

**Board of Health for Madison and Dane County**  
*Resolution #2024 – 41*

**Authorizing Approval of the Fee Increase in Inspection, Penalty and Other  
Additional Fees of Licensed Establishments in Dane County**

Public Health Madison & Dane County (Public Health) proposes a 50% increase in inspection, penalty, and other additional fees for the work performed within the Licensed Establishment program. This fee increase will support the staffing levels required by our agent contract for providing high quality, customer focused services while maintaining a balanced budget.

Public Health is an agent for the State of Wisconsin to license and inspect retail food establishments, lodging facilities, public swimming pools, recreational and educational camps, campgrounds, beaches, and manufactured home communities to prevent illness and ensure safety. This program is entirely fee supported. Public Health is committed to promoting equity into our Licensed Establishment program. In 2020, we incorporated an equitable sliding scale for re-inspection and pre-inspection fees based annual gross sales; however, the total revenue from these fees has remained constant since 2015. After reviewing all fees, and the workload associated with service provided by the fee, we have realized the fee revenue is no longer covering the cost for this service. Public Health is proposing a 50% increase in inspection, penalty, and other additional fees as described in the fee schedules attached to this resolution. The revenue from this fee increase will cover the true cost for performing these services while maintaining proper staffing levels and a balanced budget. Public Health will continue to use the equitable sliding scale based on gross sales, preserving our commitment to incorporating equity into our program services.

**NOW, THEREFORE, BE IT RESOLVED** that annual establishment fees shall be established by the Board of Health and may be reestablished by the Board of Health as needed, per MGO Ch 7 and Ch 9; and

**BE IT FURTHER RESOLVED** that the Board of Health for Madison and Dane County on behalf of Public Health Madison & Dane County authorizes approval of the 50% increase to the Public Health Madison & Dane County Licensed Establishment inspection, penalty, and other additional fee schedules and establishes the above-mentioned fee schedules, effective January 1, 2025; and

**BE IT FINALLY RESOLVED** that the published Public Health Madison & Dane County fee schedules for pre-inspection, re-inspection, penalty fees, and other additional fees of licensed establishments in Dane County be publicly available at the City Clerk's Office and posted on the Department's website.

Drafted by: Bonnie Armstrong  
Introduced: 12/4/2024  
Action: