

CITY-COUNTY BOARD OF HEALTH MINUTES
Special Monthly Board Meeting
Feb. 15, 2017

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary
Mike Bishop
Tom Overn, Vice Chair
Cindy Schwehr

ABSENT: None.

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

CALL TO ORDER: Meeting was called to order at 3:10 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Agenda approved as printed.

NEW BUSINESS: Doors: Board has approved \$10,995 to put in two operators and new glass doors with new hinging in the south location. When Red River Glazing came out to do final measurement, it was suggested that CCHD put in one 42" door and add a smaller glass panel to fill out the current space. Would only need one operator, one set of locks and it would have a key push bar. Will thought the savings would be good. It would be \$1,400 less and would include the electrical for the main operator. Total cost for this project is \$9,623 from Red River Glazing. Dr. Buhr made a motion to approve the Dash door bid + electrical totaling \$9,623 as presented by Red River Glazing. Second by Overn. Unanimous vote, motion carried.

Heater: Board discussed electrical heating unit in south lobby. It has become increasingly difficult to try to repair the electrical wall heater that is several decades old. It makes a lot of noise and is disruptive to clients in both CCHD and on second floor. Has been repaired several times since CCHD took ownership. Enterprise Electric submitted a bid of \$1,287 to install a 2 pole 30 amp circuit breaker in existing electrical panel; install a 30 amp 240 volt circuit from the electrical panel to the east entry, install 30 amp disconnect switch above ceiling in the entry; and install 5kW 240 volt electric unit heater with built-in thermostat from the ceiling in the SW corner of the entry. This price includes ND State Electrical Wiring Certificate fee. Discussion on whether to wait on this project or if it is even necessary. Schwehr made a motion to table the purchase of a heater for the lobby at this time. Second by Dr. Buhr. Unanimous vote, motion carried.

Asbestos: Wick Construction discovered asbestos on an elbow joint in old second floor restrooms. Don't know how many joints may be located in this area. Will contacted state regarding possible Brownsfield grant for asbestos removal, but all funding is spoken for through October 2017. Dennis Pommerer, Wick Construction, doesn't believe there are that many elbows involved, said Will, and it shouldn't cost that much to get rid of the asbestos. Will suggested applying for Brownsfield funds now for potential funding in October in regards to the heating system update and asbestos around mechanical room pipes. Bishop made a motion to take out the wall involved and if there is more asbestos than anticipated (more than a few elbows), Will can contact Board members, otherwise take them out. Second by Schwehr. Unanimous vote, motion carried.

Windows: West windows (hallway) – Take out 7' H x 11' W windows. Frame, insulate, sheetrock, texture, and EIFS outside. There is a 2' W x 5'6" H window in the elevator lobby that is operable and could have solid glass replacement. (Fargo Glass & Paint bid \$84,500 for total window replacement project and Red River Glazing bid \$67,215.) Schwehr noted that at some point a county project has to be put out on bids. \$100,000 is the point that a project has to be bid.) Board consensus positive concerning plan for west windows.

North windows: Currently 5 - 7' x 7' windows. Looked at resizing to 5'6" x 7'. Koeplin's recommendation now is 4' H x 7' W. They would be mullioned like they are now. The outside north door transom (2'6" H x 8' W) would be replaced with insulated panel so it doesn't have to be reframed. Koeplin noted that all second floor windows are currently 5'3" H x 6" W and would be replaced at that size, with the exception that all windows would be solid glass and non-functional. Board consensus positive concerning plan for north windows though Sharon Buhr has some reservations.

East windows: Currently, conference room windows (7' H x 17' W); Will's office (7' H x 13'8" W); Lobby stairway windows (9 - 7'6" H x 3'6" W); Entry door side panels (2 - 7'6" H x 4' W). Conference room: Koeplin suggested going with 2 - 4' x 6' windows, reducing total area to 4' H x 12' W, with EIFS look around entire window to frame it up. Board discussed 4' H x 17' W. Will's office could be 4' H x 13'8" W. Board consensus positive regarding reducing conference room to 4' H x 17' W and Will's office to 4' H x 13'8" W, drop window to door height (7'). Lobby stairway windows: Overn – Leave center top and bottom panes and insulate remaining; Bishop – Leave only center pane and insulate remaining; Schwehr – insulate entire wall of windows; Dr. Buhr/Sharon Buhr/Theresa Will – Leave three center panes and insulate both outside rows. Side panels by outside entry doors would be replaced at current size, but the outside transom will be an insulated panel. Board consensus positive regarding entry door side panels and insulating outside transom. Dr. Buhr made a motion to leave two panes (center and center top) of the nine panes of glass in the lobby stairway area and insulate remaining panes. Second by Bishop. Unanimous vote, motion carried.

South windows: Currently 1 - 8' H x 2' W; 2 - 8' H x 11'6" W; 1 - 8' H x 11'6" W; Transom: 1 - 2' H x 11'6" W. All south windows will have 2' wall base w/stone ledge and 5' H windows (coming to 7' door height). The center windows (formerly south entrance) will have a knee-high wall/ledge to match rest of windows. Take transom out and take off outside canopy (overhang). Outside limestone columns would remain. Board consensus positive on plan for south windows.

The \$67,215 bid from Red River Glazing is for glass only and should come down by square foot now, said Koeplin. This does not include work to be done by Wick Construction. It is the Board's intent to complete this project in the next year if the funding is available. This will have a bearing on putting in a heating system in the future.

Bishop made a motion to go to the next level with getting a bid for the new window dimensions and construction. Second by Schwehr. Unanimous vote, motion carried.

Will asked the Board if they want her to apply for Brownfields grant funds for mitigation of asbestos in the maintenance (boiler) room. If CCHD applies now, funding would likely be available in October 2017. Board consensus was to apply for funding now.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:15 p.m. The next regular monthly meeting will be **Friday, Feb. 24, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary