



BOARD OF HEALTH MEETING AGENDA

TUESDAY, FEBRUARY 03, 2026 AT 3:30 PM

515 S. FIRST STREET - WATERTOWN HEALTH DEPARTMENT

Virtual Meeting Info: <https://us06web.zoom.us/j/4676027725pwd=x55YWbIGxbIJInLNz8cWIRQCaSa3S8.1&omn=88137192800>

Meeting ID: 467 602 7725 Passcode: 515515

1. CALL TO ORDER

2. CITIZENS TO BE HEARD

Each individual who would like to address the Committee will be permitted up to three minutes for their comments

3. REVIEW AND APPROVE

- A. Review and Approve: Board of Health Minutes December 16, 2025
- B. Review and Approve: Finance Report - Preliminary December 2025
- C. Review and Approve: Environmental Health - Update Lodging license & pool monitoring fees

4. REVIEW AND DISCUSS

- A. Review and discuss: Public Health Emergency Preparedness Program updates
- B. Review and discuss: Public Health Environmental Health Program updates
- C. Review and discuss: Public Health Community Health Program updates

5. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only



**Watertown Board of Health
Meeting Minutes
Watertown Dept of Public Health
515 S First Street/Zoom
December 16, 2025 – 3:30 PM**

Members Present: Dr. Donene Rowe, Ald. Fred Smith, Dr. Todd Huhn, Ald. Dana Davis
Virtual: Patty Gedemer

Others in attendance: Carol Quest, Abbigail Kuehn, Kim Hiller, John Katisch

1. Call to Order

Dr. Rowe called the meeting to order at 3:30pm.

2. Citizens to be heard

None.

3. Review and take action: Board of Health Minutes September 23, 2025

Minutes from September 23, 2025 meeting was reviewed. Motion by Ald Davis to approve; second by Dr. Huhn

Motion carried by unanimous voice vote.

4. Review and take action: Finance Reports – Preliminary November 2025

Carol noted that the building's boilers were replaced recently due to substantial issues and parts being unavailable for repairs. The boilers were over 50 years old and were inspected annually.

The cost of the boiler replacement will be offset by funds remaining from an open staff position. The cost for the boiler replacement is \$17,871.00.

Financial reports were reviewed. Motion by Ald. Davis to approve; second by Dr. Huhn.

Motion carried by unanimous voice vote.

5. Review and take action: 2026 Budget

Carol Quest shared the updated proposed budgets for 2026.

The full budget with the personnel accounts was approved a week ago by the City Council. The non-personnel accounts reflect a 0% increase.

Motion for approval was made by Dr. Huhn and seconded by Ald. Davis.

Motion carried by unanimous voice vote.

6. Review and take action: Community Health Assessment

The Community Health Assessment is done every three years. The health department works with its community partners in Jefferson & Dodge counties to develop the assessment. Partners include Jefferson, Dodge & Watertown Health Departments, three or four hospitals depending on the participation in Dodge County, the Greater Watertown Community Health Foundation and Rock River Community Clinic. Public Health is required to complete this task every five years and adopted the three-year cycle as required for the hospitals for efficiency.

This work is done across the two counties because our populations are fairly similar and there is shared programming that is considered for the community health improvement planning. This work collaboration started in 1995.

This year's community health assessment used vital conditions for its framework. This helps explain what impacts a person's health. Mental health has been on the community health assessment since 1995 in some capacity and it rose to the top priorities in our community again.

The board members were shown a video called "Together for Health", which explained key areas of the Community Health Assessment.

The Community Health Assessment document has been approved by Watertown Regional Medical Center and Fort HeathCare.

One of the areas that will be focused on is youth mental health and social media. Finding ways to create environments where young people feel that they don't have to be on social media and are comfortable putting their phones down and interacting with others. This area will look at creating a community that supports that concept for young people.

A youth summit was held recently at Turner Hall with youth in attendance from both Jefferson & Dodge counties. The summit allowed for a deeper conversation with youth about their social media use, connections in the community, strengths in the community, and brainstorming what they thought could help their generation in these areas. Many students vocalized that having someone to lean on when you need help is important. The summit produced some great input and ideas.

Motion to approve the 2025 Community Health Assessment by Ald. Davis, seconded by Dr. Huhn.

Motion carried by unanimous voice vote.

7. Review and discuss: Foundational Public Health Services – Access to & Linkage to Clinical Care

The Foundational Areas and Capabilities is a framework that is a requirement for Local Public Health to perform with a high degree of competency.

Public Health is vital in connecting community members to clinical care. While Public Health focuses on population health with a prevention emphasis Watertown Department of Public Health provides limited clinical care for example: well child check, immunizations, tuberculosis medication dispense.

We work closely with providers to connect community members to the services they need.

Carol and Abbey serve on different Watertown Regional Medical Center boards and Dr Rowe and Carol serve on the Rock River Community Clinic, which is the federally qualified healthcare center look alike.

The department provides many different levels of service to ensure we have linkages to clinical care for community members.

8. Review and discussion: Public Health Emergency Preparedness Program updates

The department continues to work with the City Emergency Manager, who is the Fire Chief, on making sure our City policies and plans are up to date. The Emergency policies for Emergency Operations Plan, Continuity of Operations Plan, Building Safety and Emergency Plan and Weather Plan will be going to the Public Safety and Welfare meeting in January 2026. The policies will then move on to the Council for approval.

Education and trainings will continue in 2026 for City leadership.

Victoria Parker, emergency preparedness coordinator, completed FAST training to provide function assessment of individuals that may come to a community center or shelter during an emergency.

9. Review and discussion: Public Health Emergency Preparedness Program updates

The department is an agent under contract with the Department of Agriculture, Trade and Consumer Protection (DATCP).

DATCP recently updated the lodging code fee schedule. At the next meeting, an updated fee schedule will be reviewed for lodging based on the changes that DATCP has made.

Completed the annual water sampling across the two counties and we are currently working on policies to complete public water testing in 2026.

10. Review and discussion: Public Health Community Health Program updates

A Public Health Nurse has been hired and will be starting January 7, 2026.

Two new boilers were installed in the building.

The department had several nursing students this semester.

MCH objective for 2026 will include developmental milestones for children. Our staff will be looking at Ages and Stages Questionnaires, which is something that we do during our TalkReadPlay parenting program visits. The department will be talking more openly with the community about what milestones children should be meeting as well as continuing to administer the Ages and Stages Questionnaires and helping families recognize if their child is not developing like other children their age and how they can be referred for assistance.

The MCH objective in 2025 was social connections. We have had great success and will continue the social connections events for the families participating in the Departments programs.

The 2025 Annual report will be coming out soon.

The community garden produced and harvested 272 pounds of produce that was shared with Dodge & Jefferson county senior meals programs. The garden spans around the Health Department parking lot and was tended to by staff and volunteers.

The vacant lot is purchased and needs to be rezoned for the building.

Seal A Smile update. To date the program has seen 139 students with 203 sealants applied. There were 65 students with decay, and 10 had urgent dental needs.

11. Adjourn.

Motion made to adjourn by Ald Davis and carried by unanimous voice vote.

Next Board of Health meeting will be Tuesday, February 3, 2026, at 3:30 p.m.

Respectfully Submitted,

Carol Quest

Carol Quest
Director/Health Officer

Note: The minutes are uncorrected. Any correction made thereto will be noted in the minutes of the proceedings at which these minutes are approved.

Watertown Department of Public Health

Item B.

Financial Report

End of Month Preliminary December 1/28/2026

Revenue

***balances do not reflect final audit**

Acct #	Description	YTD	Budgeted		
		Revenue	Amount	Balance	%
01-427315	Health Dept Grants	\$ 51,940.00	\$ 67,272.00	\$ 15,332.00	77.2%
443100	Health Dept Revenue Tax	759.53	1,500.00	\$ 740.47	50.6%
443101	Health Rev Non-Tax	13,378.59	6,000.00	\$ (7,378.59)	223.0%
443112	Health Check Revenue	7,888.22	6,000.00	\$ (1,843.22)	131.5%
Grand Total Revenue		\$ 73,966.34	\$ 80,772.00	\$ 6,805.66	91.6%

01 - Expenses		YTD	Budgeted		
		Expenses	Amount	Balance	%
531210	Salaries	\$ 299,847.93	\$ 331,692.00	\$ 31,844.07	90.4%
531214	Overtime	\$ -	\$ -	\$ -	0.0%
531216	Part Time Salaries	\$ 28,096.02	34,255.00	6,158.98	82.0%
531218	Supplies & Expenses	\$ 11,738.99	12,850.00	1,111.01	91.4%
531219	Grant Expenses	\$ 14,021.35	16,000.00	1,978.65	87.6%
531220	Repairs	648.51	900.00	251.49	72.1%
531222	Dues, Fees, Subs	1,270.00	1,500.00	230.00	84.7%
531223	Education & Seminars	3,103.94	4,000.00	896.06	77.6%
531226	Maintenance Supplies	6,129.33	6,500.00	370.67	94.3%
531228	Fuel	2,355.66	4,000.00	1,644.34	58.9%
531230	Electric	5,872.15	6,000.00	127.85	97.9%
531231	Water	947.94	1,100.00	152.06	86.2%
531232	Telephone	3,499.56	3,200.00	(299.56)	109.4%
531233	WI Retirement	21,549.83	23,805.00	2,255.17	90.5%
531234	Social Security	19,604.14	22,689.00	3,084.86	86.4%
531235	Medicare	4,584.50	5,306.00	721.50	86.4%
531236	Health Insurance	61,825.58	69,456.00	7,630.42	89.0%
531237	Life Insurance	932.60	864.00	(68.60)	107.9%
531238	Dental Insurance	3,621.84	3,209.00	(412.84)	112.9%
531242	Vaccinations	1,042.85	6,800.00	5,757.15	15.3%
531243	Mileage	1,510.13	1,200.00	(310.13)	125.8%
531260	Capital Outlay	17,871.00	0.00	(17,871.00)	0.00%
Grand Total Expenses		\$ 510,073.85	\$ 555,326.00	\$ 45,252.15	91.9%
		YTD Actual	Budgeted	Difference	
City Tax Liability (revenue-expenses)		\$ (436,107.51)	\$ (474,554.00)	\$ (38,446.49)	

Environmental Health					
Financial Report					
End of Month Preliminary December 1/28/2026					
Revenue	*balances do not reflect final audit				
Account #	Description	YTD Revenue	Budgeted Amount	Balance	%
14-429210	Jefferson Cty Consortium	35002.00	\$ 35,000.00	\$ (2.00)	100.0%
429116	Body Art	0.00	1,200.00	1,200.00	0.0%
429120	Prevention Block Grant	11,969.00	8,000.00	(3,969.00)	149.6%
429140	Misc Enviro Rev	54,707.31	11,000.00	(43,707.31)	497.3%
429150	Transient Well Water Prog	37,847.75	48,000.00	10,152.25	78.8%
429152	Water Lab Rev	15,225.00	20,000.00	4,775.00	76.1%
429155	AG Inspections	295,736.00	290,000.00	(5,736.00)	102.0%
480510	Interest Income	20,256.31	23,800.00	3,543.69	85.1%
Grand Total Revenue		\$ 470,743.37	\$ 437,000.00	\$ (33,743.37)	107.7%
14 - Expenses		YTD Expenses	Budgeted Amount	Balance	%
531310	Salaries	\$ 274,591.45	\$ 297,694.00	\$ 23,102.55	92.2%
531314	Overtime	\$ -	\$ 2,000.00	\$ 2,000.00	0.0%
531316	Part Time Administrative	\$ 18,053.70	\$ 20,846.00	\$ 2,792.30	86.6%
531318	Supplies & Expenses	12,195.57	15,000.00	2,804.43	81.3%
531319	Agent Expenses	24,349.00	26,000.00	1,651.00	93.7%
531323	Education/Training	4,739.75	8,000.00	3,260.25	59.2%
531325	IT Share	0.00	0.00	0.00	0.0%
531326	Vehicle Maintenance	1,356.00	4,250.00	2,894.00	31.9%
531332	Telephone	2,770.48	4,500.00	1,729.52	61.6%
531333	WI Retirement	19,723.20	21,582.00	1,858.80	91.4%
531334	Social Security	17,194.40	19,875.00	2,680.60	86.5%
531335	Medicare	4,021.35	4,649.00	627.65	86.5%
531336	Health Insurance	75,492.00	85,412.00	9,920.00	88.4%
531337	Life Insurance	405.88	356.00	(49.88)	114.0%
531338	Dental Insurance	3,757.40	4,082.00	324.60	92.0%
531342	Gasoline/Mileage	2,936.14	4,000.00	1,063.86	73.4%
531344	Water Lab Supplies	16,317.60	15,000.00	(1,317.60)	108.8%
531350	Unemployment	0.00	0.00	0.00	0.0%
531360	Capital Outlay	40,325.25	0.00	(40,325.25)	0.0%
Grand Total Expenses		\$ 518,229.17	\$ 533,246.00	\$ 15,016.83	97.2%
Projected Carry Over		\$ (47,485.80)	\$ (96,246.00)		

Emergency Preparedness Division

Item B.

Financial Report

End of Month Preliminary December 1/28/2026

Revenue

***balances do not reflect final audit**

Account #	Description	YTD	Budgeted		
		Revenue	Amount	Balance	%
429210	Preparedness Consortium	\$ 92,725.00	\$ 101,362.00	\$ 8,637.00	91.5%
Grand Total Revenue		\$ 92,725.00	\$ 101,362.00	\$ 8,637.00	91.5%
Expenses		YTD	Budgeted		
15		Expenses	Amount	Balance	%
15-53-14-10	Salaries	\$ 35,230.64	\$ 35,925.00	\$ 694.36	98.1%
15-53-14-11	Salaries - LTE	\$ -	\$ -	\$ -	0.0%
15-53-14-14	Overtime	\$ -	\$ 1,000.00	\$ 1,000.00	0.0%
15-53-14-16	PT Salaries	\$ 21,499.52	\$ 26,877.00	\$ 5,377.48	0.0%
15-53-14-18	Supplies & Expenses	\$ 29,707.47	\$ 17,100.00	\$ (12,607.47)	173.7%
15-53-14-23	Education & Training	\$ -	\$ -	\$ -	0.0%
15-53-14-33	Retirement	\$ 3,161.00	\$ 3,308.00	\$ 147.00	95.6%
15-53-14-34	Social Security	\$ 3,406.63	\$ 3,955.00	\$ 548.37	86.1%
15-53-14-35	Medicare	\$ 796.75	\$ 926.00	\$ 129.25	86.0%
15-53-14-36	Health Insurance	\$ 11,520.00	\$ 11,519.00	\$ (1.00)	100.0%
15-53-14-37	Life Insurance	\$ 32.70	\$ 30.00	\$ (2.70)	109.0%
15-53-14-38	Dental Insurance	\$ 830.41	\$ 563.00	\$ (267.41)	147.5%
15-53-14-42	Mileage	\$ -	\$ -	\$ -	0%
15-53-14-50	Unemployment	\$ -	\$ -	\$ -	0.0%
15-53-14-60	Capital Outlay	\$ -	\$ -	\$ -	0.0%
Grand Total Expenses		\$ 106,185.12	\$ 101,203.00	\$ (4,982.12)	104.9%
		YTD Actual	Budgeted		
Emerg Prep Carry over (revenue-expenses)	\$ (13,460.12)	\$ 159.00			

Seal A Smile

Item B.

Financial Report**End of Month Preliminary December 1/28/2026****Revenue - 18*****balances do not reflect final audit**

Account #	Description	YTD	Budgeted		
		Revenue	Amount	Balance	%
427815	SAS Grant	\$ 6,645.00	\$ 5,950.00	\$ (695.00)	111.7%
427816	M/A	11,797.38	10,336.00	(1,461.38)	114.1%
427818	Donation	0.00	0.00	0.00	0.0%
Grand Total Revenue		\$ 18,442.38	\$ 16,286.00	\$ (2,156.38)	113.2%

Expenses - 18

		YTD	Budgeted		
		Expenses	Amount	Balance	%
531810	Salaries	\$ 6,825.04	\$ 8,119.00	\$ 1,293.96	84.1%
531817	Contracted Staff	4,270.00	5,600.00	1,330.00	76.3%
531818	Supplies	3,372.26	8,130.00	4,757.74	41.5%
531820	Equipment	0.00	0.00	0.00	0.0%
531824	Travel	0.00	0.00	0.00	0.0%
531833	Wisconsin Retirement	474.32	564.00	89.68	84.1%
531834	FICA - Social Security	377.00	503.00	126.00	75.0%
531835	Medicare	88.95	118.00	29.05	75.4%
Grand Total Expenses		\$ 15,407.57	\$ 23,034.00	\$ 7,626.43	66.9%

Environmental Health Fee Schedule

Type	Current	2025
1. Retail Food Establishments - Serving Meals (includes mobile retail food establishment - serving meals)		
(a) Retail Food Serving Meals - Prepackaged TCS		
1. License Fee	\$127.00	
2. Pre-inspection Fee For New Buildings or Change of Use	\$134.00	
Pre-inspection Fee for Change of Owner	\$100.00	
3. Re-inspection Fee	\$175.00	
4. Re-inspection 2 Fee	\$175.00	
5. Late Fee	\$21.00	
(b) Retail Food Serving Meals - Simple		
1. License Fee	\$276.00	
2. Pre-inspection Fee For New Buildings or Change of Use	\$332.00	
Pre-inspection Fee for Change of Owner	\$249.00	
3. Re-inspection Fee	\$175.00	
4. Re-inspection 2 Fee	\$326.00	
5. Late Fee	\$46.00	
(c) Retail Food Serving Meals - Moderate		
1. License Fee	\$397.00	
2. Pre-inspection Fee For New Buildings or Change of Use	\$488.00	
Pre-inspection Fee for Change of Owner	\$366.00	
3. Re-inspection Fee	\$175.00	
4. Re-inspection 2 Fee	\$479.00	
5. Late Fee	\$66.00	
(d) Retail Food Serving Meals - Complex		
1. License Fee	\$649.00	
2. Pre-inspection Fee For New Buildings or Change of Use	\$798.00	
Pre-inspection Fee for Change of Owner	\$598.00	
3. Re-inspection Fee	\$175.00	
4. Re-inspection 2 Fee	\$785.00	
5. Late Fee	\$108.00	
(e) Mobile Retail Food Establishment Base - No Food Preparation or Processing Activities		
1. License Fee	\$52.00	
2. Pre-inspection Fee For New Buildings or Change of Use	\$0.00	
Pre-inspection Fee for Change of Owner	\$0.00	
3. Re-inspection Fee	\$45.00	
4. Re-inspection 2 Fee	\$45.00	

Type	Current 2025
5. Late Fee	\$9.00
(f) Transient Retail Food - TCS	
1. License Fee	\$205.00
(g) Transient Retail Food - Non-TCS	
1. License Fee	\$81.00
(h) Transient Retail Food - Prepackaged TCS	
1. License Fee	\$52.00
2. Bed and Breakfast	
1. License Fee	\$133.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
3. Hotel/Motel/Tourist Rooming House/Specialty Lodging	
(a) Hotel/Motel 05-30 Sleeping Rooms	
1. License Fee	\$248.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$489.00
Pre-inspection Fee for Change of Owner	\$366.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$295.00
5. Late Fee	\$85.00
(b) Hotel/Motel 31-99 Sleeping Rooms	
1. License Fee	\$337.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$678.00
Pre-inspection Fee for Change of Owner	\$508.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$408.00
5. Late Fee	\$85.00
(c) Hotel/Motel 100—199 Sleeping Rooms	
1. License Fee	\$428.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$810.00
Pre-inspection Fee for Change of Owner	\$607.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$515.00
5. Late Fee	\$85.00

<u>Type</u>	<u>Current</u> <u>2025</u>
(d) Hotel/Motel 200 or more Sleeping Rooms	
1. License Fee	\$589.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,208.00
Pre-inspection Fee for Change of Owner	\$906.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$714.00
5. Late Fee	\$85.00
(e) Tourist Rooming House (1-4 rooms)	
1. License Fee	\$133.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(a.) Tourist Rooming House (1)	
1. License Fee	\$310.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(b.) Tourist Rooming House (2 to 4)	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$406.00
Pre-inspection Fee for Change of Owner	\$305.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(c.) Tourist Rooming House (5 to 9)	
1. License Fee	\$633.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$506.00
Pre-inspection Fee for Change of Owner	\$380.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(d.) Tourist Rooming House (10 to 19)	
1. License Fee	\$690.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,200.00

<u>Type</u>	<u>Current</u>
	<u>2025</u>
Pre-inspection Fee for Change of Owner	\$900.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(e.) Tourist Rooming House (20 to 39)	
1. License Fee	\$805.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,400.00
Pre-inspection Fee for Change of Owner	\$1,050.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(f.) Tourist Rooming House (40 to 99)	
1. License Fee	\$920.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,600.00
Pre-inspection Fee for Change of Owner	\$1,200.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(g.) Tourist Rooming House (100 to 299)	
1. License Fee	\$1,035.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,800.00
Pre-inspection Fee for Change of Owner	\$1,350.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(h.) Tourist Rooming House (300 to 599)	
1. License Fee	\$1,150.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$2,000.00
Pre-inspection Fee for Change of Owner	\$1,500.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(i.) Tourist Rooming House (600+)	
1. License Fee	\$1,265.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$2,200.00
Pre-inspection Fee for Change of Owner	\$1,650.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00

<u>Type</u>	<u>Current</u>
	<u>2025</u>
(j.) Hotel/Motel 05-30 Rooms	
1. License Fee	\$403.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$700.00
Pre-inspection Fee for Change of Owner	\$525.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(k.) Hotel/Motel 31-99 Rooms	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$900.00
Pre-inspection Fee for Change of Owner	\$675.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(l.) Hotel/Motel 100 – 249 Rooms	
1. License Fee	\$633.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,100.00
Pre-inspection Fee for Change of Owner	\$825.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(m.) Hotel/Motel 250 to 499 Rooms	
1. License Fee	\$748.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,300.00
Pre-inspection Fee for Change of Owner	\$975.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(n.) Hotel/Motel 500 to 749 Rooms	
1. License Fee	\$863.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,500.00
Pre-inspection Fee for Change of Owner	\$1,125.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(o.) Hotel/Motel 750 to 1000 Rooms	
1. License Fee	\$978.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,700.00

Current
2025

<u>Type</u>	
Pre-inspection Fee for Change of Owner	\$1,275.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(p.) Hotel/Motel 1000+ Rooms	
1. License Fee	\$1,093.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,900.00
Pre-inspection Fee for Change of Owner	\$1,425.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(q.) Specialty Lodging (1)	
1. License Fee	\$341.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$592.00
Pre-inspection Fee for Change of Owner	\$444.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(r.) Specialty Lodging (2 to 4)	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$900.00
Pre-inspection Fee for Change of Owner	\$675.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(s.) Specialty Lodging (5 to 9)	
1. License Fee	\$634.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,100.00
Pre-inspection Fee for Change of Owner	\$825.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(t.) Specialty Lodging (10 to 19)	
1. License Fee	\$690.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,200.00
Pre-inspection Fee for Change of Owner	\$900.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00

<u>Type</u>	<u>Current</u> <u>2025</u>
(u.) Specialty Lodging (20 to 39)	
1. License Fee	\$805.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,400.00
Pre-inspection Fee for Change of Owner	\$1,050.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(v.) Specialty Lodging (40 to 99)	
1. License Fee	\$920.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,600.00
Pre-inspection Fee for Change of Owner	\$1,200.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
5. Campground	
(a) Campgrounds (1-25 sites)	
1. License Fee	\$211.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$387.00
Pre-inspection Fee for Change of Owner	\$290.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$244.00
5. Late Fee	\$85.00
(b) Campground (26-50 sites)	
1. License Fee	\$302.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$576.00
Pre-inspection Fee for Change of Owner	\$432.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$357.00
5. Late Fee	\$85.00
(c) Campground (51-100 sites)	
1. License Fee	\$367.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$714.00
Pre-inspection Fee for Change of Owner	\$535.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$433.00
5. Late Fee	\$85.00
(d) Campground (101 - 199 sites)	

Type	Current 2025
1. License Fee	\$428.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$846.00
Pre-inspection Fee for Change of Owner	\$634.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$510.00
5. Late Fee	\$85.00
(e) Campground (200 or more sites)	
1. License Fee	\$494.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$984.00
Pre-inspection Fee for Change of Owner	\$738.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$591.00
5. Late Fee	\$85.00
Recreational/Education Camps- Simple	
1. License Fee	\$587.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,020.00
Pre-inspection Fee for Change of Owner	\$738.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$102.00
Recreational/Education Camps - Simple w/ Hospitality	
1. License Fee	\$647.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,124.00
Pre-inspection Fee for Change of Owner	\$843.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$112.00
Recreational/Education Camps- Moderate	
1. License Fee	\$639.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,110.00
Pre-inspection Fee for Change of Owner	\$833.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$111.00
Recreational/Education Camps - Moderate w/ Hospitality	
1. License Fee	\$761.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,322.00
Pre-inspection Fee for Change of Owner	\$992.00
3. Re-inspection Fee	\$200.00

<u>Type</u>	<u>Current</u> <u>2025</u>
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$132.00
Recreational/Education Camps- Complex	
1. License Fee	\$682.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,186.00
Pre-inspection Fee for Change of Owner	\$890.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$119.00
Recreational/Education Camps - Complex w/ Hospitality	
1. License Fee	\$856.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,488.00
Pre-inspection Fee for Change of Owner	\$1,116.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$149.00
6. School Inspections (no state reimbursement, not a license)	
(a) Full Service Kitchen	\$460.00
(b) Full Service Pre-Inspection Fee	
(c) Satellite Kitchen	\$157.00
(d) Satellite Kitchen pre-Inspection	
7. Retail Food Establishments - Not Serving Meals (includes mobile retail food establishment - not serving meals)	
(a) Retail Food Not Serving Meal - Complex	
1. License Fee	\$1,154.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,020.00
Pre-inspection Fee for Change of Owner	\$765.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$459.00
5. Late Fee	\$137.00
(b) Retail Food Not Serving Meals - Moderate	
1. License Fee	\$447.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$408.00
Pre-inspection Fee for Change of Owner	\$306.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$193.00
5. Late Fee	\$53.00

Type	Current 2025
(c) Retail Food Not Serving Meals - Simple-TCS	
1. License Fee	\$320.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$193.00
5. Late Fee	\$38.00
(d) Retail Food Not Serving Meals - Simple - Non-TCS	
1. License Fee	\$102.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$91.00
Pre-inspection Fee for Change of Owner	\$68.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$175.00
5. Late Fee	\$12.00
(e) Retail Food Not Serving Meals - Prepackaged TCS	
1. License Fee	\$55.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$0.00
Pre-inspection Fee for Change of Owner	\$0.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$175.00
5. Late Fee	\$9.00
(f) Mobile Retail Food Establishment Base - No Food Preparation or Processing Activities	
1. License Fee	\$52.00
2. Pre-Inspection Fee For New Buildings or Change of Use	\$0.00
Pre-Inspection Fee for Change of Owner	\$0.00
3. Re-Inspection Fee	\$45.00
4. Re-Inspection 2 Fee	\$45.00
5. Late Fee	\$9.00
(g) Micro Markets - Single Location	
1. License Fee	\$46.00
2. Late Fee	\$85.00
(h) Micro Markets - Multiple Locations (on the same premises)	
1. License Fee	\$69.00
2. Late Fee	\$12.00
(i) Inspection fee for mobile retail food stands (no state reimbursement, not a license)	\$50.00

<u>Type</u>	<u>Current</u>
	<u>2025</u>
8. Recreational Water	
Simple Pool	
1. License Fee	\$240.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$208.00
Pre-inspection Fee for Change of Owner	\$156.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
5. Late Fee	\$42.00
Simple Pool w/ features	
1. License Fee	\$397.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$345.00
Pre-inspection Fee for Change of Owner	\$259.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
Special Re-inspection for Non-Compliance	\$500.00
5. Late Fee	\$69.00
Moderate Pool	
1. License Fee	\$359.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$312.00
Pre-inspection Fee for Change of Owner	\$234.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
Special Re-inspection for Non-Compliance	\$500.00
5. Late Fee	\$62.00
Moderate Pool w/ features	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$450.00
Pre-inspection Fee for Change of Owner	\$338.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
Special Re-inspection for Non-Compliance	\$500.00
5. Late Fee	\$90.00
Complex Pool	
1. License Fee	\$449.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$390.00
Pre-inspection Fee for Change of Owner	\$293.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
Special Re-inspection for Non-Compliance	\$500.00

<u>Type</u>	<u>Current</u> <u>2025</u>
5. Late Fee	\$78.00
Complex Pool w/ features	
1. License Fee	\$607.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$527.00
Pre-inspection Fee for Change of Owner	\$396.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
Special Re-inspection for Non-Compliance	\$500.00
5. Late Fee	\$78.00

MEMO

Watertown Department of Public Health

To: Board of Health

From: Carol Quest, Health Officer/Director

Date: February 3, 2026

Subject: Fee update for Lodging & Recreational Water License Chemistry Inspection

Background

2026 DATCP Lodging License Fee Update

As an agent health department of the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP), our local fees are affected by contractual requirements set forth by DATCP.

We are presenting an updated fee schedule to include the new license categories and updated fees for DATCP lodging facilities.

UPDATED CATEGORIES AND FEES:

In October 2025, the legislature approved the updated ATCP 72 Hotels, Motels, and Tourist Rooming Houses. The new code will have an effective date of January 25, 2026.

The revised ATCP 72 includes increased fees and new and updated license categories. The categories are divided into three different types and leveled by number of keyed units.

As an agent health department, we are required to provide and include the same license categories as provided by ATCP 72. We have attached our updated fee schedule based on ATCP 72 fees and categories. Pre-inspection fees for Tourist Rooming House(s) were adjusted based on internal evaluation of actual cost of staff time and resources. We have applied a 15% reimbursement fee to our base fees to have accurate funds to reimburse DATCP as required by contract.

These new fees will be in effect starting April 1, 2026 as cited in ATCP 72.

MEMO

2026 Monthly Recreational Water License Chemistry Inspections Update

Monthly chemistry inspections of recreational water licenses are conducted to ensure safe recreational water operations for the public.

Department policy is that recreational water licenses that went **six consecutive months without a closure** for chemistry violation would be removed from monthly chemistry inspections and return to the annual routine inspection schedule. Monthly chemistry inspections would not be restarted unless the chemistry was out of range on the next routine inspection. Currently 21 out of 27 recreational water licenses have been removed from monthly chemistry inspections since that change. There are six recreational water licenses that have been on monthly chemistry inspection for 18 months or longer.

Currently, if a recreational water license is ordered to be closed during a monthly chemistry inspection, a Temporary Order to Cease Operations and a re-inspection fee of \$100.00 is issued. If a second re-inspection is required due to the chemistry being out of range during the re-inspection, a fee of \$150.00 is issued. The temporary order is terminated once the chemistry has been corrected.

RECOMMENDED UPDATED FEES AND PROCEDURE:

Effective July 1st, 2026, recreational water facilities on monthly chemistry inspection that are closed during a visit due to a chemistry violation will be issued a fee for special reinspection for non-compliance of **\$500.00** per closure in accordance with the proposed fee schedule provided. A recreational water license will be placed on monthly chemistry inspection if the water quality standards outlined in ATCP 76.14 are not met during an annual routine inspection, and a notice will be issued to the operator.

Recreational water licenses currently on increased chemistry inspection will remain on increased chemistry inspection. Recreational water licenses that fail to correct the water chemistry within the time allotted by a temporary order will be suspended.

Recreational water licenses will remain on monthly chemistry inspection until six consecutive months of acceptable water results are documented by the department. If six consecutive months are not achieved within 12 months of the annual inspection date, the license will be suspended. If the conditions of the suspension order are not met by June 30th of that license year, the license will not be renewed. The fine for operating a recreational water facility without a license is \$500.00 per day.



MEMO

These fee changes do **not** apply to re-inspections for violations and closure criteria that are **not** related to chemistry. Those fees will remain \$100.00 for the first, and \$150.00 for the second and subsequent re-inspections.

Budget Goal

Encourage community growth by assessing opportunities, involving all stakeholders, environmental needs, modern code and policy priorities.

Financial Impact

The financial impact will be neutral. The increased cost will cover increased staff time required to meet the inspections requirements and the increased reimbursement to the Department of Agriculture, Trade and Consumer Protection.

Recommendation

The Department respectfully request your approval of this updated fee schedule, which will ensure that we continue to meet our contractual obligations and provide essential inspection services without disruption.