

## Watertown Department of Public Health- Environmental Health Division

To: Watertown Board of Health

From: Carol Quest

Date: 4/7/2025

Subject: 2025 DATCP (Wisconsin Department of Agriculture, Trade and Consumer Protection) License Fee Update

### Background

Watertown Department of Public Health is an agent of Wisconsin Department of Agriculture Trade and Consumer Protection (DATCP) to conduct inspections and licensing of retail food, lodging, and recreational establishments. As an agent of DATCP, our local fees are directly impacted by contractual requirements set forth by DATCP.

At the end of each license year, our department is required to reimburse DATCP a defined percentage of each license fee issued during the license year July 1<sup>st</sup> through June 30<sup>th</sup>. The reimbursement fee was previously set at 12% of each license issued. DATCP recently updated the annual reimbursement schedule for 07/01/2025 through 06/30/2028. The contract indicated an increase in reimbursement during upcoming license years:

Per the contract:

*Starting July 1, 2025, A fee equal to 13% of the applicable state license fee, regardless of the license fee actually charged by the local Agent, if the Agent prepares and submits to the DATCP, by September 30 of that year, an annual self-assessment as required by Wis. Stat. §§ 97.41 and 97.615.*

*Starting July 1, 2026, A fee equal to 14% of the applicable state license fee, regardless of the license fee actually charged by the local Agent, if the Agent prepares and submits to the DATCP, by September 30 of that year, an annual self-assessment as required by Wis. Stat. §§ 97.41 and 97.615.*

*Starting July 1, 2027, A fee equal to 15% of the applicable state license fee, regardless of the license fee actually charged by the local Agent, if the Agent prepares and submits to the DATCP,*

*by September 30 of that year, an annual self-assessment as required by Wis. Stat. §§ 97.41 and 97.615.*

We have applied a 15% reimbursement fee to our base fees to have accurate funds to reimburse DATCP and adjusted the license fees on the following fee schedule.

In September 2024, after internal time and fiscal analysis, it was decided that we would no longer continue our agent contract with the Department of Professional Services for body art licensing and inspection. The following fee schedule has now been updated to remove those license categories.

## Budget Goal

1. Maintains a safe and healthy community, with an eye toward future needs and trends

## Financial Impact

License fees are paid directly by facilities and are passed through to DATCP. The fiscal impact on the Environmental Health operating budget will be neutral.

## 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.