

Mitchell County Board of Health Meeting

07/13/2026

1:00 - 2:08

MCHHCPH Conference Room

Call to Order: The Mitchell County Board of Health meet on Monday, July 13, 2026, in the Mitchell County Home Health and Public Health conference room. Terri Tesch called the meeting to order at 1:00 pm. Present at the meeting Sandy Offen, Pam Marzen, Janet Borcharding, James Meineke, Laura Huisman, Jessa Ketelsen, Jolene Norby, Samantha Groh, Brandon Halsne, Christine Hackenmiller and via zoom Tammy McKeever and Shannon Zoffka. Absent Dr. Kelly Ross.

Agenda: Terri asked for a motion to approve the agenda or if there are any changes. Pam made a motion to approve the agenda as written; the motion was seconded by Jolene and passed unanimously.

Discussion & Possible Action on Sanitarian position: Laura is looking for possible action on the Sanitarian position due to Amanda resignation last Tuesday. Amanda shared with Laura lists of duties, cheat sheets, application forms, files and the job description without Planning and Zoning which was requested by the Board of Health at the last meeting. Laura visited with multiple Counties on options for moving forward. Unfortunately, Floyd County is unable to assist due to their own staffing issues. Worth County has a contract with AJ Stone to handle all their Septic services; AJ indicated he could assist with septic services but not assume the full role long-term. Tammy explained Septic is not an easy train as you go but requires extensive training she feels takes a good 3-5 years to feel comfortable with the systems. Tammy will continue to assist in all other areas to train and has already shared with Laura a job description. Laura presented to the Board a few options; continuing with the existing 28E agreement with Chickasaw County, possibly having a septic only contract with AJ Stone and Public Health absorbing the remaining duties with yearly or sooner evaluations as to not cause a burnout due to excessive workload. Sandy asked Laura, Jessa and Sammy what they would like to see happen: Laura stated she feels it makes sense to move all other responsibilities to Public Health and evaluate after a year she also feels keeping the 28E agreement until comfortably trained is a good idea and having a contract with AJ for septic system. Jessa has similar feelings she feels between herself and Sammy they can handle the water testing, closures but just don't have the capacity to take on septic. Pam suggested to Laura she take Amanda's job description and the one from Tammy comparing the two and revise them into one; Laura will work on that revision and present at the next meeting but would like to temporarily move forward with what we have.

Jolene made a motion to pursue a one-year contract with AJ Stone for septic services only; the motion was seconded by Pam and passed unanimously.

Jolene made a motion to take action on transferring Sanitarian/Environmental Health duties to Public Health with the understanding it will be reevaluated; the motion was seconded by Sandy and passed unanimously.

Approval of Sanitarian Job Description: Terri made the motion to approve the Sanitarian job description as provided; the motion was seconded by James and passed unanimously.

Discussion & Possible Action on 28E Agreement for Sanitarian Services: Janet made a motion to keep the current 28E Agreement with Chickasaw County; the motion was seconded by Terri and passed unanimously. Terri will need to sign agreement.

Approval of Delegation of Signatory Authority for FY27 Private Well Grant: Pam made motion to delegate Laura Huisman as Signatory Authority for FY27 Private Well Grant; motion was seconded by Sandy and passed unanimously.

Other: Pam questioned how to handle existing files in Amanda's office; files will need to be manually separated Planning/Zoning from Sanitarian then going forward as time permits put everything to electronic filing. Brandon will work on the forwarding of email and phone calls to have an auto attendant. She also discussed the need for the vehicle. Laura felt it would be an added expense and uncertain if it would truly be needed.

Laura brought to attention that the 5-year contract with DNR – Well Permitting – this expires in September and will be brought to next meeting for renewal.

Jessa commented that there are currently no pending water tests but there are 3 pending nuisances which have been addressed by Amanda but still need to be watched; Jessa voiced concerns of missing information with these existing nuisance complaints.

Meeting adjourned: 2:08 pm