

# LAKE REGION DISTRICT HEALTH UNIT

## Board of Health Meeting

January 23, 2024

5:30 P.M.

### Members Present

Dr. Derek Wayman MD  
Doris Griffin B  
Elonda Nord R  
Blaine Volk R  
Tammy Kuk B  
Glenda Collier E  
Terry Hoffert P

### Staff & Others Present

Denton Heisler, Administrator  
Sheri Bertsch, Finance Manager  
Wendy Frelich, RN, DON, Ramsey County  
Lori Stevenson, FP LPN, Tobacco/SOR  
Candace Berg, EH Director  
Tad Schmidt

### Members Absent

James Allmaras E  
Mike Christenson P

The meeting was called to order by Blaine Volk.

Denton Heisler requested to add two additional agenda items, Candace Berg's Environmental Health concerns and Sheri Hatten's request for reimbursement of half of her deductible for replacement of her windshield per approval of former Administrator, Ashley Peterson. Blaine Volk asked for approval of the revised agenda to include both agenda items. Terry Hoffert moved to approve the revised agenda. Seconded by Glenda Collier. All members voting "Aye". Motion carried.

Blaine Volk moved Candace Berg's Environmental Health concerns up on the agenda to accommodate Tad Schmidt so he wouldn't have to wait for the discussion later in the meeting. Denton Heisler introduced Tad Schmidt. Candace Berg discussed various site issues. She stated that the appropriate paperwork and reports for these septic sites had not been submitted prior to the work being started and that the septic's had been installed without her knowledge. Candace mentioned that Tad Schmidt was the general contractor for site one and it was the first time she had to work with a general contractor, usually she works with the onsite sewer contractors. Candace stated that Tad Schmidt had not worked with the onsite sewer contractor to make sure the proper paperwork was filled out and submitted to her office. Candace discussed sites two and three which Tad Schmidt is the owner of these two sites and how the proper paperwork had not been filled out and submitted to her prior to installation. Blaine Volk inquired as to whether sites two and three are now legal. Candace stated that both sites are now legal. Blaine commented that everything is good to go now then it was just a lack of paperwork. Candace stated that all four sites being discussed tonight are now satisfactory. Candace asked the Board if action should be taken against Tad for non-compliance. Tad Schmidt stated that had Candace Berg come out to the site, but he got tired of waiting for her, so he decided to just do the installment. Tad mentioned it was getting late in the season, he said he had discussed it with Candace in July and after waiting for so long with no response, come November he decided to just install the tank. He stated that he kept

waiting for Candace to be honest with him. Tad mentioned that he had trouble getting information from Candace, so he set up a meeting with Candace, Ashley (former Administrator) and Denton. Candace did not make it there for the meeting. Tad met with Ashley and Denton to discuss the disturbed soil and that the clients were not in favor of having a mound system. In the end the job was taken from Tad Schmidt and given to Jeremy Swanson. Tad stated that he felt black balled and mentioned that the Board could verify this with the homeowners. Tad stated that by losing this client, he had lost money because Candace had cut him out of all communications. Candace stated that Jeremy had to be the one to install, as Tad was just the general contractor. Terry Hoffert stated that even though he understands his frustration, the Health Unit still has rules that need to be followed. Blaine Volk mentioned that Tad had permitted site one, the issue is that he didn't permit sites two and three prior to work being done. Candace Berg stated that she could go to the States Attorney regarding non-compliance. Blaine inquired as to what would be fair. Tad stated that he would be fine with whatever the Board decided. Candace mentioned assessing late fees of two hundred dollars per holding tank. Tad commented that Candace knew he was going to install the holding tanks. At this time, Tad Schmidt excused himself from the meeting and asked that they email him regarding their decision. Blaine commented that to be fair, if he got the run around, he probably would have done the same. Blaine stated that Tad's consequence is not going to be regarding site one, it will be because of site two and three. Terry Hoffert suggested giving Tad a cut on the late fees, instead of charging a total of four hundred dollars, he suggested a total of three hundred dollars. Denton commented that Jeremy is also at fault for not following through, more so than Tad. Blaine stated that the late fee needs to be explained to Tad that they could have assessed a late fee of four hundred dollars, but the Board decided to give him a break and only charge him three hundred dollars. The Board decided to move on to the old business on the agenda.

Old Business: Denton updated the Board on the Zink appeal. The Zink's had thirty days to appeal the Board's decision. They failed to appeal within the timeframe and the case was thrown out.

Lori Stevenson discussed the steps they have taken so far with the syringe exchange. They will be located in Evolution Counseling. The Health Unit will pay rent to Evolution Counseling and in return they will donate money to us for the purchase of needles. Individuals will be required to bring in their dirty needles in order to receive new ones. Lori mentioned that they have a year to try out the syringe exchange program and if no one uses it, it will be reevaluated at that time. Further discussion was held.

Lori Stevenson discussed how each county should have received a portion of an opioid settlement. The counties are encouraged to work with public health to pool the funds together to bring prevention to their area. Lori mentioned that there will be eighteen years of funding to support prevention services. Terry Hoffert commented that Pierce County has already allocated some of those funds for a couple lyceums at the school for a speaker. Further discussion was held.

Candace Berg stated that she had a public hearing regarding the changes to the regulations. She had put a notice regarding the public hearing in the newspaper. No one showed up to the hearing and she received no calls or emails regarding the changes. Doris

Griffin moved to approve the revised regulations. Seconded by Tammy Kuk. All members voting "Aye". Motion carried.

Denton Heisler gave an update on the Environmental Health Committee. Denton stated that he sent out letters to the contractors to see who would be interested in joining the committee. Denton commented that Candace and he will work on forming the committee. The goal is to make the whole process of septic installations more user friendly and to change the verbiage of a septic permit to septic application.

It was noted that an agenda item regarding negative profit and loss statement and budget overages will be discussed later with the financials.

The meeting went back to discussing late fees and consequences regarding environmental health concerns. Doris Griffin stressed concern that if the Board decides not to assess a late fee, it will set precedence for others to become non-compliant with the Health Unit's regulations. It was decided that the issues with sites two and three would fall on Tad Schmidt. Doris Griffin moved to assess a late fee of three hundred dollars to Tad Schmidt along with informing him that the consequences could have been much worse. Seconded by Terry Hoffert. Elonda Nord voting "Nay" and remaining Board members in attendance voting "Aye". Motion carried. Candace Carlson mentioned that there are still two other contractors to discuss regarding possible consequences. Jeremy Swanson the licensed contractor that worked with Tad Schmidt and Terry Novak. Candace discussed her concerns with Jeremy regarding site one. She stated that he had installed the new drain field over the old septic system, he had not done any of the paperwork and installed the system without approval. Candace mentioned that in this situation the consequences are usually stricter, like suspension of their contractor's license. Candace noted that the consequences of violating regulations could be as high as a class B misdemeanor. With the septic not properly installed and failure to submit all the paperwork, it was decided that the issues with site one would fall on Jeremy Swanson. Denton Heisler suggested a minimum late fee of four hundred dollars and if he fails to pay the late fee, his license would be revoked. Along with that he must finish all the required paperwork and submit it to Candace Berg. Candace stated that she refuses to sign off on anything regarding this site. Blaine stated that the homeowners should be informed of this decision. Denton agreed, it takes the liability off us. Terry Hoffert moved to assess Jeremy Swanson a four-hundred-dollar late fee, if the late fee is not paid or if this situation happens again, his license will be revoked. Jeremy must submit all required paperwork. Also, the homeowner must be informed that the Health Unit refuses to sign off on anything regarding this site. Seconded by Glenda Collier. All members voting "Aye". Motion carried. Candace stated that environmental health in Grand Forks, where Terry Novak is licensed, is lax in their regulations. Candace reviewed some of the issues with site four which was done by Terry Novak. It included the tank installed incorrectly, short on the required feet on the drain field and lying on his paperwork. Denton Heisler suggested revoking his privilege in the Health Unit District. Elonda Nord added that he should be assessed a late fee as well. Glenda Collier moved to have Terry Novak assessed a four-hundred-dollar late fee and his privilege to do work in the Health Unit District area revoked for five years. As well as inform him that he could have been assessed stricter consequences, up to a class B misdemeanor. Seconded by Dr. Derek Wayman. All members voting "Aye". Motion carried. Terry Hoffert noted that Terry Novak's privileges will not be re-instated if the late fee is not paid.

Terry Hoffert moved to approve the minutes of the October 24, 2023, Board of Health meeting. Seconded by Doris Griffin. All members voting “Aye”. Motion carried.

Newsletter was reviewed and discussed.

Quarterly financial reports were reviewed. Board members’ questions were discussed and answered. Glenda Collier moved to approve the quarterly financial statements as presented. Seconded by Dr. Derek Wayman. All members voting “Aye”. Motion carried.

Bills were discussed for the quarter. Terry Hoffert moved to accept the bills for the quarter. Seconded by Dr. Derek Wayman. Roll call vote taken. All members voting “Aye”. Motion carried.

Denton Heisler and Sheri Bertsch discussed the various reasons for the negative on the profit and loss statement. Some of which were the salary contract for Ashley Peterson that was not budgeted, the three-month delay in receiving insurance payments for immunizations, and the fact that Family Planning is no longer sustaining itself with the cut in Title X funding.

New Business: Discussion was held on the officers for the Board of Health for the coming year. Blaine Volk was nominated to be Chairman by Terry Hoffert. Nominations ceased. Terry Hoffert moved to have Blaine Volk remain as Chairman. Seconded by Dr. Derek Wayman. All members voting “Aye”. Motion carried. Mike Christenson was nominated to be Vice Chairman by Terry Hoffert. Nominations ceased. Terry Hoffert moved to have Mike Christenson remain as Vice Chairman. Seconded by Glenda Collier. All members voting “Aye”. Motion carried. Elonda Nord was nominated to be Secretary/Treasurer by Terry Hoffert. Nominations ceased. Terry Hoffert moved to have Elonda Nord remain as Secretary/Treasurer. Seconded by Dr. Derek Wayman. All members voting “Aye”. Motion carried. The officers for 2024 will be Blaine Volk as Chairman, Mike Christenson as Vice Chairman, and Elonda Nord as Secretary/Treasurer.

The 2023 final budget was discussed. Revenue is \$2,581,364.76 and expenses are \$2,666,836.72. Glenda Collier moved to amend the 2023 budget to \$2,581,364.76 for revenue and \$2,666,836.72 for expenses. Seconded by Dr. Derek Wayman. All members voting “Aye”. Motion carried.

Investment authorization was discussed. Terry Hoffert moved to have Denton Heisler, Sheri Bertsch and Elonda Nord as having investment authorization. Seconded by Glenda Collier. All members voting “Aye”. Motion carried.

Discussion was held on Designation of Depository. Tammy Kuk moved to continue to use the same Designation of Depositories that we are currently using and upon their renewal, move them if we get a better interest rate elsewhere. Seconded by Doris Griffin. All members voting “Aye”. Motion carried.

Pledge of Securities was received and reviewed by the Board of Health. Terry Hoffert moved to accept the current Pledge of Securities from Western State Bank. Seconded by Glenda Collier. All members voting “Aye”. Motion carried.

Denton Heisler went over the proposed revisions to the Personnel Policies that have been reviewed by the Policy Committee. Denton noted that most of the policy changes have been mostly changes to the wording. Denton informed the Board that Juneteenth was added to the holiday policy, and he asked the Board what their thoughts were on adding it as a paid holiday. Various Board members voiced their disapproval of adding Juneteenth as a paid holiday. Further discussion was held. Tammy Kuk moved to approve all the policies as they are written with the exception of removing Juneteenth from the holiday policy. Seconded by Doris Griffin. All members voting “Aye”. Motion carried.

Denton Heisler discussed the protocol for inclement weather. Denton stated that he feels that each office location closure should be based on the weather conditions in their area as well as the closure of their courthouse in their county. Denton stressed that it doesn’t make sense to close all the sites if the bad weather is not in their area. Denton also stated that if an employee takes the day off for vacation or calls in sick and then later the office closes due to inclement weather, he feels that the employee should still have to take annual or sick leave versus receiving storm leave as they had already decided they were not coming to work that day. Further discussion was held. All Board members agree that these guidelines should be used regarding inclement weather.

Other: Denton Heisler stated that he was informed that Ashley Peterson had approved the reimbursement of half of Sheri Hatten’s deductible for replacement of her windshield that had sustained a rock chip while driving for work that spread across the windshield. Ashley’s approval had stemmed from a prior approval by the Board to pay half of an employee’s deductible that had sustained damage from hitting a deer while driving for work. Blaine Volk voiced disapproval of paying half of an employee’s deductible, as that cost is built into the mileage rate paid to employees. Further discussion was held. Terry Hoffert moved to discontinue paying half of an employee’s deductible effective immediately. Seconded by Glenda Collier. All members voting “Aye”. Motion carried.

Next meeting will be held April 23, 2024, in the basement meeting room at the Ramsey County Courthouse.

Meeting adjourned.

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Chairman

\_\_\_\_\_  
Secretary/Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date