

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Board Meeting**  
**March 25, 2015**

- PRESENT:** Tom Overn, Vice Chair  
Madeline Luke  
Cindy Schwehr
- ABSENT:** Sharon Buhr, Dr. James Buhr
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager  
Bobbi Hepper Olson, Architect, and Kyle Olson
- CALL TO ORDER:** Meeting was called to order at 4:01 p.m. by Tom Overn, Vice Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** Agenda approved as printed.
- OLD BUSINESS:** CCHD building update: The project is currently \$9,885.68 under budget, including change orders. Will noted that most everything in the project cost summary handout is completed. Final walk-through will be April 2, 9 or 16, according to contractors. Initially, CCHD budgeted \$7,000 for carpeting upstairs which was taken out of the budget in December 2014 due to potential funding shortage. There are three offices and a conference area in the "Theresa area" and nothing was budgeted for this -- the plan was to leave the original carpeting there for the time being. However, when Wick Construction was ready to paint in this area it was decided that the carpet was not in good condition and was removed. Will sought bid from Valley Paint & Glass, Valley City. Their bid is \$6,095 for carpet and the removal of a strip of quarry tile inside the entryway to this area. Luke questioned if any other bids had been sought and Will stated that since Valley Paint & Glass had supplied the carpet tile for the rest of the project, it was easier for them to match the other carpet tile. Hepper Olson, architect, clarified that Wick Construction had received a bid of approximately \$9,000 originally to do this area plus the extra office w/fireplace, so this bid was not out of line (excluding the extra office). Schwehr stated that the project is nearing completion and this needs to be done before CCHD can move into the facility. Schwehr made a motion to accept Valley Paint & Glass bid of \$6,095 for carpeting and tile removal in "Theresa area." Second by Luke. Unanimous vote, motion carried.
- NEW BUSINESS:** Energy efficiency grant application: Hepper Olson went through the Energy Conservation Grant application with Board members. She submitted a preliminary application to Bruce Hagen at the ND Department of Commerce. In order to qualify for payback, CCHD must include lighting on second floor. Amount requested: \$10,572.50. Total project budget: \$21,145. Can ask for a 50% match. The second floor lighting project will entail retrofit kits (reballasting). The application requires a signature and it is ready to go. A Section 106 Clearance was submitted to the State Historical Society (requirement for buildings 50 years old or more where federal funds are used) and there were no problems. Twenty more light fixtures are being installed on first floor than were in place prior to starting renovations. Energy savings not figured light fixture for light fixture, said Hepper Olson, so second floor lighting had to be figured in for potential payback. Will stated that her husband, Gary, and Bobby Koeplin will install the second floor lighting under direction of Heritage Electric, Valley City. This project is not part of the current remodeling

project. Hepper Olson completed the grant application as part of her architectural contract.

Board members discussed payback options. Hepper Olson recommended fully utilizing grant potential. Suggested Gary Will and Bobby Koeplin submit bill for installing retrofits between \$3,000 to \$5,000. CCHD should add \$5,000-\$6,000 to budget for second floor lighting project.

Schwehr made a motion to proceed with the second floor lighting project after Theresa gets the remaining figures on updated bid/cost for materials and labor needed by Hepper Olson for the application, and authorize Will and Overn to sign the application. CCHD additional portion not to exceed \$2,500, so total grant proposal is no more than an additional \$5,000. Second by Luke. Unanimous vote, motion carried.

Will informed the Board about the timeline for moving and asked approval to close the CCHD office Friday, April 24, to move the rest of the office that is essential for day-to-day operation. Schwehr made a motion to close the CCHD office Friday, April 24. Second by Luke. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:52 p.m. The next regular monthly meeting will be **Tuesday, April 28 at 3:30 p.m.** in the Commission room (unless CCHD has moved to new building by this time).

Respectfully submitted,

Angie Martin, CCHD Office Manager