



North Shore Health Department – Board of Health Meeting

PLEASE TAKE NOTICE that the North Shore Health Department Board of Health will meet Thursday, October 13th, 2016 at 7 PM at the North Shore Health Department – **Shorewood Office – 2010 Shorewood Blvd.** at which time and place the following items of business will be discussed and possibly acted upon:

1. Roll Call
2. Persons Desiring to be Heard
3. Approval of August 18th, 2016 Minutes
4. Health Department Administrative Items
 - Review and approve 2017 North Shore Health Department Budget
5. North Shore Environmental Health Consortium
 - Review Draft Retail Food and Recreational Licensing ordinance
 - Discuss completed grant and new application for NACCHO's Voluntary National Retail Good Regulatory Program Standards Mentorship Program.
 - DATCP and DHS merger updates
6. Reports and Discussions
 - Disease Control and Prevention
 - i. 2016 Flu Clinic schedule
 - Environmental Health – Asking the Question: Lead Prevention Program grant update
 - Injury Prevention
 - i. Letter of Intent with Village of Shorewood and SafeKids
 - ii. Fall Prevention updates
7. Scheduling of Next Meeting and Location
8. Adjournment

Dated: October 4th, 2016

Gary Lewis, MD, Chairperson

By: 

Ann Christiansen, Secretary

PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE VILLAGE MANAGER AT LEAST ONE BUSINESS DAY PRIOR TO THE MEETING.



NORTH SHORE HEALTH DEPARTMENT

Board of Health

Serving the communities of Bayside, Brown Deer, Fox Point,
Glendale, River Hills, Shorewood and Whitefish Bay, Wisconsin

4800 W. Green Brook Dr.
Brown Deer, WI 53223

August 18, 2016

The North Shore Board of Health meeting was called to order on August 18, 2016 at 7:02 pm by Ann Christiansen.

1. Roll call

Present: Dr. Mary Jo Baisch, Dr. Claudia Altman, Dr. Debesh Mazumdar, Bill Warner, Dr. Gary Lewis, Dr. Christopher Simenz, Ann Christiansen, Lori Ahrenhoerster

Absent: Barbara Bechtel, Jennifer Evertsen

2. Persons Desiring to be heard

There were no persons desiring to be heard.

3. Approval of April 21, 2016 minutes

Mr. Warner made a motion to approve the minutes from April 21, 2016; the motion was seconded by Dr. Baisch and approved.

4. Health Department Administrative Items

a. 2016-2019 Review and Approval of the North Shore Health Department Strategic Plan

The Strategic Plan was briefly reviewed, following in-depth discussion during a prior meeting and time for all members to review via email. A motion was made by Dr. Mazumdar to approve the Strategic Plan; the motion was seconded by Mr. Warner and approved.

b. Budget and funding formula

Wisconsin ACT 175 was enacted on February 29, 2016, and it states that

“The local board of health of every multiple county health department established under s. 251.02 (3) and of every city-county health department established under s. 251.02 (1m) shall annually prepare a budget of its proposed expenditures for the ensuing fiscal year and determine either the proportionate cost to each participating county and city on the basis of equalized valuation or the proportionate levy contribution from each county and city on a per capita basis.”

The funding for the NSHD is not currently based on either equalized valuation or per capita, and therefore may be in need of revising. For 2017's budget, the

Village Managers and the City Administrator requested that we leave the percent allocations the same as 2016. This item required no action by the Board of Health.

c. Communication plan updates – Website and Social Media

The NSHD is excited to share the newly-revised website, still located at <http://www.nshealthdept.org/>. The new appearance is cleaner, with menus across the top and down the left side that more clearly guide visitors to materials they may seek out from the website. In conjunction with the revised website, NSHD created a new Facebook page (<https://www.facebook.com/NSHealthDept/>) and a Twitter account (<https://twitter.com/NSHealthDept> or @NSHealthDept). All of these outlets are used to share information including beach advisories, participation in outreach activities in the communities, and new health and safety information. The NSHD currently has 85 people who have “liked” the Facebook page and 35 Twitter followers. BOH members were asked to mention these communication methods to their networks in their communities.

5. Reports and Discussions

a. Disease Control and Prevention

i. Wisconsin Public Health Association (WPHA) Communicable Disease Prevention Initiative

WPHA and WALHDAB (WI Association of Local Health Departments and Boards) put together an initiative requesting a continuing appropriation of \$2,500,000 per fiscal year to control and prevent communicable disease in Wisconsin. BOH members were encouraged to contact legislators about their support for this initiative. Data on communicable disease work specific to each jurisdiction will be distributed for personalizing contact with legislators.

ii. Arbovirus vector surveillance

The NSHD is participating in surveillance for the presence of the two *Aedes* species that can carry the Zika virus. In cooperation with an Entomology lab at UW-Madison, we have 10 mosquito traps set up around the North Shore. None of the traps have hatched either *Aedes* species thus far. *Aedes albopictus* (Asian tiger mosquito) has been found as far north as Peoria, IL.

b. Environmental Health

i. Lead poisoning prevention grant application

The NSHD is one of seven health departments in the state to receive a \$10,000 *Taking Action with Data* grant. This money will be used to hire Rachel Lecher, a UWM Zilber School of Public Health Epidemiology student who did summer field work in the health department, to examine why childhood lead testing rates are so low in the North Shore.

c. MCH Program updates

i. Suicide prevention

The NSHD received 300 gun locks from Mental Health America. Of the seven police departments, Brown Deer, Bayside, Glendale and Whitefish Bay all accepted some. Shorewood and Fox Point already receive gun locks through the Project ChildSafe.

ii. **Breastfeeding friendly workplaces**

Dr. Ahrenhoerster shared that during the first week of August (World Breastfeeding Week), the NSHD launched its Breastfeeding Friendly Workplace Recognition Program (<http://www.nshealthdept.org/Breastfeeding.aspx>). She will be reaching out to local businesses to offer her services to assist with developing a Lactation Support Policy and Lactation room for any interested locations. She requested suggestions of businesses to contact and BOH members provided several.

d. **Preparedness**

i. **Recap of BAT 16 and plans for 2016-2017 grant year**

Dr. Ahrenhoerster, who serves as Emergency Preparedness Coordinator, gave a brief update on two exercises that the NSHD participated in this Spring and Summer. 1) In May, in conjunction with the North Shore Fire and Rescue, and all seven police departments, we participated in an Active Shooter Exercise at Cardinal Stritch University. Though the exercise involved first responders from the Fire and Police departments, planning and after action discussion included roles where the Health Department would fit in in an actual event. 2) In June, the NSHD partnered with the Milwaukee Health Department and UW-Milwaukee in a full scale “worst case scenario” bioterrorism exercise known as BAT 16 (*Bacillus anthracis* 2016). The entire exercise included partners around SE Wisconsin as well as the State preparedness department. It was the second largest exercise in the country this year and also involved CDC, State Patrol, and many hospital and community partners.

ii. **Wisconsin Emergency Assistance Volunteer Registry (WEAVR)**

An explanation of WEAVR (<https://weavrwi.org/>) was shared, and members were encouraged to join and to tell others in their networks about the WEAVR program, which is how the NSHD would activate volunteers in an emergency such as a bioterrorist attack or pandemic influenza.

iii. **Community Health Assessment (CHA)**

Ms. Christiansen shared that the NSHD is beginning work on a CHA, which is one of three documents required to apply for PHAB (Public Health Accreditation Board) accreditation; the other two are a strategic plan and a community health improvement plan. Ms. Christiansen and Dr. Ahrenhoerster met with Dr. Emmanuel Ngui from UW-Milwaukee’s Zilber School of Public Health (and a Brown Deer resident) to discuss direction on the CHA. The Health Department will develop small task force groups at two stages of the CHA—first at this initial stage, looking

for representation from all communities to guide the approach to the CHA, and later for a different group to discuss community priorities in a focus group type setting. It was asked if any BOH members wanted to be on the initial task force and Drs. Simenz, Baisch, and Altman volunteered. It was briefly discussed that evening meetings would be best.

6. Our next meeting is scheduled for October 13, 2016 at 7:00 pm in Shorewood.
7. There was a motion to adjourn by Bill Warner, seconded by Chris Simenz and approved.

Dated: August 19, 2016 LSA

DRAFT

**Village of Brown Deer
2017
Annual Budget**

For the Fiscal Year Beginning January 1, 2017

North Shore Health Department

PROGRAM MANAGER: Health Director/Officer

PROGRAM DESCRIPTION:

The North Shore Health Department (NSHD) provides public health services for the seven North Shore communities of Brown Deer, Bayside, Fox Point, Glendale, River Hills, Shorewood, and Whitefish Bay, with a total population of over 65,000. The mission of the Health Department is to work in partnership with the communities we serve to assure, promote, and protect the health and safety of the people in the North Shore. In 2016, the Health Department completed its 2016-2019 Strategic Plan and identified three strategic priorities and nine long-term goals. The strategic priorities include:

- 1) Advance the quality and performance of the North Shore Health Department;
- 2) Provide high quality public health programs and services; and
- 3) Engage community members, leaders, and stakeholders in initiatives to advance health priorities identified in the Community Health Improvement Plan.

The NSHD has two offices, in Brown Deer and Shorewood, and residents can utilize services at either location, as well as at routinely scheduled community-based clinics. The NSHD is advised by a Board of Health with representatives from each of the seven communities in the North Shore, as well as a medical advisor who is on staff. The Village of Brown Deer serves as the fiscal and administrative agent for the NSHD. The Health Department employs a health director/officer, nurse supervisor, public health manager, administrative assistant, three public health nurses, a sanitarian, and a medical advisor, totaling 7.2 full time equivalents. In 2016, the Health Department added a .25 LTE Public Health Assistant to its staff to assist with grant-funded activities. The funding for the grant will run through 7/31/2017. If there are no additional grant funds, this position will be eliminated from the department.

SERVICES PROVIDED:

The health department provides a variety of state mandated, grant funded, and fee supported public health services. The following are the major program areas for the department.

Communicable Disease Prevention and Control

- Communicable disease and outbreak investigations
- Tuberculosis Program and Case Management
- Immunization Program
- Arboviral disease surveillance (West Nile, Zika)

Chronic Disease Prevention and Management

- Clinical Services, including blood pressure checks, adult health screenings, and Mantoux tuberculin skin tests (TST)
- Elder Referral Program
- Nutrition and Physical Activity - Farmers' Markets
- Tobacco Prevention Control
- Breastfeeding Friendly Workplace Recognition Program

Environmental Health

- Food Safety and Recreational Licensing- (Brown Deer, Bayside, Fox Point, River Hills, Shorewood, and Whitefish Bay)
- Toxic Substances – Lead Hazard Control

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North Shore Health Department

- Radon Outreach and Testing Program
- Animal Bite and Rabies Control
- Human Health Hazard and Public Health Nuisance Investigations
- Beach Testing and Monitoring

Injury Prevention

- Childhood Injury Prevention and Child Passenger Safety
- Older Adult Fall Prevention
- Mental Health, Resiliency and Suicide Prevention

Public Health Emergency Preparedness

- Planning for mass clinics and medical counter measures
- Mass fatality planning
- Planning for shelters and evacuation
- Functional assessment for shelter residents

STAFFING:

Position (FTE)	2014 Actual	2015 Actual	2016 Actual	2017 Est.
Health Director/Officer	1.0	1.0	1.0	1.0
Nursing Supervisor		1.0	1.0	1.0
Public Health Nurses	4.2	3.2	2.2	2.2
Public Health Manager			1.0	1.0
Registered Sanitarian	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
Public Health Assistant			.25	.25
Medical Advisor	.01	.01	.01	.01
Total	7.21	7.21	7.46	7.46

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North Shore Health Department

DEPARTMENT ACTIVITY MEASURES:

Performance Measures	2015 Actual	2016 Est.	2017 Est.
Communicable Disease Prevention and control			
Disease investigations	399	425	425
Food/waterborne outbreak investigations	3 investigations using 300 person-hours	2 investigations using 200 person-hours	2 investigations using 200 person-hours
Tuberculosis case management	10 latent and active cases	<2 latent and active cases	3 latent and active cases
Immunizations administered	764	600	600
Chronic Disease Prevention and control			
Blood pressure checks	206	250	225
Cholesterol/adult health screens	22	20	20
Elder referral follow-ups	27	30	30
Environmental Health			
Restaurant and retail food licenses issued	195	180	180
Hotel and pool licenses issued	55	55	55
Elevated lead inquiries (Screening ≥ 5.0 mcg/dL)	17 investigations	20 investigations	25 investigations
Radon outreach and testing	160 test kits sold	100 test kits sold	100 test kits sold
Animal bite control	32 investigations	34 investigations	34 investigations
Beach monitoring	90 water tests	84 water tests by contract	84 water tests by contract
Injury prevention			
Car seat inspections	104	120	100
Fall prevention (Remembering When)	12 groups – 221 participants	7 groups	8 groups
Welcome newborn baby notices	680	680	685

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North Shore Health Department

OBJECTIVES ACCOMPLISHED IN 2016:

- ✦ Completed the NSHD 2016-2019 Strategic Plan, one of three documents needed before applying for national accreditation.
- ✦ Completed NSHD Performance Management System to measure impact of strategic plan.
- ✦ Drafted a new Code of Ordinance pertaining to Food, Lodging, Recreational Safety and Licensing.
- ✦ Established communications plan for NSHD, including reorganizing website and creating social media presence on Facebook and Twitter.
- ✦ Department was awarded competitive grants totaling over \$25,000 in new revenue through the Wisconsin Department of Health Service and the National Association of City and County Health Departments.
- ✦ Partnered with North Shore Fire/Rescue on grant award of \$9,000 for Active Shooter exercise through the Southeast Healthcare Emergency Readiness Coalition.
- ✦ Hosted graduate student from UW-Milwaukee Zilber School of Public Health for Field Placement experience. Student provided 240 contact hours for health department.
- ✦ Partnered with students from the Concordia School of Pharmacy to develop a medication safety guide for falls prevention.
- ✦ Provided fall risk assessments during Shorewood Senior Health Fair using CDC's fall risk assessment tools.
- ✦ Developed and offered First Aid for Older Adults program for 60 older adults in North Shore.
- ✦ Participated in North Shore Fire/Rescue Safety Camp by developing and facilitating pedestrian safety and distracted walking activities.
- ✦ Partnered with SafeKids of Southeastern Wisconsin and North Shore Fire/Rescue to collect over 170 child car seats for recycling at event in Brown Deer.
- ✦ Partnered with City of Milwaukee Health Department and UW-Milwaukee on functional emergency preparedness exercise testing ability to mass dispense medications to general public in limited time.
- ✦ Developed Breastfeeding Friendly Workplace Recognition program with initial launch in August of 2016.
- ✦ Established and led a Community Health Subgroup through REDGen, a mental health and resiliency coalition in the North Shore.

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North Shore Health Department

- ✦ Provided leadership on state and local organizations to advance local health department practice.

OBJECTIVES TO BE ACCOMPLISHED IN 2017:

- ✦ Develop a comprehensive North Shore Community Health Assessment.
- ✦ Complete timeline and readiness assessment for national Public Health Department Accreditation.
- ✦ Develop community advisory board for Community Health Assessment to engage community members in prioritization of health needs.
- ✦ Host UW-Milwaukee Zilber School of Public Health graduate student for their Field Placement experience.
- ✦ Submit applications for at least two competitive grants with our Level III health department status.
- ✦ Identify at least three new community partners to advance the department's Community Health Improvement Plan.
- ✦ Partner with RedGEN to host a North Shore Mental Health Community Wellness day.
- ✦ Develop outreach plan to increase rates of adults aged 65 and older receiving pneumococcal vaccine.
- ✦ Partner with SafeKids Southeast Wisconsin, North Shore Fire/Rescue and Children's Hospital of Wisconsin to develop and support a permanent car seat fitting station in North Shore.
- ✦ Partner with North Shore Fire/Rescue and Columbia St. Mary's on in-home fall risk assessment program.
- ✦ Develop a North Shore Heroin/Prescription Drug Toolkit with information on substance abuse and misuse for parents, schools, and police.

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North Shore Health Department

BUDGET SUMMARY:

140 Budget Summary (Tax levy, license permits, clinic fees)

Revenues

- ✚ Community contributions will increase by 2% in 2017 to account for increases in staff salaries and fringe benefits and decreases in grant funding.
- ✚ Revenue from North Shore Environmental Health Consortium fees is similar to 2016 based on current number of licensed establishments.
- ✚ Estimated revenue from clinic fees is similar to 2016 based on projected number of residents who access health department for clinical services such as immunizations, TB skin tests, and cholesterol checks.
- ✚ Revenue from Interdepartmental Grant Fund is expected to be lower in 2017 based on decreases in the amount of grant funds anticipated by the health department through the State of Wisconsin.

Expenses

- ✚ Funds were increased for printing services to support the development of our Community Health Assessment.
- ✚ Funds for clinic supplies were decreased due to reduced number of clinical services provided by department.
- ✚ Funds for Workers Compensation were increased in anticipation of higher expenses in 2017.
- ✚ Rent expenses for Shorewood office and Administrative Charges for Brown Deer were increased in 2017 in anticipation of higher expenses charged by Shorewood and Brown Deer.
- ✚ Expenses for new and replacement equipment were reduced in the budget because office consolidation will not likely happen in 2017.

141 Budget Summary (Grants to North Shore Health Department)

Revenues

- ✚ Grant funded by the Wisconsin Department of Health Services for Ebola-related disease investigations and preparedness ended on 9/30/2016 (\$22,084) and therefore funds are not included in the 2017 budget.
- ✚ Grant funded by National Association of City and County Health Officials ended on 8/31/2016 (\$10,000) and therefore funds are not included in the 2017 budget.

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- ✚ Five percent reduction in total grant funding from the Wisconsin Department of Health Services for 2017 public health emergency preparedness activities and Cities Readiness Activities (\$86,400).
- ✚ New grant funding by the Wisconsin Department of Health Services was awarded from 8/1/2016-7/31/2017 (\$10,000) to promote blood lead level testing in children living in the North Shore. Funds are not able to be used for current staff but allow us to bring on an LTE to assist with grant activities.
- ✚ New grant funding by the Wisconsin Department of Health Services was awarded from 5/1/2016-6/30/2017 (\$5,796) to increase the percent of residents 65 years and older who have received at least one dose of a pneumococcal vaccine.
- ✚ Continued grant funding in 2017 (\$4,000) from the DNR is anticipated to cover expenses for our beach monitoring program.
- ✚ Continued grant funding in 2017 for Maternal and Child Health, Lead Poisoning, Prevention and Immunization through the Wisconsin Department of Health Services (\$23,197 anticipated)

Expenses

- ✚ Staff salary and wages were budgeted for the Public Health Assistant to support grant-related activities. Position is limited term with an end date of 7/31/2017.
- ✚ Other 2017 grant-related expenses similar to 2016 allocations.

GL Number	Description	2014 Activity	2015 Activity	2016 Original Budget	YTD As Of 06/30/2016	2016 Projected	2017 SCENARIO 1
--- Estimated Revenue ---							
140-000-35-4-50-10	State Aids	0.00	0.00	0.00	0.00	0.00	0.00
140-000-49-4-20-30	Permits	110,552.00	101,115.00	98,000.00	89,086.00	100,000.00	98,000.00
140-000-65-4-10-13	Clinic Fees	30,868.30	16,868.40	15,000.00	10,256.60	15,000.00	15,000.00
140-000-73-4-50-10	Bayside Contribution	26,243.00	26,243.00	26,753.00	13,887.50	26,753.00	27,288.00
140-000-73-4-50-20	Brown Deer Contribution	125,932.00	125,932.00	128,470.00	64,235.00	128,470.00	131,039.00
140-000-73-4-50-30	Fox Point Contribution	27,200.00	27,200.00	27,757.00	13,878.50	27,757.00	28,312.00
140-000-73-4-50-40	Glendale Contribution	64,528.00	64,528.00	65,833.00	32,916.50	65,833.00	67,150.00
140-000-73-4-50-50	River Hills Contribution	9,238.00	9,238.00	9,405.00	4,702.50	9,405.00	9,593.00
140-000-73-4-50-70	Shorewood contribution	128,405.00	128,405.00	130,981.00	65,490.50	130,981.00	133,600.00
140-000-73-4-50-75	Health Programs	0.00	0.00	0.00	0.00	0.00	0.00
140-000-73-4-50-80	Whitefish Bay contribution	66,040.00	66,040.00	67,339.00	33,669.50	67,339.00	68,686.00
140-000-73-4-50-85	TB Dispensary	346.25	2,468.84	350.00	94.44	350.00	350.00
140-000-73-4-50-90	TB Dispensary Medicaid	0.00	2,513.52	0.00	223.60	0.00	0.00
140-000-74-4-10-10	Interdepartmental Grant Fund	12,847.00	13,290.00	14,578.00	0.00	14,578.00	12,543.00
140-000-81-4-00-10	Investment Interest	621.00	401.74	0.00	0.00	0.00	0.00
140-000-81-4-00-20	Misc. Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
140-000-82-4-00-50	Miscellaneous Revenue	0.00	0.00	0.00	2,000.00	2,000.00	0.00
140-000-85-4-40-10	Donations - NSHD	590.00	744.00	0.00	474.00	600.00	0.00
140-000-93-4-00-10	Transfer from Reserves	0.00	0.00	0.00	0.00	0.00	0.00
Total Estimated Revenue:		603,410.55	584,987.50	584,466.00	330,914.64	589,066.00	591,561.00

--- Appropriations ---

140-410-41-5-10-10	Salaries/Wages	291,476.32	216,596.88	275,935.00	119,380.47	275,935.00	282,105.00
140-410-41-5-11-10	Part-time/Temporary	0.00	0.00	0.00	0.00	0.00	0.00
140-410-41-5-11-20	Election Workers	0.00	0.00	0.00	0.00	0.00	0.00
140-410-41-5-14-00	Overtime	0.00	131.87	0.00	0.00	0.00	0.00
140-410-41-5-15-10	WI Retirement	19,560.36	14,571.11	17,961.00	7,819.32	17,961.00	18,925.00
140-410-41-5-15-15	FICA	20,765.10	15,195.41	21,109.00	8,686.91	21,109.00	21,581.00
140-410-41-5-15-20	Group Insurance	87,383.05	53,430.86	43,698.00	17,884.53	43,698.00	38,463.00
140-410-41-5-15-25	Worker Compensation Ins	21,412.00	16,762.39	20,000.00	0.00	20,000.00	23,714.00
140-410-41-5-20-20	Professional Services	0.00	4,560.00	0.00	0.00	0.00	0.00
140-410-41-5-20-40	Printing Services	447.49	519.79	780.00	623.44	780.00	2,000.00
140-410-41-5-20-50	Medical Disposal Services	317.08	491.59	430.00	597.84	598.00	600.00
140-410-41-5-20-60	TB Contracted Health Expenses	0.00	849.89	1,000.00	0.00	832.00	1,000.00
140-410-41-5-30-10	Office Supplies, Equip & Exp	1,338.45	4,714.46	1,950.00	1,267.65	1,950.00	1,950.00
140-410-41-5-30-90	Miscellaneous Supplies	0.00	0.00	0.00	0.00	0.00	0.00
140-410-41-5-34-50	Medical Supplies	3,146.49	0.00	0.00	0.00	0.00	0.00
140-410-41-5-34-55	Clinical Supplies	9,320.56	11,361.94	15,000.00	2,340.22	15,000.00	14,000.00
140-410-41-5-34-70	Laboratory Supplies	0.00	0.00	0.00	0.00	0.00	0.00
140-410-41-5-35-40	Equip Repair/Maint Supplies	2,948.20	3,899.70	2,600.00	1,362.50	2,600.00	2,600.00
140-410-41-5-39-20	Unemployment Compensation	0.00	0.00	0.00	0.00	0.00	0.00
140-410-41-5-45-10	Professional Memberships	1,205.00	728.00	704.00	859.00	1,000.00	704.00
140-410-41-5-45-20	Professional Publications	354.48	310.37	390.00	210.25	390.00	390.00
140-410-41-5-45-30	Professional Training	1,344.64	1,357.31	3,800.00	1,209.18	3,800.00	3,500.00
140-410-41-5-45-40	Mileage Reimbursement	4,073.87	6,262.05	5,000.00	1,225.32	4,704.00	5,000.00
140-410-41-5-53-20	Rent Expense	14,417.20	19,082.80	14,500.00	0.00	14,500.00	20,036.00
140-410-41-5-53-30	Administrative Charges	39,021.00	47,222.00	44,811.00	0.00	44,811.00	52,302.00
140-410-41-5-53-40	Beach Water Testing	2,178.01	5,400.38	0.00	0.00	0.00	1,500.00
140-410-41-5-80-10	New/Replace Equipment	0.00	0.00	16,798.00	0.00	16,798.00	3,191.00
140-410-41-5-90-10	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
140-410-41-5-90-20	Grant Reallocations	0.00	0.00	0.00	0.00	0.00	0.00
140-410-92-5-00-10	Transfer to General Fund	0.00	0.00	0.00	0.00	0.00	0.00
140-410-92-5-00-70	Transfer to Liability Ins Fund	0.00	0.00	0.00	0.00	0.00	0.00
140-411-41-5-10-10	Salaries/Wages	72,467.58	73,706.97	69,091.00	32,270.33	69,091.00	69,269.00
140-411-41-5-14-00	Overtime	0.00	79.18	0.00	0.00	0.00	0.00
140-411-41-5-15-10	WI Retirement	5,101.92	5,043.51	4,560.00	2,145.01	4,560.00	4,710.00
140-411-41-5-15-15	FICA	5,444.03	5,531.26	5,286.00	2,293.80	5,286.00	5,299.00
140-411-41-5-15-20	Group Insurance	8,022.54	8,376.67	5,711.00	3,798.50	5,711.00	5,609.00
140-411-41-5-15-25	Worker Compensation Ins	0.00	0.00	0.00	0.00	0.00	0.00
140-411-41-5-30-10	Environmental Health Supplies	3,479.66	2,752.53	4,750.00	1,579.54	4,750.00	4,510.00
140-411-41-5-39-25	License fee to State	7,249.50	7,315.00	7,833.00	0.00	7,833.00	7,833.00
140-411-41-5-45-10	Professional Memberships	40.00	225.00	60.00	0.00	60.00	60.00
140-411-41-5-45-20	Professional Publications	0.00	0.00	0.00	0.00	0.00	0.00
140-411-41-5-45-30	Professional Training	311.78	334.66	710.00	490.92	710.00	710.00
Total Appropriations:		622,826.31	526,813.58	584,467.00	206,044.73	584,467.00	591,561.00
Net of Revenues & Appropriations	Net of Revenues & Appropriations:	(19,415.76)	58,173.92	(1.00)	124,869.91	4,599.00	0.00

280,733.00
0.00
0.00
0.00
18,831.00
21,476.00
38,445.00
23,714.00
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2,000.00
600.00
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1,950.00
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2,600.00
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704.00
390.00
3,500.00
5,000.00
20,036.00
52,302.00
1,500.00
4,779.00
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0.00
0.00
0.00
68,927.00
0.00
4,687.00
5,273.00
5,604.00
0.00
4,907.00
7,833.00
60.00
0.00
710.00
591,561.00
0.00

GL Number	Description	2014 Activity	2015 Activity	2016 Original Budget	YTD As Of 06/30/2016	2016 Projected	2017 SCENARIO 1	2017 SCENARIO 2	2017 MANGER'S	2017 ADOPTED BUDGET
--- Estimated Revenue ---										
141-000-35-4-50-10	MCH-Maternal/Child Health	15,849.00	12,864.00	15,677.00	0.00	17,601.00	15,841.00	15,841.00	0.00	0.00
141-000-35-4-50-15	Immunization Grant	13,253.00	8,125.00	14,135.00	1,185.00	14,214.00	14,214.00	14,214.00	0.00	0.00
141-000-35-4-50-20	Prevention Grant	3,092.00	3,825.00	7,000.00	0.00	5,640.00	5,640.00	5,640.00	0.00	0.00
141-000-35-4-50-30	Tobacco Control Board Grants-WI WINS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-000-35-4-50-31	Tobacco Prevention	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-000-35-4-50-40	Mosquito Control Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-000-35-4-50-45	Public Health Preparedness	80,045.79	55,300.94	77,045.00	(255.00)	77,045.00	72,049.00	72,049.00	0.00	0.00
141-000-35-4-50-45-PHP1516	Public Health Preparedness	0.00	22,852.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-000-35-4-50-45-PHP215	Public Health Preparedness	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-000-35-4-50-47	CRI NSHD	18,370.01	17,389.39	13,928.00	0.00	13,298.00	14,351.00	14,351.00	0.00	0.00
141-000-35-4-50-49	Lead	2,532.00	1,759.00	2,532.00	278.00	3,343.00	3,343.00	3,343.00	0.00	0.00
141-000-35-4-50-50	Environmental Consortia-Radon	0.00	3,767.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-000-35-4-50-55	PHP Pandemic Influenza	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-000-35-4-50-60	Public Health Emergency Respon	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-000-35-4-50-66	HCR Infrastructure Grant	0.00	8,950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-000-35-4-50-70	Beach Water Grant	2,450.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	4,000.00	0.00	0.00
141-000-35-4-50-72	CHIP (Comm Health Improv Plan) Grant	0.00	2,405.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-000-35-4-50-73	Mass Care Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-000-35-4-50-74	Ebola Grant	0.00	0.00	15,462.00	0.00	22,084.00	0.00	0.00	0.00	0.00
141-457-41-4-50-76	HBI Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-458-41-4-50-77	NACCHO GRANT	0.00	0.00	0.00	1,371.00	10,000.00	0.00	0.00	0.00	0.00
141-459-41-4-50-78	ADULT IMMUNIZATION GRANT	0.00	0.00	0.00	0.00	1,604.00	4,191.00	4,191.00	0.00	0.00
Total Estimated Revenue:		135,591.80	141,237.33	149,779.00	2,579.00	168,829.00	133,629.00	133,629.00	0.00	0.00

GL Number	Description	2014 Activity	2015 Activity	2016 Original Budget	YTD As Of 06/30/2016	2016 Projected	2017 SCENARIO 1	2017 SCENARIO 2	2017 MANGER'S	2017 ADOPTED BUDGET
--- Appropriations ---										
141-421-41-5-10-10	Salaries/Wages	10,765.21	10,953.09	10,245.00	4,381.89	10,245.00	10,398.00	10,347.00	0.00	0.00
141-421-41-5-15-10	WI Retirement	755.96	743.03	676.00	289.18	676.00	707.00	704.00	0.00	0.00
141-421-41-5-15-15	FICA	806.12	817.04	784.00	331.08	784.00	795.00	792.00	0.00	0.00
141-421-41-5-15-20	Group Insurance	1,362.08	1,157.65	888.00	286.26	888.00	945.00	945.00	0.00	0.00
141-421-41-5-39-70	Program Supplies & Expenses	705.77	1,499.19	1,516.00	756.63	3,248.00	1,412.00	1,471.00	0.00	0.00
141-421-41-5-53-30	Administrative Charges	1,454.00	1,668.00	1,568.00	0.00	1,760.00	1,584.00	1,584.00	0.00	0.00
141-422-41-5-10-10	Salaries/Wages	9,545.46	8,728.50	9,218.00	3,022.93	9,218.00	9,357.00	9,311.00	0.00	0.00
141-422-41-5-15-10	WI Retirement	671.47	579.46	608.00	199.52	608.00	636.00	633.00	0.00	0.00
141-422-41-5-15-15	FICA	721.22	892.89	705.00	195.81	705.00	716.00	712.00	0.00	0.00
141-422-41-5-15-20	Group Insurance	347.76	1,013.59	1,247.00	886.73	1,247.00	1,405.00	1,405.00	0.00	0.00
141-422-41-5-39-70	Program Supplies & Expenses	510.25	1,883.34	943.00	68.75	1,015.00	679.00	731.00	0.00	0.00
141-422-41-5-53-30	ADMINISTRATIVE CHARGES	1,457.00	1,588.00	1,414.00	0.00	1,421.00	1,421.00	1,421.00	0.00	0.00
141-423-41-5-10-10	Salaries/Wages	696.83	5,852.73	4,256.00	841.50	4,256.00	3,283.00	3,267.00	0.00	0.00
141-423-41-5-15-10	WI Retirement	49.43	395.69	281.00	55.53	281.00	223.00	222.00	0.00	0.00
141-423-41-5-15-15	FICA	53.13	415.79	326.00	64.38	326.00	251.00	250.00	0.00	0.00
141-423-41-5-15-20	Group Insurance	54.36	437.24	289.00	2.87	213.00	212.00	212.00	0.00	0.00
141-423-41-5-39-70	Program Supplies & Expenses	1,935.23	151.55	1,149.00	0.00	0.00	1,107.00	1,125.00	0.00	0.00
141-423-41-5-53-30	Administrative Charges	303.00	401.00	700.00	0.00	564.00	564.00	564.00	0.00	0.00
141-431-41-5-39-70	Program Supplies & Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-442-41-5-10-10	Salaries/Wages	23,450.66	39,453.36	38,517.00	20,687.26	38,517.00	42,679.00	42,469.00	0.00	0.00
141-442-41-5-15-10	WI Retirement	2,922.20	3,442.08	2,542.00	1,496.48	2,542.00	2,902.00	2,888.00	0.00	0.00
141-442-41-5-15-15	FICA	3,118.21	3,624.17	2,947.00	1,720.60	2,947.00	3,265.00	3,249.00	0.00	0.00
141-442-41-5-15-20	Group Insurance	4,196.40	3,625.20	9,453.00	654.07	9,453.00	1,902.00	1,900.00	0.00	0.00
141-442-41-5-39-70	Program Supplies & Expenses	36,980.32	20,294.70	15,881.00	4,193.10	15,881.00	14,097.00	14,340.00	0.00	0.00
141-442-41-5-39-80	Expenses related to PY Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-442-41-5-53-30	Administrative Charges	9,378.00	7,713.00	7,705.00	0.00	7,705.00	7,204.00	7,204.00	0.00	0.00
141-443-41-5-10-10	Salaries/Wages	0.00	0.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-443-41-5-15-10	WI Retirement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-443-41-5-15-15	FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-443-41-5-15-20	Group Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-443-41-5-39-70	Program Supplies & Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-445-41-5-10-10	Salaries/Wages	0.00	1,543.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-445-41-5-15-10	WI Retirement	0.00	104.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-445-41-5-15-15	FICA	0.00	115.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-445-41-5-15-20	Group Insurance	0.00	206.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-445-41-5-39-70	Program Supplies & Expenses	0.00	1,379.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-445-41-5-53-30	Administrative Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-447-41-5-10-10	Salaries/Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-447-41-5-15-10	WI Retirement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-447-41-5-15-15	0100000051120	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-447-41-5-15-20	Group Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-447-41-5-39-70	Program Supplies & Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-447-41-5-53-30	Administrative Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-448-41-5-10-10	Salaries/Wages	0.00	620.53	0.00	211.28	0.00	0.00	0.00	0.00	0.00
141-448-41-5-15-10	WI Retirement	0.00	42.18	0.00	13.94	0.00	0.00	0.00	0.00	0.00
141-448-41-5-15-15	FICA	0.00	45.94	0.00	15.95	0.00	0.00	0.00	0.00	0.00
141-448-41-5-15-20	Group Insurance	0.00	81.49	0.00	15.91	0.00	0.00	0.00	0.00	0.00
141-448-41-5-39-70	Program Supplies & Expenses	2,450.00	0.00	4,000.00	5.40	4,000.00	4,000.00	4,000.00	0.00	0.00
141-448-41-5-53-30	Administrative Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-450-41-5-10-10	Salaries & Wages	15,689.73	15,779.39	8,326.00	7,275.53	8,326.00	8,550.00	8,508.00	0.00	0.00
141-450-41-5-15-10	WRS	1,108.55	1,101.37	550.00	480.17	550.00	581.00	579.00	0.00	0.00
141-450-41-5-15-15	FICA	1,203.74	1,336.98	637.00	547.68	637.00	654.00	651.00	0.00	0.00
141-450-41-5-15-20	Group Insurance	80.39	145.60	1,396.00	402.51	1,396.00	458.00	457.00	0.00	0.00
141-450-41-5-39-70	Program Supplies & Expenses	287.60	97.05	1,627.00	161.77	996.00	2,673.00	2,721.00	0.00	0.00
141-450-41-5-53-30	Administrative Charges	0.00	0.00	1,393.00	0.00	1,393.00	1,435.00	1,435.00	0.00	0.00

GL Number	Description	2014 Activity	2015 Activity	2016 Original Budget	YTD As Of 06/30/2016	2016 Projected	2017 SCENARIO 1	2017 SCENARIO 2	2017 MANGER'S	2017 ADOPTED
										BUDGET
141-452-41-5-10-10	Salaries & Wages	908.76	1,819.59	1,274.00	1,776.24	1,274.00	1,926.00	1,916.00	0.00	0.00
141-452-41-5-15-10	WRS	61.84	124.93	84.00	117.24	84.00	131.00	130.00	0.00	0.00
141-452-41-5-15-15	FICA	59.24	143.55	97.00	134.11	97.00	147.00	147.00	0.00	0.00
141-452-41-5-15-20	Group Insurance	1,095.61	151.47	93.00	148.11	93.00	186.00	185.00	0.00	0.00
141-452-41-5-39-70	Program Supplies & Expenses	152.00	37.46	730.00	170.77	1,461.00	619.00	630.00	0.00	0.00
141-452-41-5-53-30	Administrative Charges	255.00	255.00	253.00	0.00	334.00	334.00	334.00	0.00	0.00
141-453-41-5-10-10	Salaries/Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-453-41-5-39-70	Program Supplies & Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-454-41-5-10-10	Salaries/Wages	0.00	7,721.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-454-41-5-15-10	WI Retirement	0.00	544.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-454-41-5-15-15	FICA	0.00	684.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-455-41-5-10-10	Salaries/Wages	0.00	862.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-455-41-5-15-10	WI Retirement	0.00	60.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-455-41-5-15-15	FICA	0.00	76.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-455-41-5-39-70	Program Supplies & Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-456-41-5-10-10	Salaries/Wages	0.00	1,983.14	7,656.00	5,573.50	16,810.00	0.00	0.00	0.00	0.00
141-456-41-5-15-10	WI Retirement	0.00	133.85	505.00	367.84	1,133.00	0.00	0.00	0.00	0.00
141-456-41-5-15-15	FICA	0.00	139.32	586.00	425.05	1,310.00	0.00	0.00	0.00	0.00
141-456-41-5-15-20	Group Insurance	0.00	329.12	666.00	88.78	261.00	0.00	0.00	0.00	0.00
141-456-41-5-39-70	Program Supplies & Expenses	0.00	1,106.57	6,049.00	175.06	2,570.00	0.00	0.00	0.00	0.00
141-457-41-5-10-10	Salaries/Wages	0.00	857.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-457-41-5-15-10	WI Retirement	0.00	58.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-457-41-5-15-15	FICA	0.00	64.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-457-41-5-15-20	Group Insurance	0.00	89.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-457-41-5-39-70	Program Supplies & Expenses	0.00	629.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141-458-41-5-10-10	Salaries/Wages	0.00	76.77	0.00	2,634.93	5,793.00	0.00	0.00	0.00	0.00
141-458-41-5-15-10	WI Retirement	0.00	5.12	0.00	173.88	382.00	0.00	0.00	0.00	0.00
141-458-41-5-15-15	FICA	0.00	5.62	0.00	188.14	414.00	0.00	0.00	0.00	0.00
141-458-41-5-15-20	Group Insurance	0.00	0.10	0.00	8.42	19.00	0.00	0.00	0.00	0.00
141-458-41-5-39-70	Program Supplies & Expenses	0.00	0.00	0.00	834.18	3,392.00	0.00	0.00	0.00	0.00
141-459-41-5-10-10	Salaries/Wages	0.00	0.00	0.00	205.52	1,242.00	3,258.00	3,242.00	0.00	0.00
141-459-41-5-15-10	WI Retirement	0.00	0.00	0.00	13.56	82.00	222.00	220.00	0.00	0.00
141-459-41-5-15-15	FICA	0.00	0.00	0.00	13.54	250.00	249.00	248.00	0.00	0.00
141-459-41-5-15-20	Group Insurance	0.00	0.00	0.00	49.88	30.00	462.00	462.00	0.00	0.00
141-459-41-5-39-70	Program Supplies & Expenses	0.00	0.00	0.00	0.00	0.00	0.00	18.00	0.00	0.00
Total Appropriations:		135,592.53	157,891.18	149,780.00	62,363.46	168,829.00	133,629.00	133,629.00	0.00	0.00
Net of Revenues & Appropriations	Net of Revenues & Appropriations:	(0.73)	(16,653.85)	(1.00)	(59,784.46)	0.00	0.00	0.00	0.00	0.00



NORTH SHORE ENVIRONMENTAL HEALTH CONSORTIUM

Bayside, Brown Deer, Fox Point, River Hills, Shorewood, Whitefish Bay

MEMORANDUM

October 6th, 2016

To: North Shore Health Department Board of Health Members

From: Ann Christiansen, Health Officer
Brad Simerly, Sanitarian

RE: New Ordinance

The North Shore Environmental Health Consortium (NSEHC) has received grant funding to restructure and meet current standards set by the Food and Drug Administration (FDA) for the Environmental Health ordinance as it pertains to compliance and enforcement. Below are a few goals the North Shore Health Department will achieve with the approval of the ordinance.

- The Department of Health Services (DHS) Division of Food Safety and Recreational Licensing has merged with the Department of Agriculture, Trade and Consumer Protection (DATCP). This merger required new state statutes, administrative codes and agent contracts for local health departments statewide with the addition of new regulations.
- New licensing criteria for mobile food. Temporary food stands and mobile food trucks will be required to obtain a state license if operating in multiple jurisdictions. This action exempts the vendor from local licensing, but not inspection. Also, a food vendor selling pre-packaged, non-potentially hazardous food is exempt from local licensing if the vendor has obtained a Processing Plant licensing from the state. Exemption also applies to vendors who sell whole, raw agricultural produce.
- To approve and implement a single ordinance as it pertains to Environmental Health for all participating communities. The adoption of this ordinance will replace and update each communities Environmental Health ordinance to current standards.

We will discuss and review the draft ordinance at the October 6th NSHD Board of Health Meeting. After review by the Board of Health, the ordinance will be reviewed by legal councils. Finally, the ordinance will be presented to each participating Village Board for approval beginning with the Brown Deer Village Board.

ARTICLE II. – RETAIL FOOD AND RECREATIONAL LICENSING

Sec. 22-21. - Authority and purpose.

This article is adopted pursuant to authority provided by Wis. Stats. §§ 97.41 which authorizes local health departments to become the designated agent of the state Department of Agriculture Trade and Consumer Protection (ATCP) for the purpose of issuing permits, making investigations or inspections and enforcing the applicable state administrative codes for the operations of retail food establishments, restaurants, hotels and motels, tourist roominghouses, bed and breakfast establishments, campgrounds, recreational and educational camps, tattoo and body piercing establishments, public swimming pools, and establishments possessing class A, class B, or class C alcohol beverage licenses (for sanitation and health purposes and not alcohol licensing purposes), and in making investigations and inspections of food vending machines, their operators, vending machine commissaries, and the national school lunch and breakfast program and establishing permit and inspection fees related to the inspections and issuance of such permits. The local health department, acting through the environmental health consortium will be required to enter into a contract with the ATCP regarding the powers and duties that it will be authorized to perform under the applicable statutes, this article and the contract.

(Ord. No. 05-18, § I(5-9.01), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-22. - Applicability.

The provisions of this article shall apply to the owner, operator or agents thereof of any hotels, motel, tourist roominghouse, restaurant, food establishment, bed and breakfast establishment, campgrounds, recreational and educational camp, public swimming pools, tattoo and body piercing establishments, establishments possessing class A, class B, or class C alcohol beverage licenses, vending machine commissaries or vending machines and the national lunch and breakfast program in the village.

(Ord. No. 05-18, § I(5-9.02), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-23. - Regulations, rules and laws adopted by reference.

The applicable laws, rules, definitions and regulations as sets forth in Wis. Stats, chs 97, 125, 251, 254; Wis. Admin. Code chs. ATCP 72, 73, 74, 75, 76, 78, 79 ; and Wis. Admin. Code ch. SPS 390, and any future amendments thereof are hereby incorporated herein and adopted by reference, and shall be made available for public inspection.

(Ord. No. 05-18, § I(5-9.03), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-24. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

“Department or local health department” means the North Shore Health Department.

“Duplicate permit fee” means a fee for the replacement of the original permit.

“Environmental health consortium” means the North Shore Health Department for the purposes set forth in section 22-21.

“Health officer” means the Director of the North Shore Health Department, which is the health department for the village.

“Inspection Fee” means a fee charged for inspection services required or a fee charged for inspecting a mobile food establishment or temporary food establishment that has a valid license from another jurisdiction or the Department.

“Late fee” means a fee for failure to pay established fees by June 30 or the due date, if different.

“Licensed establishment” means an establishment that has a current and valid license that is required under this article.

“Permit or license” means the document issued by the department that authorizes a person to operate an establishment. The terms "permit" and "license," as used throughout this article, shall be interchangeable.

“Preinspection fee” means a fee paid for an inspection made before issuance of an initial permit or when there is a change of operator.

“Reinspection” means a mandatory inspection to ensure that priority, critical or recurring violations have been corrected, including:

- a. An observed violation of immediate danger to public health (priority or critical) that is not corrected during the inspection;
- b. Six or more priority (critical) violations observed and noted,
- c. Repeat violations noted during two previous inspections (3 consecutive times); or
- d. With consultation from a supervisor, an excessive number of violations that show a lack of managerial control observed during an inspection.

“Reinspection fee” means a fee for the second and subsequent reinspections needed to address compliance issues with the statutes and administrative codes.

“Routine inspection” means the annual evaluation of a licensee’s operation of its establishment.

(Ord. No. 05-18, § I(5-9.04), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-25. - Enforcement and right to enter premises.

After the regulatory authority presents official credentials and provides notice of the purpose of, and an intent to conduct an inspection, the person in charge shall allow the regulatory authority to determine if the establishment is in compliance with applicable codes by allowing access to the establishment, allowing inspection, and providing information and records to which the regulatory authority is entitled according to law, during the establishments hours of operation and other reasonable times.

(Ord. No. 05-18, § I(5-9.05), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-26. - Obstruction of health department employees.

No person may assault, restrain, threaten, intimidate, impede, interfere with or otherwise obstruct the department or authorized agent in the performance of his duties under this section, and the operator shall not give false information with the intent to mislead the department or authorized agent.

If the person in charge denies access to the regulatory authority, the regulatory authority shall:

(A) Inform the person in charge that:

- a. The permit holder is required to allow access to the regulatory authority as specified under Sec. 22-25 of this ordinance.
- b. Access is a condition of the acceptance and retention of an establishments permit to operate as specified under Sec. 22-27
- c. If access is denied, an order issued by the appropriate authority allowing access, hereinafter referred to as an inspection order, may be obtained according to law

(B) Make a final request for access.

(C) If denied access to an establishment for an authorized purpose and after complying with Sec. 22-26, the regulatory authority may apply for the issuance of an inspection order to gain access as provided in law.

(D) The regulatory authority may order access for one or more of the following purposes, subject to law for gaining access:

- a. If admission to the premises of an establishment is denied or other circumstances exist that would justify an inspection order under law, to make an inspection including taking photographs;
- b. To examine and take samples of the food; and
- c. To examine the records on the premises relating to food purchased, received, or used by the establishment.

(E) The regulatory authority's inspection order shall

- a. Stipulate that access be allowed on or to the described premises, food, or records under the order's provision;
- b. Provide a description that specifies the premises, food or records subject to the order; and
- c. Specify areas to be accessed and activities to be performed.

(Ord. No. 05-18, § I(5-9.06), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-27. -Licensing.

(A) No person may operate or provide the services, food or other products that requires a license under this article without first having obtained a current and valid license.

(B) No permit shall be granted to any person under this article without a preinspection by the department of the premises for which the permit shall be granted.

(C) No permit shall be issued until all application fees have been paid.

(D) A food vendor may be exempt from licensing if the vendor has obtained a valid Mobile Retail Food License from the Department of Agriculture, Trade and Consumer Protection and is able to provide a copy of the license to the North Shore Health Department.

(E) A food vendor may be exempt from licensing if the vendor has obtained a valid Processing Plant License for non-potentially hazardous, pre-packaged food which pertains specifically to the items that wish to be sold and is able to provide a copy of the license to the North Shore Health Department.

(Ord. No. 05-18, § I(5-9.07), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-28. - Sanitation regulations applicable regardless of license exemption.

Statutory exemptions from the requirement to obtain a food license does not exclude any person handling food for public consumption from inspection and compliance with all sanitation requirements of this article and shall pay all necessary fees as it pertains to the fee schedule associated with such action.

(Ord. No. 05-18, § I(5-9.08), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-29. - Application.

All applicants must apply on forms furnished by the department. All applications for permits shall be made in writing to the local department where the business is located. All applications shall list the true, legal names of the owners or operators of the business, including partners and managing members of limited liability companies and the addresses. All corporations and limited liability companies applying for licensure shall be registered with the state, and the name of the registered agent shall be placed on the application. The agent's name and address shall be kept current. The applicant shall provide documents which reflect the aforementioned registration to the department. The department shall either approve the application or deny the permit within 30 days after receipt of a complete application.

(Ord. No. 05-18, § I(5-9.09), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-40. - Construction or alteration of food establishments.

(A) No person shall erect, construct, enlarge or alter a food establishment without first submitting to the department or its designee plans (drawings) which clearly show and describe the amount

and character of the work proposed and without first receiving approval of submitted plans. Such plans shall include a floor plan, equipment plan and specifications, wall, floor and ceiling finishes, and plans and specifications for food service kitchen ventilation and plumbing, an intended menu, anticipated volume of food to be stored, prepared, and sold or served, HACCP (Hazard Analysis Critical Control Points) plans, variance requests and standard procedures that ensure compliance with the Wisconsin Food Code. Submitted plans shall give all information necessary to show compliance with applicable health codes. Submitted plans shall be retained by the department or its designee and shall treat as confidential in accordance with law. Information that meets the criteria specified in law for a trade secret and is contained on inspection report forms and in plans and specifications submitted.

- (B) At the option of the department or its designee, plans need not be submitted to execute minor alterations to a food establishment. Approved plans shall not be changed or modified unless approval of such changes or modifications shall have first been obtained from the department or its designee.

(Ord. No. 05-18, § I(5-9.20), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-30. - Inspection and Reinspection.

- (A) Except as specified in (B) of this section, a permit holder shall at the time of the inspection correct a violation of a Priority Item or Priority Foundation Item of the Food Code, or any item of critical nature within the applicable code associated with license held by that establishment, or if deemed critical by the regulatory authority and implement corrective actions.
- (B) Considering the nature of the potential hazard involved and the complexity of the corrective action needed, the regulatory authority may agree to or specify a longer time frame as specified in policy for critical, priority, priority foundation, and core items.
- (C) At the conclusion of the inspection the regulatory authority shall provide a copy of the completed inspection report and the notice to correct violations to the permit holder or to the person in charge, and request a signed acknowledgement of receipt.
 - a. If the permit holder or the person in charge refuses to sign acknowledgment the regulatory authority shall:
 - b. Inform the person who declines to sign an acknowledgement of receipt of Inspectional findings that a signature does not represent agreement with findings,
 - c. Refusal to sign an acknowledgment of receipt will not affect the permit holder's obligation to correct the violations noted in the inspection report within the time frames specified; and
 - d. Make a final request that the permit holder or the person in charge sign an acknowledgment receipt of inspectional findings.
- (D) As a condition of license renewal, all establishments licensed under this article shall consent to an annual inspection and reinspection. License renewal may be withheld pending inspection, reinspection and compliance with these regulations.

- (E) Whenever an order or directive is issued on a health code violation which requires a reinspection to determine compliance, one reinspection shall be made without charge in a timely manner as determined by local policy and documented by the department following the time period given in the order or directive. If, upon the first reinspection, the order or directive is found not to have been complied with and additional reinspections are required, a fee shall be assessed to the responsible party for each additional reinspection to compensate for the costs of such reinspections. Payment is due on written demand from the department.

SEC. 22-XX.- Hold Order, Warning or Hearing Not Required

The regulatory authority may issue a hold order according to policy to a permit holder or to a person who owns or controls the food, as specified previously in this ordinance, without prior warning, notice of a hearing, or a hearing on the hold order.

- (A) According to time limits imposed by Wisc. Stat. 97.12, the regulatory authority may place a hold order on a food that:
 - a. Originated from an unapproved source;
 - b. May be unsafe, adulterated, or not honestly presented;
 - c. Is not labeled according to law, or, if raw molluscan shellfish, is not tagged or labeled according to law; or
 - d. Is otherwise not in compliance with this ordinance.
- (B) If the regulatory authority has reasonable cause to believe that the hold order will be violated, or finds that the order is violated, the regulatory authority may remove the food that is subject to the order to a place of safekeeping.

(Ord. No. 05-18, § I(5-9.10), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-31. - Procedure for issuing new or renewal license.

- (A) The department shall issue a license to each applicant for a new or renewal license that meets all the requirements of this article and has paid to the department all applicable fees.
- (B) If an applicant for a permit to operate is denied, the regulatory authority shall provide the applicant with a notice that includes:
 - a. The specific reasons and Code citations for the permit denial;
 - b. The actions, if any, that the applicant must take to qualify for a permit; and
 - c. Advisement of the applicant's right of appeal and the process and time frames for appeal that are provided in law.

(Ord. No. 05-18, § I(5-9.11), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-32. - Nonpayment of fees.

- (A) A license will not be issued until all applicable fees, late fees and processing charges are paid.
- (B) No license shall be issued to any person that owes the village for overdue forfeitures, unpaid real or personal property taxes, assessments or special charges, late fees, or license fees relating to a current or previous licensed establishment until all such outstanding amounts are paid.
- (C) No license shall be issued for any premises or property for which there are outstanding real or personal property taxes, assessments or special charges, late fees, or license fees relating to a current or previous licensed establishment until all such outstanding amounts are paid.

(Ord. No. 05-18, § I(5-9.12), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

(Ord. No. 05-18, § I(5-9.13), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-34. - Changes to be reported.

- (A) A licensee shall notify the department whenever there is a change in any information that is reported in the application form. The licensee shall make this notification in writing within five days after the change occurs.
- (B) The owner of any premises for which a license has been granted shall promptly notify the department in writing of their intention to cease operations.

(Ord. No. 05-18, § I(5-9.14), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-35. – Ceasing Operations and Reporting.

Whenever the department or permit holder finds a condition in a licensed establishment which is determined to be a direct and immediate hazard to public health such as fire, flood, extended interruption of electrical or water service, sewage backup, misuse of poisonous or toxic materials, onset of an apparent foodborne illness outbreak, gross insanitary occurrence or condition, or other circumstances that may endanger public health, the permit may be suspended without notice or warning or the permit holder shall immediately discontinue operations and notify the regulatory authority

- (A) If operations are discontinued, the permit holder shall obtain approval from the regulatory authority before resuming operations.
- (B) A permit holder need not discontinue operations in an area of an establishment that is unaffected by the imminent health hazard as deemed so by the regulatory authority.

Sec. 22-XX – Suspension of a Permit or License.

Whenever the department has reasonable grounds to believe there are violations that constitute a health hazard that are serious but not an immediate threat to the public health, or for recurring or repeated violations, a permit may be suspended if the department serves a written notice of the violations and corrective actions required to the licensee, the agent or employee in charge of the licensed premises shall specify a reasonable time limit for any corrective action required, indicate a

reinspection shall be made to certify that reasons for the suspension have been eliminated and that the permit holder may request an appeal hearing by submitting a timely request as specified in Sec. XXXXX..

- (A) Upon notification of suspension, the permit must be surrendered to the department until the time of reissuance.
- (B) The department may suspend any permit or license issued under this article upon failure to pay any fees due under this article. The department will notify the permit holder in writing that the permit has been suspended and the reason why. The suspension will continue until payment of all past due fees.

(Ord. No. 05-18, § I(5-9.15), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-36. - Reinstatement of a suspended license.

The license holder whose license has been suspended may at any time request reinstatement of the license. Accompanied by a signed statement by the applicant that the violations have been corrected, within 7 days after the request for reinspection, the department or its designee shall make a reinspection and thereafter and many additional reinspections deemed necessary to assure that the applicant has complied with the requirements. If the findings indicate compliance, the department may reinstate the license.

(Ord. No. 05-18, § I(5-9.16), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-37. - Revocation of license.

For serious or repeated violations of any of the requirements of this article, or for interference with the health officer or his designee in the performance of their duties, the health officer or his designee may permanently revoke the license issued under this article. Prior to such actions, the health officer shall notify the license holder in writing, stating the reasons for which the license is revoked. When a license is revoked, the owner or operator shall turn over the license to the health officer or his designee and cease operations immediately.

(Ord. No. 05-18, § I(5-9.17), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-38. - Reapplication of a revoked license.

A person whose license has been revoked may, at any time, make reapplication for a revoked license. Within 7 days after the receipt of satisfactory application, accompanied by a signed statement by the applicant that the violations have been corrected, the department or its designee shall make a preinspection and thereafter as many additional reinspections as deemed necessary to assure that the applicant has complied with the requirements. If the findings indicate compliance, the department may reinstate the license.

(Ord. No. 05-18, § I(5-9.18), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-39. - Appeal.

Any person refused or denied a license or who has had a license revoked or suspended, or wishes to dispute any order issued by the regulatory authority may appeal through the appeal procedure provided under the provisions of Wis. Stats. §§ 68.07—68.16.

Sec. 22-XX. -Rights of Recipients of Orders or Decisions.

A recipient of an order or decision may file a petition for judicial review in a court of competent jurisdiction after available administrative appeal remedies are exhausted

(Ord. No. 05-18, § I(5-9.19), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-XX. Conditions Warranting Remedy.

- (A) The regulatory authority may seek administrative or judicial remedy to achieve compliance with the provisions of this ordinance if an establishment:
- a. Fails to have a valid permit to operate;
 - b. Violates any term or condition of a permit as specified within ordinance;
 - c. Allows serious or repeated code violations to remain uncorrected beyond time frames for correction approved, directed, or ordered by the regulatory authority;
 - d. Fails to comply with regulatory authority order issued concerning an employee or conditional employee suspected of having a disease transmissible through food by infected persons;
 - e. Fails to comply with a hold order;
 - f. Fails to comply with an order issued as of a hearing for an administrative remedy;
 - g. Fails to comply with a summary of suspension order issued by the regulatory authority.

Sec. 22-41. – Violation of this Article.

No person shall violate any provisions of this article.

The department or its designee shall enforce any provision of this article, and the enforcement provisions of the statutes or state administrative code sections adopted by this article and Wis. Stats. ch. 93, department of agriculture, trade and consumer protection which are hereby incorporated herein as though fully set forth pertaining to the authority for compliance and enforcement of these provisions: Wisc. Admin. Code ATCP (department of agriculture, trade and consumer protection) 75.

Sec. 22-XX. Compliance and Enforcement.

- (A) If upon inspection, the department or its designee finds that any licensed or unlicensed establishment is conducted or managed in violation of the ordinances or regulations of the village, laws of the state, or regulation of any agency of the state prescribing standards of health or sanitation, the department or its designee shall serve a written order upon the licensee, his agent or employee in charge of the licensed premises or the person responsible for the violation, notifying him of such violations.
- (B) In extreme cases where a violation poses an immediate health hazard as determined by the department or its designee or in the case of repeating occurrences of the same violation by the same person, the actions specified in (C) of this section may be initiated immediately.

- (C) If a person does not comply with a written order from the department or its designee, the person may be subject to one or more of the following actions, and/or penalties:
- a. Issuance of a citation. The departments' health officer or any other person duly authorized by the health officer is authorized pursuant to Wis. Stats. § 800.02 to issue municipal citations for any violations of the provision of this article.
 - b. A reinspection fee.
 - c. Suspension of license.
 - d. Revocation of license.
 - e. Commencement of legal action against the person seeking a court imposed forfeiture.
 - f. Commencement of legal action against the person seeking an injunction to stop, abate the violation and/or correct the damage created by the violation.
 - g. Any other action authorized by this article or by other applicable laws as deemed necessary by the department or its designee.
 - h. The initiation of one action or penalty under this section does not exempt the apparent violator from any additional actions and/or penalties listed in this section.

(Ord. No. 05-18, § I(5-9.21), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-42. - Fees.

- (A) Established; location. The fees for licenses, inspections, services and activities performed by the department in carrying out its responsibilities under the article shall be reviewed and approved by the Village Board and shall be on file and open to the public in the department's office and the office of the village clerk.
- (B) Fees to accompany application. Licenses fees imposed under this article shall accompany the license application. The department shall issue the applicant a receipt for the license fee.
- (C) Refunds. No fee paid may be refunded, unless a refund is requested prior to receiving a completed application or for work not yet completed.
- (D) Fees kept separate. All fees shall be accounted for separately and applied to the expenses under this article.

(Ord. No. 05-18, § I(5-9.22), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-43. - Expiration dates.

- (A) All licenses issued under provisions of this article shall expire, unless otherwise ordered by the department or authorized agent, as follows:
 - a. Food/drink: June 30.

- b. Hotel/motel: June 30.
- c. Public swimming pool: June 30.
- d. Boardinghouse/roominghouse: December 31.
- e. Bed and breakfast: June 30.
- f. Recreational and educational camps: June 30.
- g. Campgrounds: June 30.
- h. Tattoo or body piercing establishment: June 30.
- i. Vending machines: June 30.

(B) The licenses shall expire at 12:00 a.m. of the last effective day of the license, unless otherwise provided by this article or applicable provisions of state law.

(Ord. No. 05-18, § I(5-9.23), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-44. - Renewal.

The department, prior to the expiration date, shall furnish renewal notices. It is the responsibility of the owner or operator to complete the application form and pay the appropriate fee before the expiration date of such license.

(Ord. No. 05-18, § I(5-9.24), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)

Sec. 22-45. - Conflicts.

Whenever conflicts between this article and other village ordinances or state and federal regulations occur, the more stringent rule shall apply.

(Ord. No. 05-18, § I(5-9.25), 12-19-2005; Ord. No. 13-03, § I, 6-17-2013)