

Dane County

www.publichealthmdc.com



Meeting Agenda - Final

Thursday, March 5, 2026

5:30 PM

Hybrid; Attend in person at the City-County Building Room 357,
or attend virtually via Zoom

Board of Health for Madison and Dane County

Consider:

Who benefits? Who is burdened?

Who does not have a voice at the table?

How can policymakers mitigate unintended consequences?

MEETING INFORMATION

The Board of Health for Madison and Dane County is holding the meeting in hybrid format.

In-person will be held at:

City-County Building

210 Martin Luther King Jr. Blvd, Room 357

If you would like to join the live meeting as an observer, please join Zoom meeting link:

<https://cityofmadison.zoom.us/j/85224391268?pwd=otV2bSUbcX0AdUfLdekGbxeIOARtv2.1>

Meeting ID: 852 2439 1268

Passcode: 209212

Phone #: (877) 853-5257

To watch the recorded meeting:

Please visit: <https://www.cityofmadison.com/city-hall/committees/watch-meetings-online>

MEETING REGISTRATION & PUBLIC TESTIMONY

Written Comments:

- You can send comments on agenda items to PHBOHSupport@cityofmadison.com

Register for Public Comment:

- Register to speak at the meeting.
- Register to answer questions.
- Register in support or opposition of an agenda item (without speaking).

Registrations will be accepted until 30 minutes prior to the beginning of the meeting.

If you want to speak at this meeting you must register. The public comment section of the meeting allows comments on any matter on the agenda or matters not on the agenda, provided, however, that the Board shall not take action on a matter raised in the public comment portion of the meeting unless that matter is otherwise identified on the agenda. The Board will listen to public comment but will not engage in discussions.

If the Board of Health has already taken public comment on an item on the agenda at a previous meeting, public comment will not be taken on that item, unless a new amendment has been posted and the public has not had the opportunity to testify on the new amendment.

You can register at <https://www.cityofmadison.com/MeetingRegistration>.

When you register to speak, you will be sent an email with the information you will need to join the meeting if you are attending virtually. You can also register to speak in person.

INTERPRETATION AND ACCESSIBILITY

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

تامولعمل نم ديزملا لمعل لودج لفسا نلع علطل نجري . امدقم ةمجرتل تامدخ بلطب مدقتل بجي

For accommodations, contact Public Health Staff via:

Email: health@cityofmadison.com

Phone: (608) 266-4821

CALL TO ORDER / ROLL CALL

CONSIDERATION OF MINUTES

February 4, 2026

<https://dane.legistar.com/Calendar.aspx>

1. [2025 MIN-596](#) MINUTES FOR THE BOARD OF HEALTH FOR MADISON AND DANE COUNTY ON FEBRUARY 4, 2026.

Attachments: [2025 MIN-596 - BOH Minutes for 04Feb2026](#)

PUBLIC COMMENT

2. [2025 RPT-753](#) PUBLIC COMMENT BEFORE THE BOARD OF HEALTH FOR MADISON AND DANE COUNTY ON MARCH 5, 2026.

DISCLOSURES AND RECUSALS

Members of the body should make any required disclosures or recusals under the Ethics Code.

NEW BUSINESS

CITY RESOLUTIONS

3. [2025 C RES-002](#) AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO SIGN A SOLE SOURCE CONTRACT FOR THE PURCHASE OF SERVICES WITH DANE COUNTY HUMANE SOCIETY FOR 2026

Attachments: [2025 C RES-002](#)
[2025 C RES-002 - Approved Non-Competitive Selection Request](#)

DANE COUNTY RESOLUTIONS

4. [2025 RES-364](#) AUTHORIZATION TO UPDATE LICENSED ESTABLISHMENT FEE SCHEDULES REFLECTING A 1% INCREASE IN DATCP REIMBURSEMENT FEES

Sponsors: JACKSON

Attachments: [2025 RES-364](#)
[2025 RES-364 Fiscal Note](#)
[2026 Proposed Food License Fees](#)
[2026 Proposed General License Fees](#)

Legislative History

2/20/26 County Board referred to the Board of Health for Madison and Dane County

This resolution was referred to the Board of Health for Madison and Dane County due back on 3/5/2026

2/20/26 County Board referred to the Personnel & Finance Committee

This resolution was referred to the Personnel & Finance Committee due back on 3/9/2026

5. [2025 RES-365](#) AUTHORIZATION TO UPDATE LODGING LICENSING TYPES NOMENCLATURE AND FEE SCHEDULES WITHIN THE LICENSED ESTABLISHMENT PROGRAM

Sponsors: JACKSON

Attachments: [2025 RES-365](#)
[2025 RES-365 Fiscal Note](#)
[2026 Proposed General License Fees](#)

Legislative History

2/20/26 County Board referred to the Board of Health for
Madison and Dane County

This resolution was referred to the Board of Health for Madison and Dane
County due back on 3/5/2026

2/20/26 County Board referred to the Personnel &
Finance Committee

This resolution was referred to the Personnel & Finance Committee due back
on 3/9/2026

6. [2025 RES-366](#) AUTHORIZATION TO ESTABLISH AN ADMINISTRATIVE FEE FOR
DOCUMENT VERIFICATION-ONLY REINSPECTIONS FOR LICENSED

Sponsors: JACKSON

Attachments: [2025 RES-366 Fiscal Note](#)

[2025 RES-366](#)

[2026 Proposed Reinspection Fee Table for Food Licenses](#)

[2026 Proposed Reinspection Fee Table for General Licenses](#)

Legislative History

2/20/26 County Board referred to the Board of Health for
Madison and Dane County

This resolution was referred to the Board of Health for Madison and Dane
County due back on 3/5/2026

2/20/26 County Board referred to the Personnel &
Finance Committee

This resolution was referred to the Personnel & Finance Committee due back
on 3/9/2026

7. [2025 RES-334](#) AUTHORIZING NEW HARM REDUCTION SPECIALIST POSITIONS FOR
PUBLIC HEALTH MADISON DANE COUNTY-SUBSTANCE USE
PREVENTION & HARM REDUCTION (SUPHR) UNIT

Sponsors: ROSE, MARREN and BLAZEWICZ

Attachments: [2025 RES-334](#)
[2025 RES-334 Policy And Fiscal Note Form](#)

[SUB 1 TO 2025 RES-334](#)

[SUB 1 2025 RES-334 Policy And Fiscal Note Form FINAL](#)

Legislative History

2/6/26 County Board referred to the Board of Health for
Madison and Dane County

This resolution was referred to the Board of Health for Madison and Dane
County due back on 3/5/2026

2/6/26 County Board referred to the Personnel &
Finance Committee

This resolution was referred to the Personnel & Finance Committee due back
on 3/9/2026

REPORTS TO COMMITTEE

Chair: Jerry Halverson

Director: Janel Heinrich

NEXT MEETING

Tuesday March 31, 2026 at 5:30pm

*Attend in-person at the Atrium Building in the Community Room
2300 S. Park Street
Madison, WI 53713*

ADJOURNMENT



Dane County

Signature Copy

Minutes: 2025 MIN-596

File Number: 2025 MIN-596

MINUTES FOR THE BOARD OF HEALTH FOR MADISON AND DANE COUNTY ON
FEBRUARY 4, 2026.

Approved as to Form _____

Date _____

Dane County

www.publichealthmdc.com



Minutes - Final Unless Amended by Committee

Wednesday, February 4, 2026

5:30 PM

**Hybrid; Attend virtually via Zoom or in person at the City-County
Building Room 357 (Overflow Room 351, if needed)**

Board of Health for Madison and Dane County

Consider:

Who benefits? Who is burdened?

Who does not have a voice at the table?

How can policymakers mitigate unintended consequences?

The Board of Health for Madison and Dane County is holding the meeting in hybrid format.

In-person will be held at:

City-County Building
210 Martin Luther King Jr. Blvd, Room 357 (Overflow Room 351, if needed)
Madison, WI 53703

Written Comments:

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Watch the Meeting:

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Join Zoom Meeting

https://cityofmadison.zoom.us/join/fgixVWB0QqiuTm1D_QBhNQ

Meeting ID: 863 6748 5428

Passcode: 325470

Phone #: (877) 853-5257

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Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

تامولعمل نم ديزملا لمعل لودج لفسا نلع عطل جري .امدقم ةمجرتل تامدخ بلطب مدقتل بجي

For accommodations, contact Public Health Staff via:
Email: health@cityofmadison.com
Phone: (608) 266-4821

CALL TO ORDER / ROLL CALL

The Chair called the meeting to order at 5:31pm.

Present 6 - GENE MUSSER, CERI JENKINS, Chair LESLIE SELTZER, LISA JACKSON, First Vice Chair JERRY HALVERSON, and ALDER JOANN PRITCHETT

OPENING REMARKS

CONSIDERATION OF MINUTES

1. [2025 MIN-527](#) MINUTES FOR THE BOARD OF HEALTH FOR MADISON AND DANE COUNTY ON JANUARY 14, 2026.

Attachments: [Board of Health Minutes for 14Jan2026](#)

A motion was made by HALVERSON, seconded by JENKINS, that the Minutes be approved. The motion carried by a voice vote, 6-0.

PUBLIC COMMENT

Pursuant to Dane County Ordinance 7.255(2)(b), public testimony will not be taken on agenda item #7.

2. [2025 RPT-652](#) PUBLIC COMMENT BEFORE THE BOARD OF HEALTH FOR MADISON AND DANE COUNTY ON FEBRUARY 4, 2025

Registrants = 0

DISCLOSURES AND RECUSALS

Members of the body should make any required disclosures or recusals under the Ethics Code.

NEW BUSINESS

COUNTY RESOLUTIONS

3. [2025 RES-287](#) AUTHORIZING APPROVAL OF INCREASING THE ANNUAL ESTABLISHMENT LICENSE FESS FOR THE LICENSED ESTABLISHMENT PROGRAM

Sponsors: JACKSON and ENGELBERGER

Attachments: [2025 RES-287](#)
[2025 RES-287](#) [2026 Food License Fees](#)
[2025 RES-287](#) [2026 General License Fees](#)
[2025 RES-287](#) [Fiscal Note](#)

A motion was made by HALVERSON, seconded by JENKINS, that the Resolution Requiring 2/3rds Vote be recommended for approval. The motion carried by a voice vote, 6-0.

4. [2025 RES-255](#) FUNDING 0.35 FTE USING GRANT FUNDS TO ADD TO POSITION #946 PUBLIC HEALTH NURSE FOR THE NURSE FAMILY PARTNERSHIP PROGRAM

Sponsors: JACKSON

Attachments: [2025 RES-255](#)
[2025 RES-255](#) [Fiscal Note](#)

A motion was made by HALVERSON, seconded by JENKINS, that the Resolution Requiring 2/3rds Vote be recommended for approval. The motion carried by a voice vote, 6-0.

BOARD OF HEALTH RESOLUTIONS

5. [2025 BOH RES-038](#) AUTHORIZATION OF LINE-ITEM BUDGET TRANSFERS

Attachments: [2025 BOH RES-038](#)

A motion was made by JENKINS, seconded by HALVERSON, that the BOHMDC Resolution be granted final approval. The motion carried by a voice vote, 6-0.

6. [2025 BOH RES-039](#) AUTHORIZATION TO ACCEPT ADDITIONAL FUNDS FROM THE STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES (DHS) FOR THE MATERNAL AND CHILD HEALTH (MCH) PROGRAM (TITLE V) BLOCK GRANT

Attachments: [2025 BOH RES-039](#)

A motion was made by PRITCHETT, seconded by JENKINS, that the BOHMDC Resolution be granted final approval. The motion carried by a voice vote, 6-0.

ACTION ITEMS

7. [2025 BOH RES-019](#) AUTHORIZATION TO ENTER INTO CONTRACT WITH AND DISTRIBUTE FUNDS TO CAYA CLINIC, INC. FROM THE 2025 HARM REDUCTION AND PREVENTION DROP-IN CENTER RFP

Attachments: [2025 BOH RES-019](#)

A motion was made by HALVERSON, seconded by PRITCHETT, that the BOHMDC Resolution 2025 BOH RES-019 be removed from the table. The motion carried by a voice vote, 6-0.

A motion was made by HALVERSON, seconded by JENKINS, that the BOHMDC Resolution be postponed indefinitely. The motion carried by the following vote: 5-0, MUSSER non-voting.

Ayes: 5 - JENKINS
SELTZER
JACKSON
HALVERSON
PRITCHETT

Recused: 1 - MUSSER

REPORTS TO COMMITTEE

DIRECTOR - JANEL HEINRICH

NEXT MEETING

ADJOURNMENT

A motion was made by PRITCHETT, seconded by JACKSON, that the meeting be adjourned. The motion carried unanimously, 6-0. The meeting adjourned at 6:18pm.



Dane County

Signature Copy

Report: 2025 RPT-753

File Number: 2025 RPT-753

PUBLIC COMMENT BEFORE THE BOARD OF HEALTH FOR MADISON AND DANE COUNTY ON MARCH 5, 2026.

Approved as to Form _____

Date _____



Dane County

Signature Copy

City Resolution: 2025 C RES -002

File Number: 2025 C RES -002

AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO SIGN A SOLE SOURCE CONTRACT FOR THE PURCHASE OF SERVICES WITH DANE COUNTY HUMANE SOCIETY FOR 2026

Approved as to Form _____

Date _____

AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO SIGN A SOLE SOURCE CONTRACT FOR THE PURCHASE OF SERVICES WITH DANE COUNTY HUMANE SOCIETY FOR 2026

Fiscal Note from City

The proposed resolution authorizes a sole source contract with the Dane County Human Society through the remainder of 2026. The cost of the contract will depend on the quantity and type of services provided but is expected to total approximately \$800,000 based on services provided in 2025. Public Health’s 2026 adopted operating budget includes \$390,000 for the contract. Amounts over the budget will be supported by underspending within Public Health’s budget and/or the use of additional fund balance. Public Health’s actual spending versus its budget will be monitored through the City’s mid-year and year-end budget projection process. Any requests to transfer budget or authorize additional fund balance will require approval in accordance with the terms of the intergovernmental agreement between the City and the County.

WHEREAS, Public Health Madison & Dane County (Public Health) through its Animal Service Program has the authority and obligation to enforce several Wisconsin Statutes, Dane County and Madison ordinances related to crimes against animals, animal control, and animal care; and

WHEREAS, since approximately 2018, Public Health has held a contract with the Dane County Humane Society (DCHS) to provide care, treatment, and humane disposal of stray, abandoned, and impounded companion, livestock and exotic animals within the geographic limits of Dane County and the City of Madison; voluntarily surrendered animals when initiated by Public Health, rabies related services for stray, abandoned, impounded, and wild animals known to have bitten a person or believed to be afflicted by or exposed to the rabies virus, and related services; and

WHEREAS, the Intergovernmental Agreement creating the joint city-county health department requires Public Health to City of Madison purchasing and fiscal rules when purchasing services for the joint department, and the Board of Health for Madison and Dane County endorsed that process by Board resolution in 2008; and

WHEREAS, the City’s purchasing rules are in Section 4.26 of the Madison General Ordinances. Under MGO 4.26(4)(a) a service contract over \$75,000 that was not competitively selected must be approved by the Common Council and must meet one of the exceptions in MGO 4.26(4)(b); and

WHEREAS, while DCHS was selected through an RFB issued by City Purchasing in 2024, the pricing has changed such that it can no longer be said that the 2026 contract was negotiated through that competitive process; and

45 WHEREAS, Public Health, City and County staff have negotiated a short-term contract
46 with DCHS to continue these services through the end of 2026. Highlights of new pricing
47 include a \$375 flat fee for stray and abandoned animals, and \$450 for impound services
48 for one week. The flat fee price is per animal for dogs, cats, and livestock, or for a group
49 of small animals. Both flat fees include admitting, care days during holding period,
50 redemption services, medical services (in-house and external), euthanasia, or placement
51 services. The negotiated fees also include line-item per service fees for microchipping
52 cats, UW transport, rabies observation and testing, forensic services, owner-requested
53 euthanasia of dangerous animals, and a penalty fee for impounded animals that Public
54 Health fails to pick up after ten (10) days; and

55

56 WHEREAS, Public Health estimates the total contract cost with this new pricing for the
57 remainder of 2026 to be approximately \$800,000 based on 2025 data; and

58 WHEREAS, for the reasons stated on the attached Non-Competitive Selection Request Form,
59 Dane County Humane Society is the only contractor in the area that can currently provide the
60 combination of necessary services described above, thereby meeting the exception of MGO
61 4.26(4)(b)2., “the service required is available from only one person or firm”.

62

63 NOW, THEREFORE, BE IT RESOLVED, that the Common Council hereby authorizes the
64 Director of Public Health to sign a sole source contract for purchase of services with the Dane
65 County Humane Society for the period of April 1, 2026 through December 31, 2026, for the
66 purpose and at the price described above.



Finance Department Purchasing Services

David P. Schmiedicke, Director
City-County Building, Room 406
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
Phone: (608) 266-4521 | Fax: (608) 267-5948
purchasing@cityofmadison.com
cityofmadison.com/finance/purchasing

Accounting Services Manager
Patricia A. McDermott, CPA
Budget & Program Evaluation Manager
Christine Koh
Internal Audit & Grants Manager
Kolawole Akintola
Risk Manager
Eric Veum
Treasury & Revenue Manager
Craig Franklin, CPA

Non-Competitive Selection Request

Requisition Number

Fund
6100 PUBLIC HEALTH MADISON DANE

Major
546** Consulting/Professional Services

Agency
Public Health Madison & Dane County

Total Purchase Amount
\$ 800,000.00

Vendor Name
Dane County Humane Society

Product/Service Description
Dane County Humane Society (DCHS) provides care, treatment, and humane disposal of stray, abandoned, and impounded companion, livestock and exotic animals within the geographic limits of Dane County and the City of Madison; voluntarily surrendered animals when initiated by Public Health, rabies related services for stray, abandoned, impounded, and wild animals known to have bitten a person or believed to be afflicted by or exposed to the rabies virus, and related services.

Exception Criteria
2. The services or goods required are available from only one person or firm (i.e., true sole source).

Reason For Request
DCHS was selected through an RFB issued by City Purchasing in 2024, the pricing has changed such that it can no longer be said that the 2026 contract was negotiated through that competitive process. Dane County Humane Society is the only contractor in the area that can currently provide the combination of necessary services described above, thereby meeting the exception of MGO 4.26(4)(b)2., "the service is required is available from only one person or firm".

Requestor

Bonow, Adrienne Armstrong, Bonnie L Heinrich, Janel Macomber, Brandon

Comments

Dane County Humane Society has been paid a total of \$4,357,680 since 2015. Most of the payments were made on behalf of Public Health of Madison and Dane County. The breakdown of how the vendor was selected is as follows:

Purchases under the threshold requiring competitive selection	
\$701	
\$660,765	Competitively Selected
\$3,696,214	Non-Competitively Selected



Dane County

Signature Copy

Resolution Requiring 2/3rds Vote: 2025 RES-364

File Number: 2025 RES-364

AUTHORIZATION TO UPDATE LICENSED ESTABLISHMENT FEE SCHEDULES
REFLECTING A 1% INCREASE IN DATCP REIMBURSEMENT FEES

At a meeting of the on , a motion was made by , seconded by , that this Resolution Requiring
2/3rds Vote be referred. The motion passed.

Approved as to Form _____

Date _____

**AUTHORIZATION TO UPDATE LICENSED ESTABLISHMENT FEE SCHEDULES
REFLECTING A 1% INCREASE IN DATCP REIMBURSEMENT FEES**

Public Health Madison & Dane County (Public Health) proposes authorization to update the Licensed Establishment Fee Schedules to reflect a 1% increase of the State annual fees determined in Department of Agriculture, Trade and Consumer Protection (DATCP) reimbursement fees.

As an agent for the Wisconsin Department of Agriculture, Trade and Consumer Protection, Public Health is contractually required to reimburse DATCP for annual fees that are collected from licensed establishments. The State annual fees are changing from 13% in 2025 to 14% in 2026 starting April 1, 2026.

Correspondingly, Public Health Food License and General License Fee Schedules will be updated to reflect the 1% increase in State annual fees.

Per Dane County Ordinance Chapter 46.34 (1) Public Health Department license fees shall be determined by the Board of Health. County fees for permits required by Section 46.33 shall be established by the County Board and published in the Public Health Madison & Dane County Fee Schedule, which shall be publicly available at the County Clerk's Office and posted on the Department's website.

Per Madison General Ordinances 7.07(8)(g) the annual fee for the food and drink permit shall be established by the Board of Health in an amount sufficient to recover the costs incurred by the City and may be reestablished by the Board of Health as needed. City fees for permits required by the Madison General Ordinances Chapter 7 shall be published in the Public Health Madison and Dane County Fee Schedule, which shall be publicly available at the City Clerk's Office and posted on the Department's website.

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

BE IT FURTHER RESOLVED that the published Public Health Madison & Dane County license fee schedules for the annual establishment license fees be publicly available at the City Clerk's Office and posted on the Department's website; 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 1% increase to Public Health DATCP Reimbursement Fees, effective April 1, 2026; and

BE IT FURTHER RESOLVED, that the Fee Schedule for licensing, inspections and permits of licensed establishments in Dane County be determined by the Board of Health, and established by the County Board per DCO Ch 46.34 (1); and

BE IT FUTHER RESOLVED that the Dane County Board of Supervisors authorizes approval of the 1% increase to the Public Health DATCP Reimbursement Fees; and

BE IT FINALLY RESOLVED that the Dane County Board of Supervisors does hereby establish the above-mentioned Public Health DATCP Reimbursement Fee Schedules effective April 1, 2026.

**DANE COUNTY
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: JACKSON		Resolution No. 2025 RES-364
Vote Required:		Ordinance Amendment No. _____
Majority	Two-Thirds <input checked="" type="checkbox"/>	

Title of Resolution or Ord. Amd.:

AUTHORIZATION TO UPDATE LICENSED ESTABLISHMENT FEE SCHEDULES REFLECTING A 1% INCREASE IN DATCP REIMBURSEMENT FEES

Policy Analysis Statement:

Brief Description of Proposal -

2026 Fee Schedule for Public Health Madison and Dane County licensed establishment program supporting a 1% increase to fees, effective date April 1, 2026. The changes in fees reflect a 1% increase of the State annual fees determined by the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) that Public Health is contractually required to reimburse as a part of the licensed establishment program.

Current Policy or Practice -

Public Health license fees shall determined by the Board of Health. County fees for permits required by shall be established by the County Board and published in the Public Health Madison and Dane County Fee Schedule.

Impact of Adopting Proposal -

Public Health Madison & Dane County Food License and General License Fee Schedules will be updated to reflect the 1% increase in State annual fees.

Fiscal Estimate:

<u>Fiscal Effect (check all that apply) -</u>	<u>Budget Effect (check all that apply)</u>
<input type="checkbox"/> No Fiscal Effect	<input type="checkbox"/> No Budget Effect
<input checked="" type="checkbox"/> Results in Revenue Increase	<input checked="" type="checkbox"/> Increases Rev. Budget
<input checked="" type="checkbox"/> Results in Expenditure Increase	<input checked="" type="checkbox"/> Increases Exp. Budget
<input type="checkbox"/> Results in Revenue Decrease	<input type="checkbox"/> Decreases Rev. Budget
<input type="checkbox"/> Results in Expenditure Decrease	<input type="checkbox"/> Decreases Exp. Budget
	<input type="checkbox"/> Increases Position Authority
	<input type="checkbox"/> Decreases Position Authority
	Note: if any budget effect, 2/3 vote is required

Narrative/Assumptions about long range fiscal effect:

N/A

Expenditure/Revenue Changes:

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services					County Taxes				
Operating Expenses					Federal				
Contractual Services				\$23,238	State				
Capital					Other			\$23,238	
Total	\$0	\$0	\$0	\$23,238	Total	\$0	\$0	\$23,238	\$0

Personnel Impact/FTE Changes:

N/A

Prepared By:

Agency: Public Health Madison & Dane County	Division: Environmenatl Health
Prepared by: Bonnie Armstrong	Date: 2/2/26 Phone: 608-216-3494
Reviewed by:	Date: Phone:

Food License Fees

Includes retail food serving meals, not serving meals, mobiles, service bases, micromarkets, and transients. License fees effective 4/1/2026. License fees are non-refundable.

Retail Food Establishment – Serving Meals

Gross Annual Food and Drink Sales	Complexity	Our Annual Fee	State Annual Fee	Pre-inspection/Plan Review Fee	New License Fee (Our fee + State fee + Pre-Inspection fee)
\$0 – \$10,000 (sales < \$250/week or \$800/month)	Prepackaged TCS Meals	\$266.76	\$14.50	\$562.50	\$843.76
	Simple	\$266.76	\$32.00	\$562.50	\$861.26
	Moderate	\$266.76	\$46.00	\$562.50	\$875.26
	Complex	\$266.76	\$75.50	\$562.50	\$904.76
\$10,001 - \$100,000 (sales between \$200 - \$1,900/week or \$800 - \$8,300/month)	Prepackaged TCS Meals	\$591.08	\$14.50	\$600.00	\$1,205.58
	Simple	\$591.08	\$32.00	\$600.00	\$1,223.08
	Moderate	\$591.08	\$46.00	\$600.00	\$1,237.08
	Complex	\$591.08	\$75.50	\$600.00	\$1,266.58
\$100,001 - \$250,000 (sales between \$1,900 - \$4,800/week or \$8,300 - \$20,800/month)	Prepackaged TCS Meals	\$759.56	\$14.50	\$675.00	\$1,449.06
	Simple	\$759.56	\$32.00	\$675.00	\$1,466.56
	Moderate	\$759.56	\$46.00	\$675.00	\$1,480.56
	Complex	\$759.56	\$75.50	\$675.00	\$1,510.06
\$250,001 - \$500,000 (sales between \$4,800 - \$9,615/week or \$20,800 - \$41,667/month)	Prepackaged TCS Meals	\$1,062.83	\$14.50	\$750.00	\$1,827.33
	Simple	\$1,062.83	\$32.00	\$750.00	\$1,844.83
	Moderate	\$1,062.83	\$46.00	\$750.00	\$1,858.83
	Complex	\$1,062.83	\$75.50	\$750.00	\$1,888.33
\$500,001 - \$1,000,000 (sales between \$9,615 - \$19,231/week or \$41,667 - \$83,333/month)	Prepackaged TCS Meals	\$1,090.91	\$14.50	\$900.00	\$2,005.41
	Simple	\$1,090.91	\$32.00	\$900.00	\$2,022.91
	Moderate	\$1,090.91	\$46.00	\$900.00	\$2,036.91
	Complex	\$1,090.91	\$75.50	\$900.00	\$2,066.41
\$1,000,001 - \$5,000,000 (sales between \$19,231 - \$96,200/week or \$83,333 - \$416,700/month)	Prepackaged TCS Meals	\$1,312.74	\$14.50	\$1,050.00	\$2,377.24
	Simple	\$1,312.74	\$32.00	\$1,050.00	\$2,394.74
	Moderate	\$1,312.74	\$46.00	\$1,050.00	\$2,408.74
	Complex	\$1,312.74	\$75.50	\$1,050.00	\$2,438.24
> \$5,000,000 (sales > \$96,200/week or \$416,700/month)	Prepackaged TCS Meals	\$1,457.35	\$14.50	\$1,200.00	\$2,671.85
	Simple	\$1,457.35	\$32.00	\$1,200.00	\$2,689.35
	Moderate	\$1,457.35	\$46.00	\$1,200.00	\$2,703.35
	Complex	\$1,457.35	\$75.50	\$1,200.00	\$2,732.85

Retail Food Establishment – Not Serving Meals

Gross Annual Food and Drink Sales	Complexity	Our Annual Fee	State Annual Fee	Pre-inspection/Plan Review Fee	New License Fee (Our fee + State fee + Pre-Inspection fee)
\$0 – \$10,000 (sales < \$200/wk or \$800/month)	Prepackaged TCS Non-Meal	\$266.76	\$6.50	\$562.50	\$835.76
	Simple Non-TCS	\$266.76	\$8.50	\$562.50	\$837.76
	Simple TCS	\$266.76	\$26.50	\$562.50	\$855.76
	Moderate	\$266.76	\$37.00	\$562.50	\$866.26
	Complex	\$266.76	\$96.00	\$562.50	\$925.26
\$10,001 - \$100,000 (sales between \$200 - \$1,900/week or \$800 - \$8,300/month)	Prepackaged TCS Non-Meal	\$591.08	\$6.50	\$600.00	\$1,197.58
	Simple Non-TCS	\$591.08	\$8.50	\$600.00	\$1,199.58
	Simple TCS	\$591.08	\$26.50	\$600.00	\$1,217.58
	Moderate	\$591.08	\$37.00	\$600.00	\$1,228.08
	Complex	\$591.08	\$96.00	\$600.00	\$1,287.08
\$100,001 - \$250,000 (sales between \$1,900 - \$4,800/week or \$8,300 - \$20,800/month)	Prepackaged TCS Non-Meal	\$759.56	\$6.50	\$675.00	\$1,441.06
	Simple Non-TCS	\$759.56	\$8.50	\$675.00	\$1,443.06
	Simple TCS	\$759.56	\$26.50	\$675.00	\$1,461.06
	Moderate	\$759.56	\$37.00	\$675.00	\$1,471.56
	Complex	\$759.56	\$96.00	\$675.00	\$1,530.56
\$250,001 - \$500,000 (sales between \$4,800 - \$9,615/week or \$20,800 - \$41,667/month)	Prepackaged TCS Non-Meal	\$1,062.83	\$6.50	\$750.00	\$1,819.33
	Simple Non-TCS	\$1,062.83	\$8.50	\$750.00	\$1,821.33
	Simple TCS	\$1,062.83	\$26.50	\$750.00	\$1,839.33
	Moderate	\$1,062.83	\$37.00	\$750.00	\$1,849.83
	Complex	\$1,062.83	\$96.00	\$750.00	\$1,908.83
\$500,001 - \$1,000,000 (sales between \$9,615 - \$19,231/week or \$41,667 - \$83,333/month)	Prepackaged TCS Non-Meal	\$1,090.91	\$6.50	\$900.00	\$1,997.41
	Simple Non-TCS	\$1,090.91	\$8.50	\$900.00	\$1,999.41
	Simple TCS	\$1,090.91	\$26.50	\$900.00	\$2,017.41
	Moderate	\$1,090.91	\$37.00	\$900.00	\$2,027.91
	Complex	\$1,090.91	\$96.00	\$900.00	\$2,086.91
\$1,000,001 - \$5,000,000 (sales between \$19,231 - \$96,200/week or \$83,333 - \$416,700/month)	Prepackaged TCS Non-Meal	\$1,312.74	\$6.50	\$1,050.00	\$2,369.24
	Simple Non-TCS	\$1,312.74	\$8.50	\$1,050.00	\$2,371.24
	Simple TCS	\$1,312.74	\$26.50	\$1,050.00	\$2,389.24
	Moderate	\$1,312.74	\$37.00	\$1,050.00	\$2,399.74
	Complex	\$1,312.74	\$96.00	\$1,050.00	\$2,458.74
> \$5,000,000 (sales > \$96,200/week or \$416,700/month)	Prepackaged TCS Non-Meal	\$1,457.35	\$6.50	\$1,200.00	\$2,663.85
	Simple Non-TCS	\$1,457.35	\$8.50	\$1,200.00	\$2,665.85
	Simple TCS	\$1,457.35	\$26.50	\$1,200.00	\$2,683.85
	Moderate	\$1,457.35	\$37.00	\$1,200.00	\$2,694.35
	Complex	\$1,457.35	\$96.00	\$1,200.00	\$2,753.35

Mobile Retail Food Establishment Service Base

No Food Preparation or Processing Activities

License Type	Our Annual Fee	State Annual Fee	Pre-inspection/ Plan Review Fee	New License Fee (Our fee + State fee + Pre-Inspection fee)
Service Base – No Processing	\$266.76	\$6.50	\$150.00	\$423.26

Micro Market

License Type	Our Annual Fee	State Annual Fee	New License Fee (Our fee + State fee)
Single micro market	\$34.50	\$5.50	\$40.00
2 or more micro markets at the same location	\$51.50	\$8.50	\$60.00

Transient Food Establishment

License Type	Our Annual Fee	State Annual Fee	New License Fee (Our fee + State fee)
Transient – Prepackaged TCS Food Only	\$105.30	\$6.50	\$111.80
Transient – Non-TCS Foods	\$140.40	\$10.50	\$150.90
Transient – TCS Foods	\$175.50	\$24.00	\$199.50

School Food Service DATCP and DPI MOU

License Type	Our Annual Fee	State Annual Fee	New License Fee (Our fee + State fee)
School - Satellite	\$149.00	N/A	\$149.00
School - Production	\$360.00	N/A	\$360.00

General License Fees

Includes Lodging, Recreation, Body Art, or Manufactured Home Community
License fees effective 4/1/2026. License fees are non-refundable.

License Type	Number of Rooms or Sites	Our Annual Fee	State Annual Fee	Pre-inspection Fee/ Plan Review Fee	New License Fee <small>(Our fee + State fee +Pre-inspection fee)</small>
Beach	N/A	\$234.47	\$0.00	\$562.50	\$796.97
Recreational/Educational Camp	Simple No Hospitality	\$674.27	\$71.50	\$562.50	\$1,308.27
	Simple w/ Hospitality	\$743.02	\$78.50	\$562.50	\$1,384.02
	Moderate No Hospitality	\$733.77	\$77.50	\$562.50	\$1,373.77
	Moderate w/ Hospitality	\$873.91	\$92.50	\$562.50	\$1,528.91
	Complex No Hospitality	\$784.01	\$83.00	\$562.50	\$1,429.51
	Complex w/ Hospitality	\$983.64	\$104.00	\$562.50	\$1,650.14
Campground	1-25	\$280.10	\$24.50	\$562.50	\$867.10
	26-50	\$491.40	\$35.00	\$562.50	\$1,088.90
	51-100	\$596.70	\$42.50	\$562.50	\$1,201.70
	101-199	\$701.30	\$49.50	\$562.50	\$1,313.30
	200+	\$807.30	\$57.50	\$562.50	\$1,427.30
Special Event Campground	1-25	\$280.10	\$24.50	N/A	\$304.60
	26-50	\$491.40	\$35.00	N/A	\$526.40
	51-100	\$596.70	\$42.50	N/A	\$639.20
	100-199	\$701.30	\$49.50	N/A	\$750.80
	200 +	\$807.30	\$57.50	N/A	\$864.80
Hotel/ Motel	5-30	\$399.00	\$49.00	\$562.50	\$1,010.50
	31-99	\$513.00	\$63.00	\$562.50	\$1,138.50
	100-249	\$627.00	\$77.00	\$562.50	\$1,266.50
	250-499	\$741.00	\$91.00	\$562.50	\$1,394.50
	500-749	\$855.00	\$105.00	\$562.50	\$1,522.50
	750-1000	\$969.00	\$119.00	\$562.50	\$1,650.50
	1000+	\$1,083.00	\$133.00	\$562.50	\$1,778.50
Bed and Breakfast	N/A	\$209.20	\$15.50	\$562.50	\$787.20

Tourist Rooming House	1	\$337.44	\$41.50	\$562.50	\$941.44
	2-4	\$513.00	\$63.00	\$562.50	\$1,138.50
	5-9	\$627.00	\$77.00	\$562.50	\$1,266.50
	10-19	\$684.00	\$84.00	\$562.50	\$1,330.50
	20-39	\$798.00	\$98.00	\$562.50	\$1,458.50
	40-99	\$912.00	\$112.00	\$562.50	\$1,586.50
	100-299	\$1,026.00	\$126.00	\$562.50	\$1,714.50
	300-599	\$1,140.00	\$140.00	\$562.50	\$1,842.50
	600+	\$1,254.00	\$154.00	\$562.50	\$1,970.50
Specialty Lodging	1	\$337.44	\$41.50	\$562.50	\$941.44
	2-4	\$513.00	\$63.00	\$562.50	\$1,138.50
	5-9	\$627.00	\$77.00	\$562.50	\$1,266.50
	10-19	\$684.00	\$84.00	\$562.50	\$1,330.50
	20-39	\$798.00	\$98.00	\$562.50	\$1,458.50
	40-99	\$912.00	\$112.00	\$562.50	\$1,586.50
Manufactured Home Community	1-20	\$142.86	\$46.25	\$562.50	\$751.61
	21-50	\$250.97	\$83.25	\$562.50	\$896.72
	51-100	\$312.39	\$129.50	\$562.50	\$1,004.39
	101-175	\$399.44	\$166.50	\$562.50	\$1,128.44
	176+	\$456.30	\$185.00	\$562.50	\$1,203.80
Public Pool and Water Attraction	Simple, no Feature	\$669.24	\$29.00	\$562.50	\$1,260.74
	Simple with Feature	\$1,110.04	\$48.50	\$562.50	\$1,721.04
	Moderate, no Feature	\$912.60	\$43.50	\$562.50	\$1,518.60
	Moderate with Feature	\$1,316.25	\$63.00	\$562.50	\$1,941.75
	Complex, no Feature	\$1,026.68	\$54.50	\$562.50	\$1,643.68
	Complex with Feature	\$1,387.33	\$74.00	\$562.50	\$2,023.83
Tattoo Establishment	N/A	\$400.84	\$13.50	\$375.00	\$789.34
Body Piercing Establishment	N/A	\$400.84	\$13.50	\$375.00	\$789.34
Combined Tattoo and Body Piercing Establishment	N/A	\$525.10	\$22.00	\$375.00	\$922.10
Temporary Tattooing and/or Body Piercing Establishment	N/A	First Day \$76.05 Each Add'l Day \$29.25	\$10.00	N/A	First Day \$76.05 Each Add'l Day \$29.25



Dane County

Signature Copy

Resolution: 2025 RES-365

File Number: 2025 RES-365

AUTHORIZATION TO UPDATE LODGING LICENSING TYPES NOMENCLATURE AND FEE SCHEDULES WITHIN THE LICENSED ESTABLISHMENT PROGRAM

At a meeting of the on , a motion was made by , seconded by , that this Resolution be referred. The motion passed.

Approved as to Form _____

Date _____

2025 RES-365

AUTHORIZATION TO UPDATE LODGING LICENSING TYPES NOMENCLATURE AND FEE SCHEDULES WITHIN THE LICENSED ESTABLISHMENT PROGRAM

Public Health Madison & Dane County (Public Health) proposes authorization to update the nomenclature of license types for lodging facilities, along with the corresponding fee schedules and license applications, to reflect the updates established by the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP).

The State of Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) updated the licensing naming system for Chapter ATCP 72 Hotels, Motels, and Tourist Rooming Houses on January 26, 2026. The new naming system is based on three (3) lodging facility types most commonly seen in Wisconsin, and within each defined type there are six (6) to nine (9) sub-types based on the number of rooms, as follows:

Tourist Rooming House (TRH) (Lodging unit is based on individually keyed unit)

- 1 TRH
- 2 to 4 TRHs
- 5 to 9 TRH's
- 10 to 19 TRH's
- 20 to 39 TRH's
- 40 to 99 TRH's
- 100 to 299 TRH's
- 300 to 599 TRH's
- 600+ TRH's

Hotel and Motel (rooms are based on individually keyed unit)

- 5 to 30 Rooms
- 31 to 99 Rooms
- 100 to 249 Rooms
- 250 to 499 Rooms
- 500 to 749 Rooms
- 750 to 1000 Rooms
- 1000+ Rooms

Specialty Lodging (SL) (Lodging unit is based on an individually keyed unit)

- 1 SL
- 2 to 4 SL's
- 5 to 9 SL's
- 10 to 19 SL's
- 20 to 39 SL's
- 40 to 99 SL's

With these changes to the nomenclature of lodging license types, the corresponding licensing fees will also change; and, as agents for DATCP, Public Health will align its fee schedule with State fees. The ATCP 72 updates to nomenclature and fees relate to additional inspection requirements, which increase inspection time for these facilities. The revenue from these fee changes will cover the true cost of performing these services while maintaining proper staffing levels and a balanced budget.

2025 RES-365

50 Per Dane County Ordinance Chapter 46.34 (1) Public Health Department license fees shall be
51 determined by the Board of Health. County fees for permits required by Section 46.33 shall be
52 established by the County Board and published in the Public Health Madison & Dane County
53 Fee Schedule, which shall be publicly available at the County Clerk's Office and posted on the
54 Department's website.
55

56 Per Madison General Ordinances Chapters 7 and 9, Public Health Department license fees
57 shall be established by the Board of Health and may be reestablished by the Board of Health as
58 needed. These proposed changes to lodging nomenclature and fees will allow Public Health to
59 align with DATCP, perform the additional inspection requirements under ATCP 72, and meet the
60 emerging needs of the community.
61

62 NOW, THEREFORE, BE IT RESOLVED that the annual establishment fees shall be established
63 by the Board of Health for Madison and Dane County and may be reestablished by the Board of
64 Health for Madison and Dane County as needed, per MGO Chapters 7 and 9; and
65

66 BE IT FURTHER RESOLVED that the published Public Health Madison & Dane County license
67 fee schedules and license applications be publicly available at the City Clerk's Office and posted
68 on the Department's website; and
69

70 BE IT FURTHER RESOLVED that the Board of Health for Madison and Dane County, on behalf
71 of Public Health Madison & Dane County, does hereby authorizes approval of the
72 above-mentioned lodging nomenclature and fee changes and establishes the fee schedules,
73 effective April 1, 2026; and
74

75 BE IT FURTHER RESOLVED, that the Fee Schedule for licensing, inspections and permits of
76 licensed establishments in Dane County be determined by the Board of Health, and established
77 by the County Board per DCO Ch 46.34 (1); and
78

79 BE IT FUTHER RESOLVED that the Dane County Board of Supervisors authorizes approval to
80 update the nomenclature of license types for lodging facilities, along with the corresponding fee
81 schedules and license applications; and
82

83 BE IT FURTHER RESOLVED that the Dane County Board of Supervisors authorizes approval
84 of the total increase in revenue and amend the 2026 Public Health Budget by \$41,338.00 for the
85 Licensed Establishment Program related to fee changes; and
86

87 BE IT FINALLY RESOLVED that the Dane County Board of Supervisors does hereby establish
88 the above-mentioned Public Health Lodging Nomenclature and Fee Schedules effective April 1,
89 2026.

**DANE COUNTY
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: JACKSON		Resolution No. <u>2025 RES-365</u>
Vote Required:		Ordinance Amendment No. _____
Majority <input checked="" type="checkbox"/>	Two-Thirds	

Title of Resolution or Ord. Amd.:

AUTHORIZATION TO UPDATE LODGING LICENSING TYPES NOMENCLATURE AND FEE SCHEDULES WITHIN THE LICENSED ESTABLISHMENT PROGRAM

Policy Analysis Statement:

Brief Description of Proposal -

This resolution authorizes changes to the nomenclature of license types and the corresponding fees for three different types of lodging facilities, namely Tourist Rooming House, Hotel and Motel, and Specialty Lodging.

Current Policy or Practice -

Using 2025 nomenclature and fee schedules.

Impact of Adopting Proposal -

This change is proposed in order to be in alignment with our agent contract with the Wisconsin Department of Agriculture, Trade and Consumer Protection and to meet the needs of the community.

Fiscal Estimate:

<u>Fiscal Effect (check all that apply) -</u>	<u>Budget Effect (check all that apply)</u>
<input type="checkbox"/> No Fiscal Effect	<input type="checkbox"/> No Budget Effect
<input checked="" type="checkbox"/> Results in Revenue Increase	<input checked="" type="checkbox"/> Increases Rev. Budget
<input checked="" type="checkbox"/> Results in Expenditure Increase	<input checked="" type="checkbox"/> Increases Exp. Budget
<input type="checkbox"/> Results in Revenue Decrease	<input type="checkbox"/> Decreases Rev. Budget
<input type="checkbox"/> Results in Expenditure Decrease	<input type="checkbox"/> Decreases Exp. Budget
	<input type="checkbox"/> Increases Position Authority
	<input type="checkbox"/> Decreases Position Authority
	Note: if any budget effect, 2/3 vote is required

Narrative/Assumptions about long range fiscal effect:

The ATCP 72 code changes for lodging requires changing the nomenclature, fees and inspection requirements. The revenue from this fee increase will cover the true cost for performing these services while maintaining proper staffing levels and a balanced budget.

Expenditure/Revenue Changes:

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services					County Taxes				
Operating Expenses			\$41,338		Federal				
Contractual Services					State				
Capital					Other			\$41,338	
Total	\$0	\$0	\$41,338	\$0	Total	\$0	\$0	\$41,338	\$0

Personnel Impact/FTE Changes:

N/A

Prepared By:

Agency: Public Health Madison & Dane County	Division: Environmental Health
Prepared by: Bonnie Armstrong	Date: 2/2/26 Phone: 608-216-3494
Reviewed by:	Date: Phone:

General License Fees

Includes Lodging, Recreation, Body Art, or Manufactured Home Community
License fees effective 4/1/2026. License fees are non-refundable.

License Type	Number of Rooms or Sites	Our Annual Fee	State Annual Fee	Pre-inspection Fee/ Plan Review Fee	New License Fee <small>(Our fee + State fee +Pre-inspection fee)</small>
Beach	N/A	\$234.47	\$0.00	\$562.50	\$796.97
Recreational/Educational Camp	Simple No Hospitality	\$674.27	\$71.50	\$562.50	\$1,308.27
	Simple w/ Hospitality	\$743.02	\$78.50	\$562.50	\$1,384.02
	Moderate No Hospitality	\$733.77	\$77.50	\$562.50	\$1,373.77
	Moderate w/ Hospitality	\$873.91	\$92.50	\$562.50	\$1,528.91
	Complex No Hospitality	\$784.01	\$83.00	\$562.50	\$1,429.51
	Complex w/ Hospitality	\$983.64	\$104.00	\$562.50	\$1,650.14
Campground	1-25	\$280.10	\$24.50	\$562.50	\$867.10
	26-50	\$491.40	\$35.00	\$562.50	\$1,088.90
	51-100	\$596.70	\$42.50	\$562.50	\$1,201.70
	101-199	\$701.30	\$49.50	\$562.50	\$1,313.30
	200+	\$807.30	\$57.50	\$562.50	\$1,427.30
Special Event Campground	1-25	\$280.10	\$24.50	N/A	\$304.60
	26-50	\$491.40	\$35.00	N/A	\$526.40
	51-100	\$596.70	\$42.50	N/A	\$639.20
	100-199	\$701.30	\$49.50	N/A	\$750.80
	200 +	\$807.30	\$57.50	N/A	\$864.80
Hotel/ Motel	5-30	\$399.00	\$49.00	\$562.50	\$1,010.50
	31-99	\$513.00	\$63.00	\$562.50	\$1,138.50
	100-249	\$627.00	\$77.00	\$562.50	\$1,266.50
	250-499	\$741.00	\$91.00	\$562.50	\$1,394.50
	500-749	\$855.00	\$105.00	\$562.50	\$1,522.50
	750-1000	\$969.00	\$119.00	\$562.50	\$1,650.50
	1000+	\$1,083.00	\$133.00	\$562.50	\$1,778.50
Bed and Breakfast	N/A	\$209.20	\$15.50	\$562.50	\$787.20

Tourist Rooming House	1	\$337.44	\$41.50	\$562.50	\$941.44
	2-4	\$513.00	\$63.00	\$562.50	\$1,138.50
	5-9	\$627.00	\$77.00	\$562.50	\$1,266.50
	10-19	\$684.00	\$84.00	\$562.50	\$1,330.50
	20-39	\$798.00	\$98.00	\$562.50	\$1,458.50
	40-99	\$912.00	\$112.00	\$562.50	\$1,586.50
	100-299	\$1,026.00	\$126.00	\$562.50	\$1,714.50
	300-599	\$1,140.00	\$140.00	\$562.50	\$1,842.50
	600+	\$1,254.00	\$154.00	\$562.50	\$1,970.50
Specialty Lodging	1	\$337.44	\$41.50	\$562.50	\$941.44
	2-4	\$513.00	\$63.00	\$562.50	\$1,138.50
	5-9	\$627.00	\$77.00	\$562.50	\$1,266.50
	10-19	\$684.00	\$84.00	\$562.50	\$1,330.50
	20-39	\$798.00	\$98.00	\$562.50	\$1,458.50
	40-99	\$912.00	\$112.00	\$562.50	\$1,586.50
Manufactured Home Community	1-20	\$142.86	\$46.25	\$562.50	\$751.61
	21-50	\$250.97	\$83.25	\$562.50	\$896.72
	51-100	\$312.39	\$129.50	\$562.50	\$1,004.39
	101-175	\$399.44	\$166.50	\$562.50	\$1,128.44
	176+	\$456.30	\$185.00	\$562.50	\$1,203.80
Public Pool and Water Attraction	Simple, no Feature	\$669.24	\$29.00	\$562.50	\$1,260.74
	Simple with Feature	\$1,110.04	\$48.50	\$562.50	\$1,721.04
	Moderate, no Feature	\$912.60	\$43.50	\$562.50	\$1,518.60
	Moderate with Feature	\$1,316.25	\$63.00	\$562.50	\$1,941.75
	Complex, no Feature	\$1,026.68	\$54.50	\$562.50	\$1,643.68
	Complex with Feature	\$1,387.33	\$74.00	\$562.50	\$2,023.83
Tattoo Establishment	N/A	\$400.84	\$13.50	\$375.00	\$789.34
Body Piercing Establishment	N/A	\$400.84	\$13.50	\$375.00	\$789.34
Combined Tattoo and Body Piercing Establishment	N/A	\$525.10	\$22.00	\$375.00	\$922.10
Temporary Tattooing and/or Body Piercing Establishment	N/A	First Day \$76.05 Each Add'l Day \$29.25	\$10.00	N/A	First Day \$76.05 Each Add'l Day \$29.25



Dane County

Signature Copy

Resolution Requiring 2/3rds Vote: 2025 RES-366

File Number: 2025 RES-366

AUTHORIZATION TO ESTABLISH AN ADMINISTRATIVE FEE FOR DOCUMENT
VERIFICATION-ONLY REINSPECTIONS FOR LICENSED

At a meeting of the on , a motion was made by , seconded by , that this Resolution Requiring
2/3rds Vote be referred. The motion passed.

Approved as to Form _____

Date _____

**DANE COUNTY
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: JACKSON		Resolution No. 2025 RES-366
Vote Required:		Ordinance Amendment No. _____
Majority	Two-Thirds <input checked="" type="checkbox"/>	

Title of Resolution or Ord. Amd.:

AUTHORIZING APPROVAL OF AN ADMINISTRATIVE FEE IN LICENSED ESTABLISHMENTS IN DANE COUNTY

Policy Analysis Statement:

Brief Description of Proposal -

Proposing to add a \$37.50 administrative fee for licensed establishment reinspections that can be done through mail/email correspondence. As a fee funded program, the licensed establishment program shall insure that revenue covers the cost of the program work. Similar to license fees, these additional fees shall be determined by Board of Health, established by the County Board, and published publicly.

Current Policy or Practice -

Currently these administrative reinspections are not being charged and requires staffing time for documenting compliance.

Impact of Adopting Proposal -

This change supports the true cost for providing these administrative functions, and allows for high quality, customer focused services while maintaining a balance budget.

Fiscal Estimate:

Fiscal Effect (check all that apply) -

- No Fiscal Effect
- Results in Revenue Increase
- Results in Expenditure Increase
- Results in Revenue Decrease
- Results in Expenditure Decrease

Budget Effect (check all that apply)

- No Budget Effect
 - Increases Rev. Budget
 - Increases Exp. Budget
 - Decreases Rev. Budget
 - Decreases Exp. Budget
 - Increases Position Authority
 - Decreases Position Authority
- Note: if any budget effect, 2/3 vote is required

Narrative/Assumptions about long range fiscal effect:

The administrative fee insure that the program remains 100% funded by revenue from the program and insures the program service is able to continue to be sustained by these user fees. The amount of additional revenue is indeterminate, as it cannot be projected in advance and will depend on the number of reinspection's conducted.

Expenditure/Revenue Changes:

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services					County Taxes				
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other				
Total	\$0	\$0	\$0	\$0	Total	\$0	\$0	\$0	\$0

Personnel Impact/FTE Changes:

Revenue from the fee increase will be used to support the true cost of the services provided, and sustain the current positions within the program per FDA Retail Food Standards and DATCP agent contract.

Prepared By:

Agency:	Public Health Madison & Dane County	Division:	Environmental Health
Prepared by:	Bonnie Armstrong	Date:	2/9/26
Reviewed by:		Phone:	608-216-3494
		Date:	

**AUTHORIZATION TO ESTABLISH AN ADMINISTRATIVE FEE FOR DOCUMENT
VERIFICATION-ONLY REINSPECTIONS FOR LICENSED ESTABLISHMENTS IN THE CITY
OF MADISON AND DANE COUNTY**

Public Health Madison & Dane County (Public Health) proposes authorization to establish an administrative fee document verification-only reinspections for licensed establishments in the City of Madison and Dane County.

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, body art, and manufactured home communities to prevent illness and ensure safety. This program is majority fee-supported.

Currently, documentation verification only reinspections are being verified through email or mail correspondence since they do not require an in-person visit. However, the cost for staff time performing these administrative services is not being captured and this option has been occurring at no charge.

Public Health is proposing to establish a reinspection administrative fee of \$37.50 to cover the true cost of performing these services while maintaining appropriate staffing levels and a balanced budget.

Per Dane County Ordinance Chapter 46.34 (1) Public Health Department license fees shall be determined by the Board of Health.

Per Madison General Ordinances Chapters 7 and 9, Public Health Department license fees shall be established by the Board of Health and may be reestablished by the Board of Health as needed.

NOW, THEREFORE, BE IT RESOLVED, that Administrative Fee for Licensed Establishments in the City of Madison and Dane County shall be established by the Board of Health for Madison and Dane County and may be reestablished by the Board of Health for Madison and Dane County as needed, per MGO Ch 7 and Ch 9; and

BE IT FURTHER RESOLVED that the published Public Health Madison & Dane fee schedules for the annual establishment license fees be publicly available at the City Clerk's Office and posted on the Department's website; and

BE IT FURTHER RESOLVED, that Board of Health for Madison and Dane County on behalf of Public Health Madison & Dane County authorizes approval of implementing an administrative fee for document verification-only reinspections for licensed establishments in the City of Madison and Dane County; and

BE IT FURTHER RESOLVED, that the Fee Schedule for licensing, inspections and permits of licensed establishments in Dane County be determined by the Board of Health, and established by the County Board per DCO Ch 46.34 (1); and

BE IT FURTHER RESOLVED that the Dane County Board of Supervisors authorizes implementation of an administrative fee for document-verification-only reinspections for licensed establishments in Madison and Dane County, and that the 2026 Public Health budget be amended accordingly based on the revenue received from such reinspections, recognizing

2025 RES-366

52 that the amount of additional revenue is indeterminate and will depend on the number of
53 reinspections conducted; and

54

55 BE IT FINALLY RESOLVED that the Dane County Board of Supervisors does hereby establish
56 the above-mentioned Public Health Administrative Fee effective April 1, 2026.

Reinspection Fee Table for Food Licenses

Includes retail food serving meals, not serving meals, mobiles, service bases, micromarkets, transients, and schools. License fees effective 4/1/2026.

Retail Food Establishment – Serving Meals

Gross Annual Food and Drink Sales	Complexity	First Reinspection Fee	Second Reinspection Fee	Third and Subsequent Reinspection Fee	Administrative Reinspection Fee
\$0 – \$10,000 (sales < \$200/week or \$800/month)	Prepackaged TCS Meals	\$37.50	\$56.25	\$112.50	\$37.50
	Simple	\$37.50	\$56.25	\$112.50	\$37.50
	Moderate	\$37.50	\$56.25	\$112.50	\$37.50
	Complex	\$37.50	\$56.25	\$112.50	\$37.50
\$10,001 - \$100,000 (sales between \$200-\$1,900/week or \$800-\$8,300/month)	Prepackaged TCS Meals	\$75.00	\$112.50	\$225.00	\$37.50
	Simple	\$75.00	\$112.50	\$225.00	\$37.50
	Moderate	\$75.00	\$112.50	\$225.00	\$37.50
	Complex	\$75.00	\$112.50	\$225.00	\$37.50
\$100,001 - \$250,000 (sales between \$1,900-\$4,800/week or \$8,300-\$20,800/month)	Prepackaged TCS Meals	\$112.50	\$168.75	\$337.50	\$37.50
	Simple	\$112.50	\$168.75	\$337.50	\$37.50
	Moderate	\$112.50	\$168.75	\$337.50	\$37.50
	Complex	\$112.50	\$168.75	\$337.50	\$37.50
\$250,001 - \$500,000 (sales between \$4,800-\$9,615/week or \$20,800-\$41,667/month)	Prepackaged TCS Meals	\$225.00	\$337.50	\$675.00	\$37.50
	Simple	\$225.00	\$337.50	\$675.00	\$37.50
	Moderate	\$225.00	\$337.50	\$675.00	\$37.50
	Complex	\$225.00	\$337.50	\$675.00	\$37.50
\$500,001 - \$1,000,000 (sales between \$9,615-\$19,231/week or \$41,667-\$83,333/month)	Prepackaged TCS Meals	\$375.00	\$562.50	\$1,125.00	\$37.50
	Simple	\$375.00	\$562.50	\$1,125.00	\$37.50
	Moderate	\$375.00	\$562.50	\$1,125.00	\$37.50
	Complex	\$375.00	\$562.50	\$1,125.00	\$37.50
\$1,000,001 - \$5,000,000 (sales between \$19,231-\$96,200/week or \$83,333-\$416,700/month)	Prepackaged TCS Meals	\$750.00	\$1,125.00	\$2,250.00	\$37.50
	Simple	\$750.00	\$1,125.00	\$2,250.00	\$37.50
	Moderate	\$750.00	\$1,125.00	\$2,250.00	\$37.50
	Complex	\$750.00	\$1,125.00	\$2,250.00	\$37.50
> \$5,000,000 (sales > \$96,200/week or \$416,700/month)	Prepackaged TCS Meals	\$1,125.00	\$1,687.50	\$3,375.00	\$37.50
	Simple	\$1,125.00	\$1,687.50	\$3,375.00	\$37.50
	Moderate	\$1,125.00	\$1,687.50	\$3,375.00	\$37.50
	Complex	\$1,125.00	\$1,687.50	\$3,375.00	\$37.50

Retail Food Establishment – Not Serving Meals

Gross Annual Food and Drink Sales	Complexity	First Reinspection Fee	Second Reinspection Fee	Third and Subsequent Reinspection Fee	Administrative Reinspection Fee
\$0 – \$10,000 <small>(sales < \$200/week or \$800/month)</small>	Prepackaged TCS Non-Meal	\$37.50	\$56.25	\$112.50	\$37.50
	Simple Non-TCS	\$37.50	\$56.25	\$112.50	\$37.50
	Simple TCS	\$37.50	\$56.25	\$112.50	\$37.50
	Moderate	\$37.50	\$56.25	\$112.50	\$37.50
	Complex	\$37.50	\$56.25	\$112.50	\$37.50
\$10,001 - \$100,000 <small>(sales between \$200-\$1,900/week or \$800 - \$8,300/month)</small>	Prepackaged TCS Non-Meal	\$75.00	\$112.50	\$225.00	\$37.50
	Simple Non-TCS	\$75.00	\$112.50	\$225.00	\$37.50
	Simple TCS	\$75.00	\$112.50	\$225.00	\$37.50
	Moderate	\$75.00	\$112.50	\$225.00	\$37.50
	Complex	\$75.00	\$112.50	\$225.00	\$37.50
\$100,001 - \$250,000 <small>(sales between \$1,900 - \$4,800/week or \$8,300 - \$20,800/month)</small>	Prepackaged TCS Non-Meal	\$112.50	\$168.75	\$337.50	\$37.50
	Simple Non-TCS	\$112.50	\$168.75	\$337.50	\$37.50
	Simple TCS	\$112.50	\$168.75	\$337.50	\$37.50
	Moderate	\$112.50	\$168.75	\$337.50	\$37.50
	Complex	\$112.50	\$168.75	\$337.50	\$37.50
\$250,001 - \$500,000 <small>(sales between \$4,800 - \$9,615/week or \$20,800 - \$41,667/month)</small>	Prepackaged TCS Non-Meal	\$225.00	\$337.50	\$675.00	\$37.50
	Simple Non-TCS	\$225.00	\$337.50	\$675.00	\$37.50
	Simple TCS	\$225.00	\$337.50	\$675.00	\$37.50
	Moderate	\$225.00	\$337.50	\$675.00	\$37.50
	Complex	\$225.00	\$337.50	\$675.00	\$37.50
\$500,001 - \$1,000,000 <small>(sales between \$9,615 - \$19,231/week or \$41,667 - \$83,333/month)</small>	Prepackaged TCS Non-Meal	\$375.00	\$562.50	\$1,125.00	\$37.50
	Simple Non-TCS	\$375.00	\$562.50	\$1,125.00	\$37.50
	Simple TCS	\$375.00	\$562.50	\$1,125.00	\$37.50
	Moderate	\$375.00	\$562.50	\$1,125.00	\$37.50
	Complex	\$375.00	\$562.50	\$1,125.00	\$37.50
\$1,000,001 - \$5,000,000 <small>(sales between \$19,231 - \$96,200/week or \$83,333 - \$416,700/month)</small>	Prepackaged TCS Non-Meal	\$750.00	\$1,125.00	\$2,250.00	\$37.50
	Simple Non-TCS	\$750.00	\$1,125.00	\$2,250.00	\$37.50
	Simple TCS	\$750.00	\$1,125.00	\$2,250.00	\$37.50
	Moderate	\$750.00	\$1,125.00	\$2,250.00	\$37.50
	Complex	\$750.00	\$1,125.00	\$2,250.00	\$37.50
> \$5,000,000 <small>(sales > \$96,200/week or \$416,700/month)</small>	Prepackaged TCS Non-Meal	\$1,125.00	\$1,687.50	\$3,375.00	\$37.50
	Simple Non-TCS	\$1,125.00	\$1,687.50	\$3,375.00	\$37.50
	Simple TCS	\$1,125.00	\$1,687.50	\$3,375.00	\$37.50
	Moderate	\$1,125.00	\$1,687.50	\$3,375.00	\$37.50
	Complex	\$1,125.00	\$1,687.50	\$3,375.00	\$37.50

Mobile Retail Food Establishment Service Base

No Food Preparation or Processing Activities

License Type	First Reinspection Fee	Second Reinspection Fee	Third and Subsequent Reinspection Fee	Administrative Reinspection Fee
Service Base – No Processing	\$37.50	\$56.25	\$112.50	\$37.50

Micro Market

License Type	First Reinspection Fee	Second Reinspection Fee	Third and Subsequent Reinspection Fee	Administrative Reinspection Fee
Single micro market	N/A	N/A	N/A	N/A
2 or more micro markets at the same location	N/A	N/A	N/A	N/A

Transient Food Establishment

License Type	First Reinspection Fee	Second Reinspection Fee	Third and Subsequent Reinspection Fee	Administrative Reinspection Fee
Transient – Prepackaged TCS Food Only	N/A	N/A	N/A	N/A
Transient – Non-TCS Foods	N/A	N/A	N/A	N/A
Transient – TCS Foods	N/A	N/A	N/A	N/A

School Food Service DATCP and DPI MOU

License Type	First Reinspection Fee	Second Reinspection Fee	Third and Subsequent Reinspection Fee	Administrative Reinspection Fee
School - Satellite	N/A	N/A	N/A	N/A
School - Production	N/A	N/A	N/A	N/A

Reinspection Fee Table for General Licenses

License fees effective 4/1/2026.

License Type	First Reinspection Fee	Second Reinspection Fee	Third and Subsequent Reinspection Fee	Administrative Reinspection Fee
Beach	\$225.00	\$337.50	\$675.00	\$37.50
Recreational/Educational Camp	\$225.00	\$337.50	\$675.00	\$37.50
Campground	\$225.00	\$337.50	\$675.00	\$37.50
Special Event Campground	N/A	N/A	N/A	N/A
Hotel/Motel	\$225.00	\$337.50	\$675.00	\$37.50
Bed and Breakfast	\$225.00	\$337.50	\$675.00	\$37.50
Tourist Rooming House	\$225.00	\$337.50	\$675.00	\$37.50
Specialty Lodging	\$225.00	\$337.50	\$675.00	\$37.50
Manufactured Home Community	\$225.00	\$337.50	\$675.00	\$37.50
Public Pool and Water Attraction	\$225.00	\$337.50	\$675.00	\$37.50
Tattoo Establishment	\$225.00	\$337.50	\$675.00	\$37.50
Body Piercing Establishment	\$225.00	\$337.50	\$675.00	\$37.50
Combined Tattoo and Body Piercing Establishment	\$225.00	\$337.50	\$675.00	\$37.50
Temporary Tattooing and/or Body Piercing Establishment	N/A	N/A	N/A	N/A



Dane County

Signature Copy

Resolution Requiring 2/3rds Vote: 2025 RES-334

File Number: 2025 RES-334

AUTHORIZING NEW HARM REDUCTION SPECIALIST POSITIONS FOR PUBLIC HEALTH
MADISON DANE COUNTY-SUBSTANCE USE PREVENTION & HARM REDUCTION
(SUPHR) UNIT

At a meeting of the on , a motion was made by , seconded by , that this Resolution Requiring
2/3rds Vote be referred. The motion passed.

Approved as to Form _____

Date _____

47 amount of \$322,200 to allow the county to reimburse PHMDC for the cost of the three positions
48 from opioid settlement funds.

49

50 **BE IT FINALLY RESOLVED** that the PHMDC will invoice the Department of Administration
51 annually for the costs incurred for the three positions described above and that the Controller's
52 Office is authorized to make payment to PHMDC.

**DANE COUNTY
POLICY AND FISCAL NOTE**

_____ Original	_____ Update	Substitute No. _____
Sponsor: _____		Resolution No. _____
Vote Required: Majority _____		Ordinance Amendment No. _____
Two-Thirds _____	3/4 _____	

Title of Resolution or Ord. Amd.:

Policy Analysis Statement:

Brief Description of Proposal -

Current Policy or Practice -

Impact of Adopting Proposal -

Fiscal Estimate:

Fiscal Effect (check all that apply) -

- _____ No Fiscal Effect
- _____ Results in Revenue Increase
- _____ Results in Expenditure Increase
- _____ Results in Revenue Decrease
- _____ Results in Expenditure Decrease

Budget Effect (check all that apply)

- _____ No Budget Effect
- _____ Increases Rev. Budget
- _____ Increases Exp. Budget
- _____ Decreases Rev. Budget
- _____ Decreases Exp. Budget
- _____ Increases Position Authority
- _____ Decreases Position Authority

Note: if any budget effect, 2/3 vote is required

Narrative/Assumptions about long range fiscal effect:

Expenditure/Revenue Changes:

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services					County Taxes				
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other				
Total					Total				

Personnel Impact/FTE Changes:

Prepared By:

Agency:	Division:	
Prepared by:	Date:	Phone:
Reviewed by:	Date:	Phone:

1
2
3 **SUB 1 TO 2025 RES-334**

4 **AUTHORIZING NEW HARM REDUCTION SPECIALIST POSITIONS FOR PUBLIC HEALTH**
5 **MADISON DANE COUNTY—SUBSTANCE USE PREVENTION & HARM REDUCTION**
6 **(SUPHR) UNIT**

7 Dane County government has made a commitment to action and investment to reduce the
8 significant harm associated with opioid use among residents. The 2024 adopted operating
9 budget created an Opioid Settlement Subcommittee of the Health and Human Needs (HHN)
10 Committee to make recommendations for priorities to include in a request for proposals for
11 services to be supported with opioid settlement funds. Adopted 2024 Res-143,
12 Recommendation to Health and Human Needs Committee—Opioid Settlement Funds—BH,
13 stated, “Public Health Madison Dane County (PHMDC) identifies an immediate need for
14 expanding the capacity of harm reduction services, including increased hours of operation for its
15 syringe services program.” The resolution recommended that additional opioid settlement
16 funding be made available to PHMDC to increase staffing and related costs for syringe services.
17

18 Public Health Madison Dane County (PHMDC) operates the Substance Use Prevention & Harm
19 Reduction (SUPHR) unit to prevent and reduce harms related to substance use in Dane
20 County. This unit works directly with people most at risk for harm related to substance use (i.e.,
21 overdose, injury, infection), performing essential duties to improve access to care, reduce
22 overdose deaths, prevent injury and infection, and conducting community outreach and
23 education activities throughout Dane County to foster a safer, healthier community.

24 The Harm Reduction Specialist works in this unit under the direct supervision of the Public
25 Health Supervisor. Among the responsibilities assigned to this position are: supporting
26 prevention and harm reduction services by providing a compassionate, person-centered
27 approach to individuals who are at risk of substance use-related harm and providing direct
28 services to participants of the Syringe Services Program (SSP) during walk-in hours; delivering
29 education and training on risk reduction and prevention practices, including overdose prevention
30 and response, emergency contraception, drug checking, syringe disposal, and community
31 resources; and distributing supplies such as Naloxone (Narcan), sterile equipment/safer use
32 supplies, drug checking strips, wound care supplies, and personal hygiene items.

33 The Opioid Settlement Subcommittee of the Health and Human Needs Committee identified a
34 need and made a recommendation for additional Harm Reduction Specialists to meet the
35 ongoing and complex needs of the population served by the PHMDC Substance Use Prevention
36 & Harm Reduction (SUPHR) unit.

37 **NOW, THEREFORE, BE IT RESOLVED** that position authority in Public Health Madison Dane
38 County is increased by 3.0 FTE, effective in pay period 6 of 2026, to add 3.0 FTE P-5
39 Classification Harm Reduction Specialists within the Substance Use Prevention & Harm
40 Reduction (SUPHR) unit of PHMDC at a cost for 2026 of \$276,500.

41
42 **BE IT FURTHER RESOLVED** that continuation of the three positions is dependent on the
43 availability of sufficient funding in the Opioid Settlement Special Revenue Fund.
44

45 **BE IT FURTHER RESOLVED** that the 2026 Dane County Operating Budget be amended by
46 creating expenditure line OPIATE NEW “Harm Reduction Specialist Reimbursement” with an

47 amount of \$276,500 to allow the county to reimburse PHMDC for the cost of the three positions
48 from opioid settlement funds.

49

50 **BE IT FINALLY RESOLVED** that the PHMDC will invoice the Department of Administration
51 annually for the costs incurred for the three positions described above and that the Controller's
52 Office is authorized to make payment to PHMDC.

