Weights and Measures Proposed Fees (Same as Current)

Licensing Period 7-1-09 to 6-30-10

Device Category	Current Fee
Scales 0 to 30 lbs.	$44.00
Scales 31 to 1000 lbs.	$83.00
Vehicle Scales	$150.00
Point of Sale Systems	$57.00
Scanner	$83.00 (1-4 Scanners) additional $16 per scanner for each scanner over 4
Prepack Scales	$44.00
High Accuracy Scales (Pharmacy, Jewelers, Precious Metals)	$83.00
Estimate only Scales	$17.00
Weight Sets	$14.00
Rules/Tapes	$9.00
Linear (Fabric, Wire, Rope Meters)	$42.00
Computing Pumps (Previously known as metering chambers)	$42.00
Vehicle Tank and Bulk Plant Meters	$110.00
Timing Devices	$29.00
Taximeters	$52.00
Electric Pill Counters	$44.00
Recycling Machines	$137.00
Specialized and Non Categorical Devices	$44.00/hr.
Annual License Processing Fee	$90.00
Re-Inspection Fee	$75.00
Late Payment Fee	$100.00
Penalty Fee for Device Non-Registration	Double the per device fee

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

CITY OF MENASHA
BOARD OF HEALTH
Menasha Health Department
316 Racine Street, Menasha

2-11-2009

MINUTES

A. Meeting called to order at 8:25 AM by Chairman C. Rusin.

B. Present: Dorothy Jankowski, Candyce Rusin, Lori Asmus, Dr. Teresa Shoberg, Susan Nett

C. MINUTES TO APPROVE
   1. Motion to approve minutes from January 28, 2009 meeting made by T. Shoberg and seconded by D. Jankowski. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
   1. January 2009 Communicable Disease Report distributed and discussed.
   2. S. Nett explained the project that will be done using radon grant funds. The science classes at the high school will have the students do radon testing in their homes and then will map out the results. It is expected that there will be 330 students participating.
   3. The health department just recently submitted to the state for review, the policies and procedures to become a TB Dispensary Site. S. Nett is waiting for the state to approve the policies and procedures and once approved, an MOU can be brought to the common council for their support.
   4. An order for 210 doses of flu vaccine for the 2009 influenza season has been placed. Cost per dose will stay the same at $6.
   5. 2008 Consolidated Contract Grant Review was completed by the state. All objectives were met despite the turnover in nursing staff.
   6. Staff Development Report—the orientation of the new nurses continues. All three will be training to become CPR instructors.

E. ACTION ITEMS
   1. Review Wts/Measures Fees 2009-10. S. Nett presented information on the weights and measures program. 20% of the sanitarian's time is spent doing weights and measures inspections. After doing an evaluation of expenditures and revenues, S. Nett reported the current fees would adequately fund this program for 2009. C. Rusin questioned why the fees didn't need to be increased when the sanitarian received a salary increase. S. Nett explained the addition of another health insurance plan at a lower cost to the city kept the personnel costs for the

sanitarian the same as in this past year. Motion to recommend to the common council for approval keeping the weights and measures fees for 2009-10, the same as 2008-09 made by L. Asmus and seconded by T. Shoberg. Motion carried.

F. HELD OVER BUSINESS

1. S. Nett reviewed the current Agent of the State DHS fees with board members. 60% of the sanitarian's time in the environmental health program is spent doing inspections related to food safety. S. Nett is proposing keeping the same fees with the exception of the temporary not for profit food permit and the preinspection and reinspection fees. The sanitarian has requested a tiered fee structure for preinspection and reinspection fees based on the complexity of the food establishment. This is what the state is currently doing and would have us be consistent. Proposed for the not for profit temporary food permit is keeping the $25 fee and requirement for food safety training and changing the $50 permit fee to include inspection required or more than one food booth. The reason for the change is to cover the sanitarian's time to do an onsite inspection especially for the larger events such as Seafood Fest and EATS at UW-Fox Valley. L. Asmus questioned if these permits cover just one event. S. Nett explained that each temporary permit allows the permitee 3 different events in one licensing period. L. Asmus also questioned when the state was going to raise their fees and what impact does that have on our fees. S. Nett explained the state is raising its fees this year but won't impact us until in 2010. According to state statute, each agent is required to reimburse the state 10% of the state's fee. This is done in September and is based on the licensed establishments from the previous licensing period. The 2010 fees will need to be adjusted to cover the state increase. Motion to recommend for approval to the common council the proposed DHS Agent of the State fees for 2009-10 made by D. Jankowski and seconded by T. Shoberg. Motion carried.
2. S. Nett presented the proposed DATCP Agent of the State fees for 2009-10. Again, the sanitarian is requesting a tiered fee structure for preinspections and reinspections to remain consistent with the state's permitting fee structure. C. Rusin questioned if and how the farmers' market booths fit into the fee structure. S. Nett explained that currently most of the farmers' market booths need wts. and measures permits and that those booths that come with processed food usually come with a state permit. Home canned foods are not permitted. L. Asmus questioned if these state fees were increasing. S. Nett indicated they are also increasing in 2009 to 20% and the same reimbursement process is in effect as for DHS agent fees. Motion to recommend for approval the proposed DATCP Agent of the State fees for 2009-10 made by L. Asmus and seconded by D. Jankowski. Motion carried.
3. S. Nett explained that even though there currently is no tattoo/body piercing establishment in Menasha, the fees still need to be reviewed and determined so they are in place if an establishment were to open. Motion to recommend for approval to the common council the proposed fees for tattoo/body piercing establishments for 2009-10 made by T. Shoberg and seconded by L. Asmus. Motion carried.

G. Motion to adjourn at 9:45 AM made by D. Jankowski and seconded by L. Asmus. Motion carried.
Submitted by Susan Nett

DRAFT