

# City of Madison

[www.publichealthmdc.com](http://www.publichealthmdc.com)



## Agenda - Approved

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=otV2bSUbcX0AdUfLdekGbxelOARTv2.1](https://cityofmadison.zoom.us/j/85224391268?pwd=otV2bSUbcX0AdUfLdekGbxelOARTv2.1)

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](mailto: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

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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 hnub ua hauj lwm ua ntej yuav tuaj sib tham.

تامولعمل نم ديزملا لمعل لودج لفساً بلع علطل بحري .امدقم تمجرتل تامدخ بلطب مدقتل بجي

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

## CALL TO ORDER / ROLL CALL

## CONSIDERATION OF MINUTES

February 4, 2026  
<http://madison.legistar.com/Calendar.aspx>

1. [92127](#) Minutes for the Board of Health for Madison and Dane County on February 4, 2026.  
**Attachments:** [File #92127 - BOH Minutes for 04Feb2026](#)

## PUBLIC COMMENT

2. [92128](#) 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 City's Ethics Code.

## NEW BUSINESS

## CITY RESOLUTIONS

3. [91991](#)

**Sponsors:** Tag Evers And Joann Pritchett

**Attachments:** [File #91991 - Approved Non-Competitive Selection Request](#)

**Legislative History**

2/13/26	Health Department	Referred for Introduction Finance Committee (3/16/26), Board of Health Madison and Dane County (3/4/26), Common Council (3/24/26)
2/24/26	COMMON COUNCIL	Refer to the FINANCE COMMITTEE Additional referral to Board of Health for Madison and Dane County.
2/24/26	FINANCE COMMITTEE	Referred to the BOARD OF HEALTH FOR MADISON AND DANE COUNTY

**DANE COUNTY RESOLUTIONS**

4. [92129](#)

Authorization to update Licensed Establishment Fee Schedules reflecting a 1% increase in DATCP Reimbursement Fees

**Attachments:** [File #92129 - Resolution 2025 RES-364](#)  
[File #92129 - Fiscal Note 2025 RES-364](#)  
[2026 Proposed Food License Fees](#)  
[2026 Proposed General License Fees](#)

5. [92130](#)

Authorization to update Lodging Licensing Types Nomenclature and Fee Schedules within the Licensed Establishments Program.

**Attachments:** [File #92130 - Resolution 2025 RES-365](#)  
[File #92130 - Fiscal Note 2025 RES-365](#)  
[2026 Proposed General License Fees](#)

6. [92131](#)

Authorization to establish an administrative fee for document verification-only reinspections for Licensed Establishments in the City of Madison and Dane County

**Attachments:** [File #92131 - Resolution 2025 RES-366](#)  
[File #92131 - Fiscal Note 2025 RES-366](#)  
[2026 Proposed Reinspection Fee Table for Food Licenses](#)  
[2026 Proposed Reinspection Fee Table for General Licenses](#)

7. [92132](#) Authorizing new Harm Reduction Specialist positions for Public Health Madison Dane County Substance Use Prevention & Harm Reduction (SUPHR) Unit

**Attachments:** [File #92132 - Resolution 2025 RES-334](#)  
[File #92132 - SUB 1 to Resolution 2025 RES-334](#)  
[File #92132 - Policy & Fiscal Note for 2025 RES-334](#)  
[File #92132 - Policy & Fiscal Note for SUB 1 to 2025 RES-334](#)

## 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

## Master

**File Number: 92127**

<b>File ID:</b> 92127	<b>File Type:</b> Miscellaneous	<b>Status:</b> Miscellaneous
<b>Version:</b> 1	<b>Reference:</b>	<b>Controlling Body:</b> BOARD OF HEALTH FOR MADISON AND DANE COUNTY
<b>File Created Date :</b> 02/25/2026		

**File Name:**

**Final Action:**

**Title:** Minutes for the Board of Health for Madison and Dane County on February 4, 2026.

**Notes:**

**Sponsors:**

**Effective Date:**

**Attachments:** File #92127 - BOH Minutes for 04Feb2026

**Enactment Number:**

**Author:**

**Hearing Date:**

**Entered by:**

**Published Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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### Text of Legislative File 92127

Title

Minutes for the Board of Health for Madison and Dane County on February 4, 2026.

## Meeting Minutes - Draft

### 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?*

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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)

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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:

- You can send comments on agenda items to [PHBOHSupport@cityofmadison.com](mailto:PHBOHSupport@cityofmadison.com)

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**\*\*\*PLEASE NOTE\*\*\***

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.

\*\*\*\*\*

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Watch the Meeting:

If you would like to join the live meeting as an observer:

Join Zoom Meeting

<https://cityofmadison.zoom.us/join/86367485428>

Meeting ID: 863 6748 5428

Passcode: 325470

Phone #: (877) 853-5257

If you would like to watch the recorded meeting:

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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 ديزملل لمعل لودج لفساً نلع عطل بجري .امدقم تمجرتل تامدخ بلطب مدقتل بجي

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

## CALL TO ORDER / ROLL CALL

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

**Present:** 6 - Joann Pritchett; Lisa Jackson; Ceri E. Jenkins; Gene Musser; Leslie Seltzer and Jerry L. Halverson

## OPENING REMARKS

## CONSIDERATION OF MINUTES

1. [91726](#) 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, to Approve the Minutes. The motion passed by voice vote/other, 6-0.**

## PUBLIC COMMENT

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

2. [91727](#) PUBLIC COMMENT BEFORE THE BOARD OF HEALTH FOR MADISON AND DANE COUNTY ON FEBRUARY 4, 2025

**Registrants = 0**

## DISCLOSURES & RECUSALS

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

## NEW BUSINESS

## COUNTY RESOLUTIONS

3. [91738](#) AUTHORIZING APPROVAL OF INCREASING THE ANNUAL ESTABLISHMENT LICENSE FEES FOR THE LICENSED ESTABLISHMENT PROGRAM

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

**A motion was made by Halverson, seconded by Jenkins, to Forward to County Personnel and Finance Committee, then Dane County Board with the Recommendation for Approval. The motion passed by voice vote/other, 6-0.**

4. [91735](#) FUNDING 0.35 FTE USING GRANT FUNDS TO ADD TO POSITION #946 PUBLIC HEALTH NURSE FOR THE NURSE FAMILY PARTNERSHIP PROGRAM

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

**A motion was made by Halverson, seconded by Jenkins, to Forward to County Personnel and Finance Committee, the Dane County Board with the Recommendation for Approval. The motion passed by voice vote/other, 6-0.**

## BOARD OF HEALTH RESOLUTIONS

5. [91736](#) AUTHORIZATION OF LINE-ITEM BUDGET TRANSFERS

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

**A motion was made by Jenkins, seconded by Halverson, to Grant Final Approval by the Board of Health. The motion passed by voice vote/other, 6-0.**

6. [91737](#) 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, to Grant Final Approval by the Board of Health. The motion passed by voice vote/other, 6-0.**

**ACTION ITEMS**

7. [91055](#) 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 Resolution 91055 be removed from the table. The motion carried unanimously voice vote/other, 6-0.**

**Ayes:** 5 - Joann Pritchett; Lisa Jackson; Ceri E. Jenkins; Leslie Seltzer and Jerry L. Halverson

**Non Voting:** 1 - Gene Musser

**A motion was made by Halverson, seconded by Jenkins, to Postpone Indefinitely. The motion passed by the following roll call vote:5-0, with Musser non-voting.**

**Ayes:** 5 - Lisa Jackson; Ceri E. Jenkins; Leslie Seltzer; Jerry L. Halverson and Joann Pritchett

**Non Voting:** 1 - Gene Musser

**REPORTS TO COMMITTEE**

DIRECTOR - JANEL HEINRICH

**NEXT MEETING**

**ADJOURNMENT**

**A motion was made by Pritchett, seconded by Jackson, to Adjourn the meeting. The motion passed by voice vote/other, 6-0. The meeting adjourned at 6:18pm.**

## Meeting Minutes - Draft

### 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?*

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Wednesday, January 14, 2026

5:30 PM

**\*\*\*PUBLIC HEARING\*\*\* Hybrid Format:  
Attend in-person at City-County Building  
(Room 357); Attend Virtually via Zoom**

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The City of Madison and County of Dane are holding the Public Hearing Board of Health for Madison and Dane County meeting in hybrid format.

In-person will be held at:

City-County Building

210 Martin Luther King Jr. Blvd, Room 357 Madison, WI 53703

This meeting will be noticed as a public hearing and will include a single agenda item titled: Public Hearing on Board of Health Resolution: Authorization to enter into contract with and distribute funds to CAYA Clinic, Inc. from the 2025 Harm Reduction and Prevention Drop-In Center RFP (County #2025 BOH RES-019 / City File #91055).

Pursuant to Dane County Ordinance 7.225(2)(b), the Board will take additional public testimony and registration on this resolution. Members of the public will be able to register in the usual way and provide additional testimony on this item. No action will be taken on the resolution at this meeting.

Public comment will follow our standard five-minute limit. Depending on the number of registrants, the Board may limit comment to three minutes, consistent with Dane County Ordinance 7.225(2)(a), which allows the committee to reduce speaking time to ensure all registrants are heard and the Board can complete its scheduled business.

Written Comments:

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Watch the Meeting:

If you would like to join the live meeting as an observer:

Zoom Link: [https://cityofmadison.zoom.us/meeting/register/tDCvMR9NTIKhRVfurvQtTA](https://cityofmadison.zoom.us/join/zoom/register/tDCvMR9NTIKhRVfurvQtTA)

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Listen by Phone

Phone #: (877) 853-5257

Passcode: 615548

Meeting ID: 843 2411 4251

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تامولعمل نم ديزملل لمعل لودج لفساً بلع عطل بجري . امدقم ةمجرتل تامدخ بلطب مدقتل بجي

For accommodations, contact Public Health Staff via:

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Phone: (608) 266-4821

## CALL TO ORDER / ROLL CALL

**The Chair called the meeting to order at 5:35pm.**

**Jackson joined the meeting at 5:42pm.**

**Present:** 6 - Joann Pritchett; Lisa Jackson; Ceri E. Jenkins; Gene Musser; Leslie Seltzer and Jerry L. Halverson

## CONSIDERATION OF MINUTES

1. [91499](#) MINUTES FOR THE BOARD OF HEALTH FOR MADISON AND DANE COUNTY ON DECEMBER 12, 2025

**Attachments:** [Board of Health Minutes for 12Dec2025](#)

**A motion was made by Musser, seconded by Jenkins, to Approve the minutes. The motion passed by voice vote/other, 5-0.**

## 2. PUBLIC HEARING

Total Registrants = 70

(Total Online & In-Person Registrants = 68)

(Total Accepted Registrants During Meeting (See Note) = 2)

Support = 45

Oppose = 18

Neither = 7

Note: Due to IT Registration issues, the Chair also accepted two registrants during the meeting (Perry Howard & Chloe Flesh = Both Support and Spoke virtually

### 91570

PUBLIC HEARING REGISTRANTS ON RESOLUTION: 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: [Online Registrants Report](#)  
[In-Person Registrants](#)

Total Registrants = 70

(Total Online & In-Person Registrants = 68)

(Total Accepted Registrants During Meeting (See Note) = 2)

Support = 45

Oppose = 18

Neither = 7

Note: Due to IT Registration issues, the Chair also accepted two registrants during the meeting (Perry Howard & Chloe Flesh = Both Support and Spoke virtually

### 91055

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](#)

## NEXT MEETING

February 4, 2026 at 5:30pm

Hybrid Format:

Attend in-person at City-County Building

(Room 357)

Attend Virtually via Zoom

**ADJOURNMENT**

**A motion was made by Pritchett, seconded by Musser, to Adjourn. The motion passed by voice vote/other, 6-0.  
Meeting adjourned at 8:08pm.**

**AUTHORIZING THE INCREASE OF ANNUAL FEES FOR GENERAL LICENSES AND FOOD ESTABLISHMENT LICENSES FOR THE LICENSED ESTABLISHMENT PROGRAM**

Public Health Madison & Dane County (Public Health) proposes a 17% increase in the annual fees for General Licenses and Food Licenses for the work performed within the Licensed Establishment program as described in the General License and Food License fee schedules attached to this resolution. This 17% increase will support the staffing levels required by our agent contract to deliver high-quality, customer-focused services while maintaining a balanced budget for the 2026-2028 licensing cycles.

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. These activities help prevent illness and ensure public safety. This program is entirely fee supported.

An equitable sliding scale based on gross sales, previously established by Public Health, will continue to apply with this fee adjustment, reflecting our ongoing commitment to equity in program services.

**NOW, THEREFORE, BE IT RESOLVED** that 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 Board of Health for Madison and Dane County on behalf of Public Health Madison & Dane County authorizes approval of the 17% increase to the Public Health Madison & Dane County Licensed Establishment program for General License and Food License fee schedules, effective January 1, 2026; and

**BE IT FINALLY 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.

# 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	\$13.50	\$562.50	\$842.76
	Simple	\$266.76	\$30.00	\$562.50	\$859.26
	Moderate	\$266.76	\$43.00	\$562.50	\$872.26
	Complex	\$266.76	\$70.00	\$562.50	\$899.26
\$10,001 - \$100,000 (sales between \$200 - \$1,900/week or \$800 - \$8,300/month)	Prepackaged TCS Meals	\$591.08	\$13.50	\$600.00	\$1,204.58
	Simple	\$591.08	\$30.00	\$600.00	\$1,221.08
	Moderate	\$591.08	\$43.00	\$600.00	\$1,234.08
	Complex	\$591.08	\$70.00	\$600.00	\$1,261.08
\$100,001 - \$250,000 (sales between \$1,900 - \$4,800/week or \$8,300 - \$20,800/month)	Prepackaged TCS Meals	\$759.56	\$13.50	\$675.00	\$1,448.06
	Simple	\$759.56	\$30.00	\$675.00	\$1,464.56
	Moderate	\$759.56	\$43.00	\$675.00	\$1,477.56
	Complex	\$759.56	\$70.00	\$675.00	\$1,504.56
\$250,001 - \$500,000 (sales between \$4,800 - \$9,615/week or \$20,800 - \$41,667/month)	Prepackaged TCS Meals	\$1,062.83	\$13.50	\$750.00	\$1,826.33
	Simple	\$1,062.83	\$30.00	\$750.00	\$1,842.83
	Moderate	\$1,062.83	\$43.00	\$750.00	\$1,855.83
	Complex	\$1,062.83	\$70.00	\$750.00	\$1,882.83
\$500,001 - \$1,000,000 (sales between \$9,615 - \$19,231/week or \$41,667 - \$83,333/month)	Prepackaged TCS Meals	\$1,090.91	\$13.50	\$900.00	\$2,004.41
	Simple	\$1,090.91	\$30.00	\$900.00	\$2,020.91
	Moderate	\$1,090.91	\$43.00	\$900.00	\$2,033.91
	Complex	\$1,090.91	\$70.00	\$900.00	\$2,060.91
\$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	\$13.50	\$1,050.00	\$2,376.24
	Simple	\$1,312.74	\$30.00	\$1,050.00	\$2,392.74
	Moderate	\$1,312.74	\$43.00	\$1,050.00	\$2,405.74
	Complex	\$1,312.74	\$70.00	\$1,050.00	\$2,432.74
> \$5,000,000 (sales > \$96,200/week or \$416,700/month)	Prepackaged TCS Meals	\$1,457.35	\$13.50	\$1,200.00	\$2,670.85
	Simple	\$1,457.35	\$30.00	\$1,200.00	\$2,687.35
	Moderate	\$1,457.35	\$43.00	\$1,200.00	\$2,700.35
	Complex	\$1,457.35	\$70.00	\$1,200.00	\$2,727.35

## 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	\$6.00	\$562.50	\$835.26
	Simple Non-TCS	\$266.76	\$8.00	\$562.50	\$837.26
	Simple TCS	\$266.76	\$24.50	\$562.50	\$853.76
	Moderate	\$266.76	\$34.50	\$562.50	\$863.76
	Complex	\$266.76	\$89.00	\$562.50	\$918.26
\$10,001 - \$100,000 (sales between \$200 - \$1,900/week or \$800 - \$8,300/month)	Prepackaged TCS Non-Meal	\$591.08	\$6.00	\$600.00	\$1,197.08
	Simple Non-TCS	\$591.08	\$8.00	\$600.00	\$1,199.08
	Simple TCS	\$591.08	\$24.50	\$600.00	\$1,215.58
	Moderate	\$591.08	\$34.50	\$600.00	\$1,225.58
	Complex	\$591.08	\$89.00	\$600.00	\$1,280.08
\$100,001 - \$250,000 (sales between \$1,900 - \$4,800/week or \$8,300 - \$20,800/month)	Prepackaged TCS Non-Meal	\$759.56	\$6.00	\$675.00	\$1,440.56
	Simple Non-TCS	\$759.56	\$8.00	\$675.00	\$1,442.56
	Simple TCS	\$759.56	\$24.50	\$675.00	\$1,459.06
	Moderate	\$759.56	\$34.50	\$675.00	\$1,469.06
	Complex	\$759.56	\$89.00	\$675.00	\$1,523.56
\$250,001 - \$500,000 (sales between \$4,800 - \$9,615/week or \$20,800 - \$41,667/month)	Prepackaged TCS Non-Meal	\$1,062.83	\$6.00	\$750.00	\$1,818.83
	Simple Non-TCS	\$1,062.83	\$8.00	\$750.00	\$1,820.83
	Simple TCS	\$1,062.83	\$24.50	\$750.00	\$1,837.33
	Moderate	\$1,062.83	\$34.50	\$750.00	\$1,847.33
	Complex	\$1,062.83	\$89.00	\$750.00	\$1,901.83
\$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	\$6.00	\$900.00	\$1,996.91
	Simple Non-TCS	\$1,090.91	\$8.00	\$900.00	\$1,998.91
	Simple TCS	\$1,090.91	\$24.50	\$900.00	\$2,015.41
	Moderate	\$1,090.91	\$34.50	\$900.00	\$2,025.41
	Complex	\$1,090.91	\$89.00	\$900.00	\$2,079.91
\$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	\$6.00	\$1,050.00	\$2,368.74
	Simple Non-TCS	\$1,312.74	\$8.00	\$1,050.00	\$2,370.74
	Simple TCS	\$1,312.74	\$24.50	\$1,050.00	\$2,387.24
	Moderate	\$1,312.74	\$34.50	\$1,050.00	\$2,397.24
	Complex	\$1,312.74	\$89.00	\$1,050.00	\$2,451.74
> \$5,000,000 (sales > \$96,200/week or \$416,700/month)	Prepackaged TCS Non-Meal	\$1,457.35	\$6.00	\$1,200.00	\$2,663.35
	Simple Non-TCS	\$1,457.35	\$8.00	\$1,200.00	\$2,665.35
	Simple TCS	\$1,457.35	\$24.50	\$1,200.00	\$2,681.85
	Moderate	\$1,457.35	\$34.50	\$1,200.00	\$2,691.85
	Complex	\$1,457.35	\$89.00	\$1,200.00	\$2,746.35

## 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	\$6.00	\$150.00	\$422.76

## Micro Market

License Type	Our Annual Fee	State Annual Fee	New License Fee (Our fee + State fee)
Single micro market	\$35.00	\$5.00	\$40.00
2 or more micro markets at the same location	\$52.00	\$8.00	\$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	\$6.00	\$111.30
Transient – Non-TCS Foods	\$140.40	\$10.00	\$150.40
Transient – TCS Foods	\$175.50	\$22.00	\$197.50

# 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>
<b>Beach</b>	N/A	\$234.47	\$0.00	\$562.50	\$796.97
<b>Recreational/Educational Camp</b>	Simple No Hospitality	\$674.27	\$66.50	\$562.50	\$1,303.27
	Simple w/ Hospitality	\$743.02	\$73.00	\$562.50	\$1,378.52
	Moderate No Hospitality	\$733.77	\$72.00	\$562.50	\$1,368.27
	Moderate w/ Hospitality	\$873.91	\$86.00	\$562.50	\$1,522.41
	Complex No Hospitality	\$784.01	\$77.00	\$562.50	\$1,423.51
	Complex w/ Hospitality	\$983.64	\$96.50	\$562.50	\$1,642.64
<b>Campground</b>	1-25	\$280.10	\$23.00	\$562.50	\$865.60
	26-50	\$491.40	\$32.50	\$562.50	\$1,086.40
	51-100	\$596.70	\$39.50	\$562.50	\$1,198.70
	101-199	\$701.30	\$46.00	\$562.50	\$1,309.80
	200+	\$807.30	\$53.50	\$562.50	\$1,423.30
<b>Special Event Campground</b>	1-25	\$280.10	\$23.00	N/A	\$303.10
	26-50	\$491.40	\$32.50	N/A	\$523.90
	51-100	\$596.70	\$39.50	N/A	\$636.20
	100-199	\$701.30	\$46.00	N/A	\$747.30
	200 +	\$807.30	\$53.50	N/A	\$860.80
<b>Hotel/ Motel</b>	5-30	\$292.73	\$26.50	\$562.50	\$881.73
	31-99	\$416.99	\$36.50	\$562.50	\$1,015.99
	100-199	\$601.61	\$46.00	\$562.50	\$1,210.11
	200+	\$679.54	\$63.50	\$562.50	\$1,305.54
<b>Bed and Breakfast</b>	N/A	\$209.20	\$14.50	\$562.50	\$786.20
<b>Tourist Rooming House</b>	1 - 4	\$209.20	\$14.50	\$562.50	\$786.20
<b>Manufactured Home Community</b>	1-20	\$142.86	\$46.50	\$562.50	\$751.61
	21-50	\$250.97	\$83.50	\$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

<b>Public Pool and Water Attraction</b>	Simple, no Feature	\$669.24	\$27.00	\$562.50	\$1,258.74
	Simple with Feature	\$1,110.04	\$45.00	\$562.50	\$1,717.54
	Moderate, no Feature	\$912.60	\$40.50	\$562.50	\$1,515.60
	Moderate with Feature	\$1,316.25	\$58.50	\$562.50	\$1,937.25
	Complex, no Feature	\$1,026.68	\$50.50	\$562.50	\$1,639.68
	Complex with Feature	\$1,387.33	\$68.50	\$562.50	\$2,018.33
<b>Tattoo Establishment</b>	N/A	\$400.84	\$13.50	\$375.00	\$789.34
<b>Body Piercing Establishment</b>	N/A	\$400.84	\$13.50	\$375.00	\$789.34
<b>Combined Tattoo and Body Piercing Establishment</b>	N/A	\$525.10	\$22.00	\$375.00	\$922.10
<b>Temporary Tattooing and/or Body Piercing Establishment</b>	N/A	First Day \$76.05 Each Add'l Day \$29.25	\$10.00	N/A	First Day \$75 Each Add'l Day \$25

**DANE COUNTY  
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: LISA JACKSON		Resolution No. 2025 RES-287
Vote Required:		Ordinance Amendment No. _____
Majority	Two-Thirds <input checked="" type="checkbox"/>	

Title of Resolution or Ord. Amd.:

AUTHORIZING THE INCREASE OF ANNUAL FEES FOR GENERAL LICENSES AND FOOD ESTABLISHMENT LICENSES FOR THE LICENSED ESTABLISHMENT PROGRAM

**Policy Analysis Statement:**

Brief Description of Proposal -  
Public Health proposes a 17% increase in the annual fees for General Licenses and Food Licenses for the work performed within the Licensed Establishment program.

Current Policy or Practice -  
Public Health is an agent for the State of Wisconsin to license and inspect retail food establishments, lodging, pools, campgrounds, body art, etc. This program is entirely fee supported.

Impact of Adopting Proposal -  
The 17% increase will support the staffing levels required by our agent contract to deliver high-quality, customer-focused services while maintaining a balanced budget for the 2026-2028 licensing cycles.

**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 type="checkbox"/> Results in Expenditure Increase	<input 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:**

This is a 100% fee funded program. The fee increase covers the cost to continue over the next three years. (2026-2028).

**Expenditure/Revenue Changes:**

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services					County Taxes			\$415,425	
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other				
Total	\$0	\$0	\$0	\$0	Total	\$0	\$0	\$415,425	\$0

**Personnel Impact/FTE Changes:**

N/A

**Prepared By:**

Agency: Public Health Madison & Dane County	Division: Environmental Health Division
Prepared by: Bonnie Armstrong	Date: 12/19/25 Phone: 608-216-3494
Reviewed by:	Date: Phone:

**FUNDING 0.35 FTE USING GRANT FUNDS TO ADD TO POSITION #946 PUBLIC HEALTH NURSE FOR THE NURSE FAMILY PARTNERSHIP PROGRAM**

Public Health Madison & Dane County (Public Health) received funds from the Wisconsin Department of Children and Families (WI DCF) and has received funding from WI DCF since 2015. These funds enable Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program recipients to address the needs of expectant parents and families with young children. These funds support Public Health's Nurse Family Partnership (NFP) Program.

The purpose of the MIECHV Program, authorized by section 511 of the Social Security Act, is to support the delivery of coordinated and comprehensive high-quality and voluntary early childhood home visiting services to eligible families. Health Resources & Services Administration (HRSA) intends for these funds to support home visiting activities that address immediate needs of parents, children, and families. This evidence-based program provides nurse home visiting services to low-income people during pregnancy and supports the family until the child is two (2) years old. Public Health is a Local Implementing Agency for the MIECHV Program.

The WI DCF increased our grant by \$54,234.00 to increase our NFP nurse capacity 0.35 FTE for this program.

Position #946, a Public Health Nurse position in the NFP program is currently funded at 0.75 FTE, with 0.10 FTE grant funded per Board of Health previously approved Resolution 2020 RES-333. The incumbent retired on November 3, 2025. Using the WI DCF grant dollars, Public Health proposes funding 0.35 FTE of position #946 to make it a 1.0 FTE position. The NFP program continues to have a waitlist of clients to enroll in the program. The current waitlist has 70 pregnant clients. This increase in FTE will help our ability to enroll more pregnant clients earlier in their pregnancy, improve birth outcomes and reduce health inequities.

NOW, THEREFORE, BE IT RESOLVED that the 0.35 FTE of position #946 is funded effective immediately making position #946 a funded 1.0 FTE Public Health Nurse position contingent on continued grant funding.

**DANE COUNTY  
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: Lisa Jackson		Resolution No. 2025 RES-255
Vote Required:		Ordinance Amendment No. _____
Majority	Two-Thirds <input checked="" type="checkbox"/>	

Title of Resolution or Ord. Amd.:

FUNDING 0.35 FTE USING GRANT FUNDS TO ADD TO POSITION #946 PUBLIC HEALTH NURSE FOR THE NURSE FAMILY PARTNERSHIP PROGRAM

**Policy Analysis Statement:**

Brief Description of Proposal -

Public Health Madison & Dane County proposes increasing position #946 by 0.35 FTE to create a full-time (1.0 FTE) Position supporting the Nurse-Family Partnership (NFP) Program. The Wisconsin Department of Children & Families awarded an additional \$54,234.00—bringing the total grant to \$560,910.00—to expand NFP nurse capacity by 0.35 FTE.

Current Policy or Practice -

The Dane County Board of Supervisors must approve funding to a current position.

Impact of Adopting Proposal -

The NFP program continues to have a wait list of clients to enroll in the program. The current wait list has 70 pregnant clients. This increase in FTE will help our ability to enroll more pregnant clients earlier in their pregnancy, improve birth outcomes and reduce health inequities.

**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 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 checked="" 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 WI DCF increased our grant by \$54,234.00 to increase our NFP nurse capacity 0.35 FTE for this program. Position #946 is currently funded at 0.75 FTE, with 0.10 FTE grant funded per Board of Health previously approved Resolution 2020 RES-333. Using the WI DCF grant dollars, Public Health proposes funding 0.35 FTE of position #946 to make it a 1.0 FTE position. Funding is anticipated to be ongoing. This annual grant has continued for 10 years and has been reauthorized to increase in future years. All changes in FTE would be subject to the continued availability of the identified revenue sources.

**Expenditure/Revenue Changes:**

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services			\$48,850		County Taxes				
Operating Expenses					Federal	\$54,234			
Contractual Services					State				
Capital					Other				
Total	\$0	\$0	\$48,850	\$0	Total	\$54,234	\$0	\$0	\$0

**Personnel Impact/FTE Changes:**

A .35 FTE Public Health Nurse will be added to the Public Health roster.

**Prepared By:**

Agency: Public Health Madison & Dane County	Division: Public Health Madison & Dane County - Community Health
Prepared by: Daniel Stattelmann-Scanlan	Date: 11/24/25 Phone: (608) 243-0404
Reviewed by:	Date: Phone:

**BOARD OF HEALTH FOR MADISON AND DANE COUNTY**  
*RESOLUTION 2025 BOH RES-038*

**AUTHORIZATION OF LINE-ITEM BUDGET TRANSFERS**

This resolution includes a series of transfers within PHMDC to reflect projected spending levels through the end of the fiscal year; all proposed transfers are net neutral. Under the terms of the merger agreement, the Board of Health for Madison and Dane County may authorize PHMDC to move funds within appropriations during a fiscal year (IGA, VIII, G).

**TRANSFERS:**

- WIC BREASTFEEDING PEER COUNSELING
  - *Transfer \$1,051.10 to Fringe as follows:*
    - *\$458.88 from Cellular Telephone*
    - *\$592.22 from Salary*
- MCH HEALTH EQUITY GRANT
  - *Transfer \$925.00 from Food & Beverages to Salary*
  - *Transfer \$5,177.71 from Conferences/Training as follows:*
    - *\$2,514.05 to Salary*
    - *\$2,663.66 to Fringe Benefits*
- PHEP BIOT
  - *Transfer \$910.45 from Salary to Cellular Telephone*
  - *Transfer \$2,777.05 to Fringe Benefits as follows:*
    - *\$765.18 from Salary*
    - *\$2,011.87 from Software Supplies*
- ARPA PFAS
  - *Transfer \$778.14 from Community Agency Contracts to Work Supplies*
- INJECTION DRUG USE PREVENTION
  - *Transfer \$2,234.00 from Advertising Services as follows:*
    - *\$289.87 to Food & Beverages*
    - *\$573.10 to Program Supplies*
    - *\$1,371.03 to Fringe Benefits*
  - *Transfer \$1,236.76 to Fringe Benefits as follows:*
    - *\$638.98 from Salary*
    - *\$630.78 from System License and Maintenance*
- MATERNAL CHILD HEALTH PERINATAL NURSE FAMILY PARTNERSHIP
  - *Transfer \$5,752.87 to Consulting Services as follows:*
    - *\$1,533.60 from Salary*
    - *\$4,219.27 from Program Supplies*
- FUTURE PATH GRANT
  - *Transfer \$10,558.60 from Fringe Benefits to Salary*
- PROVISION OF HIV PARTNER SERVICES
  - *Transfer \$546.86 from Salary to Fringe Benefits*

NOW THEREFORE BE IT RESOLVED, that the Board of Health for Madison and Dane County, on behalf of Public Health-Madison and Dane County, authorizes the transfer of the amounts as outlined within the department.

**ACCOUNT STRINGS:**

PROGRAM CODE	OBJECT CODE	GRANT CODE	LINE-ITEM TITLE	AMOUNT
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2025 WIC BREASTFEEDING PEER COUSELING

32021	54121	15543	CELLULAR TELEPHONE	(\$458.88)
32021	51000	15543	SALARY	(\$592.22)
32021	52000	15543	FRINGE BENEFITS	\$1,051.10

2025 MCH HEALTH EQUITY GRANT

32323	53250	15544	FOOD & BEVERAGES	(\$925.00)
32323	54520	15544	CONFERENCES/TRAINING	(\$5,177.71)
32323	51000	15544	PERMANENT WAGES	\$3,439.05
32323	52000	15544	FRINGE BENEFITS	\$2,663.66

2025-2026 PHEP BIOT

32540	51000	15309	SALARY	(\$1,675.63)
32540	53145	15309	SOFTWARE SUPPLIES	(\$2,011.87)
32540	52000	15309	FRINGE BENEFITS	\$2,777.05
32540	54121	15309	CELLULAR TELEPHONE	\$910.45

2025 ARPA PFAS

32437	54820	13979	COMMUNITY AGENCY CONTRACTS	(\$778.14)
32437	53210	13979	WORK SUPPLIES	\$778.14

2025 INJECTION DRUG USE PREVENTION

32913	51000	15549	SALARY	(\$638.98)
32913	54650	15549	ADVERTISING SERVICES	(\$2,234.00)
32913	54335	15549	SYSTEM LICENSE AND MAINTENANCE	(\$630.78)
32913	52000	15549	FRINGE BENEFITS	\$2,640.79
32913	53250	15549	FOOD & BEVERAGES	\$289.87

32913	53155	15549	PROGRAM SUPPLIES	\$573.10
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2025 MATERNAL CHILD HEALTH PERINATAL NURSE FAMILY PARTNERSHIP

32025	51000	15551	SALARY	(\$1,533.60)
32025	53155	15551	PROGRAM SUPPLIES	(\$4,219.27)
32025	54645	15551	CONSULTING SERVICES	\$5,752.87

2025 FUTURE PATH GRANT

32104	52000	15576	FRINGE BENEFITS	(\$10,558.60)
32104	51000	15576	SALARY	\$10,558.60

2025 PROVISION OF HIV PARTNER SERVICES

32319	51000	15708	SALARY	(\$545.86)
32319	52000	15708	FRINGE BENEFITS	\$545.86

Drafted by: Adrienne Bonow

Introduced: 04Feb2026

Action:

**BOARD OF HEALTH FOR MADISON AND DANE COUNTY**  
*RESOLUTION 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**

Public Health Madison and Dane County (Public Health) proposes the acceptance of an additional \$5,838.00 from the Wisconsin Department of Health Services (DHS) for the Maternal and Child Health (MCH) Program (Title V) Block Grant- MCH Health Equity.

The Board of Health for Madison and Dane County previously approved the 2026 Public Health Madison & Dane County Grants and Contracts (City File #91054 / County #2025 BOH RES-021) Resolution authorizing the acceptance of \$180,791.00 from the State of Wisconsin Department of Health Services for the Title V MCH Block Grant. Public Health received an additional \$5,838.00 from DHS, increasing the total amount to \$186,629.00.

Wisconsin receives federal funding from the Health Resources and Services Administration to support programs and infrastructure to promote health of Wisconsin's families. DHS distributes these funds to local public health departments, Tribal agencies, and other organizations across the state. Public Health's Maternal and Child Health Unit uses Title V Block grant funds to address the systems, policies, and environments that contribute to the health outcomes for Dane County families. These funds help support the Dane County Fetal and Infant Mortality Review process, community partnerships across the perinatal landscape, policy advocacy, and connecting teams internally such as Women, Infants, and Children (WIC) and Nurse Family Partnership.

NOW THEREFORE BE IT RESOLVED, that the Board of Health for Madison and Dane County on behalf of Public Health Madison & Dane County authorizes the Director of Public Health, or their designee, to sign the agreement, accept and expend the funding, and amend the 2026 Public Health Budget by \$5,838.00.

Drafted by: Sarah Dobbins and Adrienne Bonow  
Introduced: 04Feb2026  
Action:

**BOARD OF HEALTH FOR MADISON AND DANE COUNTY**  
*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**

Public Health Madison & Dane County (Public Health) released the 2025 Harm Reduction and Prevention Drop-In Center Request for Proposals (RFP) to seek a qualified applicant to establish and operate a Harm Reduction and Prevention Drop-In Center that acts as a nonjudgmental community hub offering a safe environment and trauma-informed services that meet people where they are, reduces immediate health risks, and helps individuals connect to care and long-term support. The goal is to reduce stigma, prevent overdose deaths, promote health and dignity, and connect people to care through a welcoming, accessible environment.

Applicants responding to this RFP were evaluated by a review panel, which included external subject matter experts beyond Public Health. Based on the panel's funding recommendation, the following agency, CAYA Clinic, Inc. is recommended for contract award and funding allocation for \$800,000.00 annually for three (3) years (January 1, 2026 to December 31, 2028) to fund the operation of a Harm Reduction and Prevention Drop-In Center.

**NOW, THEREFORE, BE IT RESOLVED** Public Health utilizes a Harm Reduction and Prevention Drop-In Center to provide access to services such as peer support, supplies, education, and referrals primarily for people at risk of overdose, infectious disease, or other substance-related impacts; and

**BE IT FURTHER RESOLVED** Public Health worked with the Purchasing Division to issue RFP #14050-0-2025-AM through a competitive process to solicit proposals for a Harm Reduction and Prevention Drop-In center, and received 4 proposals; and

**BE IT FURTHER RESOLVED** an evaluation team conducted a detailed evaluation, scored and ranked each of the proposals using criteria including cost, program design, past experience, plan for low barrier access, community responsiveness, start-up plan, implementation timeline, evaluation design, and partnerships; and CAYA Clinic, Inc. received the highest score; and

**BE IT FURTHER RESOLVED** Public Health has proposed a contract amount for \$800,000.00 annually, totaling \$2,400,000.00 over a three-year (3) period; and

**BE IT FURTHER RESOLVED** the Public Health RFP advertised the contract as a three (3) year contract; and

**BE IT FURTHER RESOLVED** the contract is set to start on January 1, 2026 and due to expire on December 31, 2028; and

**BE IT FINALLY RESOLVED** that the Board of Health for Madison and Dane County, on behalf of Public Health Madison & Dane County, authorizes the Director of Public Health, or their designee, to enter into an agreement with CAYA Clinic, Inc. accepting and distribute the funding of \$800,000.00 annually for three (3) years from January 1, 2026 to Dec 31, 2028, to fund the operation of a Harm Reduction and Prevention Drop-In Center.

Drafted by: Julia Olsen and Adrienne Bonow

Introduced: 03Dec2025

Action:

## Master

**File Number: 92128**

<b>File ID:</b> 92128	<b>File Type:</b> Miscellaneous	<b>Status:</b> Public Comment
<b>Version:</b> 1	<b>Reference:</b>	<b>Controlling Body:</b> BOARD OF HEALTH FOR MADISON AND DANE COUNTY
<b>File Created Date :</b> 02/25/2026		

**File Name:**

**Final Action:**

**Title:** Public Comment before the Board of Health for Madison and Dane County on March 5, 2026.

**Notes:**

**Sponsors:**

**Effective Date:**

**Attachments:**

**Enactment Number:**

**Author:**

**Hearing Date:**

**Entered by:**

**Published Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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### Text of Legislative File 92128

Title

Public Comment before the Board of Health for Madison and Dane County on March 5, 2026.

## Master

**File Number: 91991**

<b>File ID:</b> 91991	<b>File Type:</b> Resolution	<b>Status:</b> Items Referred
<b>Version:</b> 1	<b>Reference:</b>	<b>Controlling Body:</b> BOARD OF HEALTH FOR MADISON AND DANE COUNTY
		<b>File Created Date :</b> 02/13/2026
<b>File Name:</b>	<b>Final Action:</b>	
Title:		

**Notes:** 2026 PHMDC & Dane County Humane Society Agreement

**Sponsors:** Tag Evers And Joann Pritchett

**Effective Date:**

**Attachments:** File #91991 - Approved Non-Competitive Selection Request

**Enactment Number:**

**Author:** Adrienne Bonow

**Hearing Date:**

**Entered by:** Adrienne Bonow  
(PHBOHSupport@publichealthmdc.com)

**Published Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Health Department	02/13/2026	Referred for Introduction		02/24/2026		
	<b>Action Text:</b> This Resolution was Referred for Introduction						
	<b>Notes:</b> Finance Committee (3/16/26), Board of Health Madison and Dane County (3/4/26), Common Council (3/24/26)						
1	COMMON COUNCIL	02/24/2026	Refer	FINANCE COMMITTEE			Pass
	<b>Action Text:</b> A motion was made by Vidaver, seconded by Govindarajan, to Refer to the FINANCE COMMITTEE. The motion passed by voice vote/other.						
	<b>Notes:</b> Additional referral to Board of Health for Madison and Dane County.						
1	FINANCE COMMITTEE	02/24/2026	Referred	BOARD OF HEALTH FOR MADISON AND DANE COUNTY			
	<b>Action Text:</b> This Resolution was Referred to the BOARD OF HEALTH FOR MADISON AND DANE COUNTY						

### Text of Legislative File 91991

.. **Fiscal Note**

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.

**Title**

Authorizing the Director of Public Health to sign a Sole Source contract for Purchase of Services with Dane County Humane Society for 2026

**Body**

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

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

WHEREAS, Public Health estimates the total contract cost with this new pricing for the

remainder of 2026 to be approximately \$800,000 based on 2025 data; and  
WHEREAS, for the reasons stated on the attached Non-Competitive Selection Request Form, 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 required is available from only one person or firm".  
NOW, THEREFORE, BE IT RESOLVED, that the Common Council hereby authorizes the Director of Public Health to sign a sole source contract for purchase of services with the Dane County Humane Society for the period of April 1, 2026 through December 31, 2026, for the 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](mailto:purchasing@cityofmadison.com)  
[cityofmadison.com/finance/purchasing](http://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

## Master

**File Number: 92129**

<b>File ID:</b> 92129	<b>File Type:</b> Dane County Board Resolution	<b>Status:</b> Items Referred
<b>Version:</b> 1	<b>Reference:</b>	<b>Controlling Body:</b> BOARD OF HEALTH FOR MADISON AND DANE COUNTY
		<b>File Created Date :</b> 02/25/2026
<b>File Name:</b>	<b>Final Action:</b>	
<b>Title:</b> Authorization to update Licensed Establishment Fee Schedules reflecting a 1% increase in DATCP Reimbursement Fees		
<b>Notes:</b>		
<b>Sponsors:</b>	<b>Effective Date:</b>	
<b>Attachments:</b> File #92129 - Resolution 2025 RES-364, File #92129 - Fiscal Note 2025 RES-364, 2026 Proposed Food License Fees, 2026 Proposed General License Fees	<b>Enactment Number:</b>	
<b>Author:</b>	<b>Hearing Date:</b>	
<b>Entered by:</b>	<b>Published Date:</b>	

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

### Text of Legislative File 92129

**Title**

Authorization to update Licensed Establishment Fee Schedules reflecting a 1% increase in DATCP Reimbursement Fees

**Body**

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 FURTHER 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.

Drafted by: Bonnie Armstrong, Stefanie Moccero, and Adrienne Bonow  
Introduced: 05Mar2026  
Action:

**BOARD OF HEALTH FOR MADISON AND DANE COUNTY**  
*RESOLUTION 2025 RES-364*

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

**BOARD OF HEALTH FOR MADISON AND DANE COUNTY**  
*RESOLUTION 2025 RES-364*

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.

Drafted by: Bonnie Armstrong, Stefanie Moccero, and Adrienne Bonow  
Introduced: 05Mar2026

**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:**

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:**

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:	Environment 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 <small>(Our fee + State fee + Pre-Inspection fee)</small>
\$0 – \$10,000 <small>(sales &lt; \$250/week or \$800/month)</small>	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 <small>(sales between \$200 - \$1,900/week or \$800 - \$8,300/month)</small>	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 <small>(sales between \$1,900 - \$4,800/week or \$8,300 - \$20,800/month)</small>	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 <small>(sales between \$4,800 - \$9,615/week or \$20,800 - \$41,667/month)</small>	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 <small>(sales between \$9,615 - \$19,231/week or \$41,667 - \$83,333/month)</small>	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 <small>(sales between \$19,231 - \$96,200/week or \$83,333 - \$416,700/month)</small>	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 <small>(sales &gt; \$96,200/week or \$416,700/month)</small>	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>
<b>Beach</b>	N/A	\$234.47	\$0.00	\$562.50	\$796.97
<b>Recreational/Educational Camp</b>	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
<b>Campground</b>	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
<b>Special Event Campground</b>	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
<b>Hotel/ Motel</b>	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
<b>Bed and Breakfast</b>	N/A	\$209.20	\$15.50	\$562.50	\$787.20

<b>Tourist Rooming House</b>	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
<b>Specialty Lodging</b>	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
<b>Manufactured Home Community</b>	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
<b>Public Pool and Water Attraction</b>	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
<b>Tattoo Establishment</b>	N/A	\$400.84	\$13.50	\$375.00	\$789.34
<b>Body Piercing Establishment</b>	N/A	\$400.84	\$13.50	\$375.00	\$789.34
<b>Combined Tattoo and Body Piercing Establishment</b>	N/A	\$525.10	\$22.00	\$375.00	\$922.10
<b>Temporary Tattooing and/or Body Piercing Establishment</b>	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

## Master

**File Number: 92130**

<b>File ID:</b> 92130	<b>File Type:</b> Dane County Board Resolution	<b>Status:</b> Items Referred
<b>Version:</b> 1	<b>Reference:</b>	<b>Controlling Body:</b> BOARD OF HEALTH FOR MADISON AND DANE COUNTY
<b>File Created Date :</b> 02/25/2026		

**File Name:**

**Final Action:**

**Title:** Authorization to update Lodging Licensing Types Nomenclature and Fee Schedules within the Licensed Establishments Program.

**Notes:**

**Sponsors:**

**Effective Date:**

**Attachments:** File #92130 - Resolution 2025 RES-365, File #92130 - Fiscal Note 2025 RES-365, 2026 Proposed General License Fees

**Enactment Number:**

**Author:**

**Hearing Date:**

**Entered by:**

**Published Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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### Text of Legislative File 92130

**Title**

Authorization to update Lodging Licensing Types Nomenclature and Fee Schedules within the Licensed Establishments Program.

**Body**

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.

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 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. These proposed changes to lodging nomenclature and fees will allow Public Health to align with DATCP, perform the additional inspection requirements under ATCP 72, and meet the emerging needs of the community.

NOW, THEREFORE, BE IT RESOLVED, that annual establishment 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 Chapters 7 and 9; and

BE IT FURTHER RESOLVED, that the published Public Health Madison & Dane County

license fee schedules and license applications 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, does hereby authorizes approval of the above-mentioned lodging nomenclature and fee changes and establishes the fee schedules, 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 FURTHER RESOLVED, that Dane County Board of Supervisors authorizes approval to update the nomenclature of license types for lodging facilities, along with the corresponding fee schedules and license applications; and

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

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

Drafted by: Bonnie Armstrong, Stefanie Moccero, and Adrienne Bonow

Introduced: 05Mar2026

Action:

**BOARD OF HEALTH FOR MADISON AND DANE COUNTY**  
*RESOLUTION 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
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- 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.

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 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. These proposed changes to lodging nomenclature and fees will allow Public Health to align with DATCP, perform the additional inspection requirements under ATCP 72, and meet the emerging needs of the community.

NOW, THEREFORE, BE IT RESOLVED, that annual establishment 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 Chapters 7 and 9; and

BE IT FURTHER RESOLVED, that the published Public Health Madison & Dane County license fee schedules and license applications 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, does hereby authorize approval of the above-mentioned lodging nomenclature and fee changes and establishes the fee schedules, 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 FURTHER RESOLVED, that Dane County Board of Supervisors authorizes approval to update the nomenclature of license types for lodging facilities, along with the corresponding fee schedules and license applications; and

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

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

Drafted by: Bonnie Armstrong, Stefanie Moccero, and Adrienne Bonow  
Introduced: 05Mar2026  
Action:

**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>
<b>Beach</b>	N/A	\$234.47	\$0.00	\$562.50	\$796.97
<b>Recreational/Educational Camp</b>	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
<b>Campground</b>	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
<b>Special Event Campground</b>	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
<b>Hotel/ Motel</b>	5-30	\$399.00	\$49.00	\$562.50	\$1,010.50
	31-99	\$513.00	\$63.00	\$562.50	\$1,138.50
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	250-499	\$741.00	\$91.00	\$562.50	\$1,394.50
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	750-1000	\$969.00	\$119.00	\$562.50	\$1,650.50
	1000+	\$1,083.00	\$133.00	\$562.50	\$1,778.50
<b>Bed and Breakfast</b>	N/A	\$209.20	\$15.50	\$562.50	\$787.20

<b>Tourist Rooming House</b>	1	\$337.44	\$41.50	\$562.50	\$941.44
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	5-9	\$627.00	\$77.00	\$562.50	\$1,266.50
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	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
<b>Specialty Lodging</b>	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
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	Simple with Feature	\$1,110.04	\$48.50	\$562.50	\$1,721.04
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	Complex with Feature	\$1,387.33	\$74.00	\$562.50	\$2,023.83
<b>Tattoo Establishment</b>	N/A	\$400.84	\$13.50	\$375.00	\$789.34
<b>Body Piercing Establishment</b>	N/A	\$400.84	\$13.50	\$375.00	\$789.34
<b>Combined Tattoo and Body Piercing Establishment</b>	N/A	\$525.10	\$22.00	\$375.00	\$922.10
<b>Temporary Tattooing and/or Body Piercing Establishment</b>	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

## Master

**File Number: 92131**

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<b>File ID:</b> 92131	<b>File Type:</b> Dane County Board Resolution	<b>Status:</b> Items Referred
<b>Version:</b> 1	<b>Reference:</b>	<b>Controlling Body:</b> BOARD OF HEALTH FOR MADISON AND DANE COUNTY
<b>File Created Date :</b> 02/25/2026		

**File Name:**

**Final Action:**

**Title:** Authorization to establish an administrative fee for document verification-only reinspections for Licensed Establishments in the City of Madison and Dane County

**Notes:**

**Sponsors:**

**Effective Date:**

**Attachments:** File #92131 - Resolution 2025 RES-366, File #92131 - Fiscal Note 2025 RES-366, 2026 Proposed Reinspection Fee Table for Food Licenses, 2026 Proposed Reinspection Fee Table for General Licenses

**Enactment Number:**

**Author:**

**Hearing Date:**

**Entered by:**

**Published Date:**

### History of Legislative File

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Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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### Text of Legislative File 92131

**Title**

Authorization to establish an administrative fee for document verification-only reinspections for Licensed Establishments in the City of Madison and Dane County

**Body**

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:

**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:

**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:	

# 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
<b>\$0 – \$10,000</b> <small>(sales &lt; \$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
<b>\$10,001 - \$100,000</b> <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
<b>\$100,001 - \$250,000</b> <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
<b>\$250,001 - \$500,000</b> <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
<b>\$500,001 - \$1,000,000</b> <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
<b>\$1,000,001 - \$5,000,000</b> <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
<b>&gt; \$5,000,000</b> <small>(sales &gt; \$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

## Master

**File Number: 92132**

<b>File ID:</b> 92132	<b>File Type:</b> Dane County Board Resolution	<b>Status:</b> Items Referred
<b>Version:</b> 1	<b>Reference:</b>	<b>Controlling Body:</b> BOARD OF HEALTH FOR MADISON AND DANE COUNTY
<b>File Created Date :</b> 02/25/2026		

**File Name:**

**Final Action:**

**Title:** Authorizing new Harm Reduction Specialist positions for Public Health Madison Dane County Substance Use Prevention & Harm Reduction (SUPHR) Unit

**Notes:**

**Sponsors:**

**Effective Date:**

**Attachments:** File #92132 - Resolution 2025 RES-334, File #92132 - SUB 1 to Resolution 2025 RES-334, File #92132 - Policy & Fiscal Note for 2025 RES-334, File #92132 - Policy & Fiscal Note for SUB 1 to 2025 RES-334

**Enactment Number:**

**Author:**

**Hearing Date:**

**Entered by:**

**Published Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

### Text of Legislative File 92132

Title

Authorizing new Harm Reduction Specialist positions for Public Health Madison Dane County Substance Use Prevention & Harm Reduction (SUPHR) Unit



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.

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.

**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:

**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: