

**BOARD OF HEALTH FOR MADISON AND DANE COUNTY**  
*RESOLUTION 2025 RES-366*

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

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

Drafted by: Bonnie Armstrong and Adrienne Bonow

Introduced:

Action: