHD director.
- VOUCHERED EXPENSES:** Overn made a motion to approve February/March voucherred expenses. Second by Bishop. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Bishop made a motion to approve the financial report as presented by Becky Kratz, CCHD accountant. Second by Dr. Buhr. Unanimous vote, motion carried.
- OLD BUSINESS:** Office furniture: Angie discussed the need to purchase one new desk and ergonomic office chair for auxiliary accounting staff. This topic was tabled at the November 2016 board meeting. The cost of a new desk with a left-hand return from Valley Officeworks is \$1,078.55. The cost of an ergonomic office chair through the Association of Counties that matches similar chairs in office is approximately \$500-\$600, according to Becky Kratz, accountant. Overn made a motion to approve purchase of desk and ergonomic office chair for amount stated. Second by Dr. Buhr. Unanimous vote, motion carried.
- CCHD facilities update: Angie shared that Wick Construction found four elbow joints in the restrooms on second floor during remodeling that had possible asbestos

contamination. The contamination was minimal and the asbestos was removed by a professional from Oakes at no additional cost. However, there will be a bill for testing that was completed earlier by this firm.

NEW BUSINESS: Rat problem in Sanborn discussed. Angie shared that an issue arose regarding a rat problem in Sanborn. Theresa Will had received a forwarded email from a disgruntled resident who was concerned about rats possibly coming from a couple Sanborn residences with trash issues. Theresa followed up with Central Valley Health District in Jamestown which provides environmental health services to Barnes County. The Sanborn city auditor had requested possible public health funding to deal with the problem and was informed that funding is not available and it is a city/village responsibility to deal with rats. Central Valley EHPs have talked with Sanborn officials regarding possible clean-up of properties with trash issues, but since this usually involves working with the legal system, this can be a somewhat long process when private property is involved. Cindy Schwehr confirmed that residents have received a letter from Sanborn officials concerning this issue. Theresa will continue to follow this issue.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:06 p.m. The next regular monthly meeting will be **Tuesday, Mar. 28, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary