

**DIVISION OF PUBLIC HEALTH  
DPH CONTRACT 27429  
AMENDMENT 2**

The Department of Health Services, on behalf of the Division of Public Health and the Crawford County Public Health agree to amend their original agreement for the program(s) titled Limited Agency Program (Profile 124000) as follows:

Adjustment will be made to the Community Aids Reporting System (CARS) based on the information in the table below.

Agency #	Agency Type	Profile #	Current Contract Level	Contract Change Amount	New Contract Level	Contract Period
12	630	124000	\$0	\$7868	\$7868	7/1/15-6/30/16

- Funding on Profile 124000 shall be used to complete additional projects as described in the attached Exhibit(s).

All other terms and conditions of the original agreement remain unchanged.

\_\_\_\_\_  
GRANTEE's Authorized Representative  
Name:  
Title:

\_\_\_\_\_  
Date

\_\_\_\_\_  
GRANTOR's Authorized Representative  
Chuck J. Warzecha  
Administrator / Deputy Administrator, Division of Public Health  
Department of Health Services

\_\_\_\_\_  
Date

Facility ID	Type	Billing Type	State Fees	Reimbursement	Administrative Status	Facility Name	Facility Street Address	Facility City	Facility State	Facility Zip Code	Facility County	Facility Phone	Licensee Name	Licensee Street Address	Licensee City	Licensee State	Licensee Zip Code	Licensee Phone
HSAT-7QWR2L	Campground 101-199 Sites (RC4)	Campground 101-199 Sites (RC4)	\$355.00	\$284.00	Permitted	BIG RIVER CAMPGROUND	106 W PAQUETTE	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-27)	OLSON, THOMAS, WAGNER KRISTIE & RADLOFF BECKI	106 W PAQUETTE ST	PRAIRIE DU CHIEN	WI	53821	(608)
HSAT-7QWLF4	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	GAYS MILLS VILLAGE CMPGRD	W MAIN ST	GAYS MILLS	WI	54631	CRAWFORD	()	VILLAGE OF GAYS MILLS	212 MAIN ST	GAYS MILLS	WI	54631	(608)
HSAT-7QWVPB	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	HOOCHIES II RIVER ROAD RESORT	309 SPRING ST	LYNXVILLE	WI	54626	CRAWFORD	(608)874-4422	HOOCHIES II RIVER ROAD RESORT LLC	309 SPRING ST	LYNXVILLE	WI	54626	(319)239-8356
CPOA-978LJF	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	NANCYS CAMPGROUND	48723 BROCKWAY DR	GAYS MILLS	WI	54631	CRAWFORD	(608)735-4758	NANCYS CAMPGROUND LLC	48736 BROCKWAY DR	GAYS MILLS	WI	54631	(608)735-4758
HSAT-7QXLVJ	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	SUGAR CREEK CAMPGROUND	SEC 15 T10N R6W	FERRYVILLE	WI	54628	CRAWFORD	()	VILLAGE OF FERRYVILLE	PO BOX 236	FERRYVILLE	WI	54628	(608)
HSAT-7QWDMX	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	VAROS LANDING	25269 HWY 35 TWP EASTMAN RFD 1 CO TRK K	EASTMAN	WI	54626	CRAWFORD	(608-874-41)	RANDY OR DEBRA VARO	25204 VARO LN	EASTMAN	WI	54626	(608)874-4275
CDRY-8K4NTH	Campground 200+ Sites (RC5)	Campground 200+ Sites (RC5)	\$410.00	\$328.00	Permitted	SPORTS UNLIMITED		PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-2141	DEBRAD INC	PO BOX 210	PRAIRIE DU CHIEN	WI	53821	(608)326-2141
HSAT-7QWLL9	Campground 200+ Sites (RC5)	Campground 200+ Sites (RC5)	\$410.00	\$328.00	Permitted	ST FERIOLE ISLAND	BOLVIN ST	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)832-6406	CITY OF PRAIRIE DU CHIEN	PO BOX 324	PRAIRIE DU CHIEN	WI	53821	(608)326-6406
CDRY-8WZMDZ	Campground 26-50 Sites (RC2)	Campground 26-50 Sites (RC2)	\$250.00	\$200.00	Permitted	FRENCHMANS LANDING CAMPGROUND	28741 FRENCHMAN'S LANDING DR	EASTMAN	WI	54626	CRAWFORD	(319)319-4880	FRENCHMAN'S LANDING LLC	1771 GOLF COURSE BLVD	INDEPENDENCE	IA	50644	(319)551-4880
CDRY-8KCV27	Campground 26-50 Sites (RC2)	Campground 26-50 Sites (RC2)	\$250.00	\$200.00	Permitted	HUNTERS SLOUGH	S MAIN ST	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-2141	DEBRAD INC	PO BOX 210	PRAIRIE DU CHIEN	WI	53821	(608)326-2141
CDRY-8GCQWU	Campground 26-50 Sites (RC2)	Campground 26-50 Sites (RC2)	\$250.00	\$200.00	Permitted	KICKAPOO STUMP DODGER CAMPGROUND AND EVENT CENTER	388 S RAILROAD ST	GAYS MILLS	WI	54631	CRAWFORD	(608)	JAMES R SHOWEN	610 MULLBERRY ST	GAYS MILLS	WI	54631	(608)735-4929
CDRY-7SXPEE	Campground 26-50 Sites (RC2)	Campground 26-50 Sites (RC2)	\$250.00	\$200.00	Permitted	MISSISSIPPI BEND CAMPGROUND	251 HILLSIDE DR	LYNXVILLE	WI	54626	CRAWFORD	(608)874-4478	MISSISSIPPI BEND CAMPGROUND LLC	122 MAIN ST	LYNXVILLE	WI	54626	(608)874-4478
HSAT-7QXBJX	Campground 26-50 Sites (RC2)	Campground 26-50 Sites (RC2)	\$250.00	\$200.00	Permitted	RIVERSIDE PARK	EUGENE P MORAN PARK DR	SOLDIERS GROVE	WI	54655	CRAWFORD	(608)624-3264	VILLAGE OF SOLDIERS GROVE	PO BOX 121	SOLDIERS GROVE	WI	54655	(608)
HSAT-7QWQG9	Campground 51-100 Sites (RC3)	Campground 51-100 Sites (RC3)	\$305.00	\$244.00	Permitted	LA RIVIERE FARM PARK	VINEYARD COULEE RD	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)832-6406	CITY OF PRAIRIE DU CHIEN	PO BOX 324	PRAIRIE DU CHIEN	WI	53821	(608)326-6406
KBRN-8AFLK7	Lodging 31-99 Rooms (LH2)	Lodging 31-99 Rooms (LH2)	\$280.00	\$224.00	Permitted	AMERICINN	130 S MAIN	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-7878	MK9 CORP	130 S MAIN ST	PRAIRIE DU CHIEN	WI	53821	(608)326-7878
CDRY-8GCTHS	Lodging 31-99 Rooms (LH2)	Lodging 31-99 Rooms (LH2)	\$280.00	\$224.00	Permitted	BEST WESTERN	37268 US HWY 18	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-4777	NEMO MOTEL LLC	37268 US HWY 18	PRAIRIE DU CHIEN	WI	53821	(608)326-4777
HSAT-7QXCGE	Lodging 31-99 Rooms (LH2)	Lodging 31-99 Rooms (LH2)	\$280.00	\$224.00	Permitted	BRIDGEPORT INN	18 & 35 HWY S	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-6082	MAHANKAL INC	PO BOX 436	PRAIRIE DU CHIEN	WI	53821	(608)326-6082
CDRY-8USRXB	Lodging 31-99 Rooms (LH2)	Lodging 31-99 Rooms (LH2)	\$280.00	\$224.00	Permitted	BRISBOIS MOTOR INN	533 N MARQUETTE RD	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-8404	DRAGAN & JADRANKA, LLC	PO BOX 37	PRAIRIE DU CHIEN	WI	53821	(608)326-8404
HSAT-7QXED9	Lodging 31-99 Rooms (LH2)	Lodging 31-99 Rooms (LH2)	\$280.00	\$224.00	Permitted	COUNTRY INN & SUITES BY CARLSON	1801 CABELAS LANE	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(000)000-0000	PDC HOSPITALITY LLC	215 PARK AVE S	ST CLOUD	MN	56301	(320)654-6307
CDRY-8J8NNH	Lodging 31-99 Rooms (LH2)	Lodging 31-99 Rooms (LH2)	\$280.00	\$224.00	Permitted	MICROTEL INNS & SUITES	1833 S MARQUETTE RD	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-8476	CLT OPERATIONS, INC.	1833 S MARQUETTE RD	PRAIRIE DU CHIEN	WI	53821	(608)326-8476
HSAT-7QWCLZ	Lodging 31-99 Rooms (LH2)	Lodging 31-99 Rooms (LH2)	\$280.00	\$224.00	Permitted	PRAIRIE MOTEL	1616 S MARQUETTE RD	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-6461	SHREE SAI LLC	1616 S MARQUETTE	PRAIRIE DU CHIEN	WI	53821	(608)
CDRY-89QRZ9	Lodging 31-99 Rooms (LH2)	Lodging 31-99 Rooms (LH2)	\$280.00	\$224.00	Permitted	WINDSOR PLACE INN	1936 MARQUETTE RD	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-7799	CHOSUN 1 INC	1936 S MARQUETTE RD	PRAIRIE DU CHIEN	WI	53821	(608)
CDRY-8JBQUR	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	COUNTRY GARDENS MOTEL AND LOUNGE	100 W SUNBEAM BLVD	SOLDIERS GROVE	WI	54655	CRAWFORD	(608)624-3254	COUNTRY GARDENS MOTEL AND LOUNGE LLC.	PO BOX 245	SOLDIERS GROVE	WI	54655	(608)624-3254
HSAT-7QXFU	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	DELTA MOTEL	1733 1/2 S MARQUETTE RD	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-4951	WILWIN MANAGEMENT LLC	1733 1/2 S MARQUETTE RD	PRAIRIE DU CHIEN	WI	53821	(608)326-4951
HSAT-7QWJAK	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	GRANDVIEW MOTEL	14812 STATE HWY 35	FERRYVILLE	WI	54628	CRAWFORD	(608)734-3235	GRANDVIEW MOTEL LLC	14812 STATE HWY 35	FERRYVILLE	WI	54628	(608)873-3235
HSAT-7QXKM3	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	HOLIDAY MOTEL	1010 S MARQUETTE RD	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-2448	HARI LLC	1010 S MARQUETTE	PRAIRIE DU CHIEN	WI	53821	(608)
HSAT-7QXE8G	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	HOOCHIES II RIVER ROAD RESORT	309 SPRING ST	LYNXVILLE	WI	54626	CRAWFORD	(608)874-4422	HOOCHIES II RIVER ROAD RESORT LLC	309 SPRING ST	LYNXVILLE	WI	54626	(319)239-8356
HSAT-7QXAXW	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	HUBLS MOTEL	41120 STATE HWY 60	BOSCOBEL	WI	53805	CRAWFORD	()	HUBL THOMAS R & JEANNE E	41120 STATE HWY 60	BOSCOBEL	WI	53805	(608)
CDRY-899GHV	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	MOTHER EARTH GREEN CENTER - STEUBEN LODGE	48193 COUNTY E	STEUBEN	WI	54657	CRAWFORD	(608)476-2331	ROBERT SAMUELSON & ROSA HENDRICKX	48193 COUNTY E	STEUBEN	WI	54657	(608)476-2331
CDRY-8WZNP	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	RIVERS EDGE MOTEL	HWY 35	FERRYVILLE	WI	54628	CRAWFORD	(608)734-3621	BARBARA DUNKELBERGER	155 SLETTEN RD	DE SOTO	WI	54624	(608)734-3621
CDRY-9ADR9J	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	SPORTSMANS INN	1845 1/2 S MARQUETTE RD	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-1900	LAURIE E TURNER	510 S FREMONT ST	PRAIRIE DU CHIEN	WI	53821	(608)326-1900
CDRY-8B2QBF	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	SPRING LAKE INN	64041 COUNTY ROAD N	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608 - 326-)	PROJECT LTD INC	64041 COUNTY ROAD N	PRAIRIE DU CHIEN	WI	53821	(563)249-9075
CDRY-8RW7P7C	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	SUPER 8 MOTEL	1930 S MARQUETTE RD	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-8777	CHOSUN 2, LLC	1930 S MARQUETTE RD	PRAIRIE DU CHIEN	WI	53821	(608)326-8777
CDRY-8USRYR	Restaurant	Prepackaged	\$105.00	\$84.00	Permitted	BRISBOIS MOTOR INN	533 N MARQUETTE RD	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-8404	DRAGAN & JADRANKA, LLC	PO BOX 37	PRAIRIE DU CHIEN	WI	53821	(608)326-8404
HSAT-7QWRZA	Restaurant	Prepackaged	\$105.00	\$84.00	Permitted	LYNXVILLE BAR & GROC	113 MAIN ST HWY 35	LYNXVILLE	WI	54626	CRAWFORD	(608)874-4591	MC LAIN TALBERT	PO BOX 102	LYNXVILLE	WI	54626	(608)874-4591
HSAT-7QX9MA	Restaurant	Prepackaged	\$105.00	\$84.00	Permitted	PRAIRIE MOTEL	1616 S MARQUETTE RD	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-6461	SHREE SAI LLC	1616 S MARQUETTE	PRAIRIE DU CHIEN	WI	53821	(608)
HSAT-7QWD8Y	Restaurant	Prepackaged	\$105.00	\$84.00	Permitted	SAWMILL SALOON	206 W BLACKHAWK AVE	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-4020	SAWMILL SALOON INC	PO BOX 255	PRAIRIE DU CHIEN	WI	53821	(()32-0-00
HSAT-7QX7Q6	Restaurant	Prepackaged	\$105.00	\$84.00	Permitted	SPORTSMANS LOUNGE	202 E FRONT ST	WAUZEKA	WI	53826	CRAWFORD	()	ERICKSON THOMAS	202 E FRONT ST	WAUZEKA	WI	53826	(608)
CDRY-9CPKJ4	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	BLACKHAWK HARBOR AT THE MARINA	118 MCLEOD ST	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(563)380-8668	RON & JACKIE LECHTENBERG	10185 HWY 18	POSTVILLE	IA	52162	(563)380-8668
CDRY-9EKP4G	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	EAGLE RIDGE LODGE	14129 EAGLE RIDGE DR	FERRYVILLE	WI	54628	CRAWFORD	(608)648-2000	STEVE WERNER	PO BOX 599	WALWORTH	WI	53184	(608)648-2000
CDRY-9BTKBN	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	FRENCHTOWN CHARMER	829 N MAIN ST	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-2381	CAROL DUCHARME	827 N MAIN ST	PRAIRIE DU CHIEN	WI	53821	(608)326-2381
CDRY-9HZP6F	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	LONESOME HOLLOW HOMESTEAD	15662 VANCE RD	SOLDIERS GROVE	WI	54655	CRAWFORD	(262)955-5529	ROD & SANDY LOUCKS	579W35940 TIMBER CT	EAGLE	WI	53119	(262)955-5529
CDRY-84ZTNN	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	ON MISSISSIPPI RIDGE	14436 N NIGHTHAWK TRL	FERRYVILLE	WI	54628	CRAWFORD	(608)306-0678	FRYDENLUND PROPERTIES LLC	62834 COLLINS LN	PRAIRIE DU CHIEN	WI	53821	(608)326-6658
CDRY-9C4KCC	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	SCENIC RIVER INN	194 MAIN ST	FERRYVILLE	WI	54628	CRAWFORD	(608)632-3362	SCENIC RIVER INN LLC	800 OAK ST	FERRYVILLE	WI	54628	(608)632-3362
HSAT-7QXJDC	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	THE AMBRO HOUSE	31893 AMBRO RD	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)723-4939	GEBHARD LOREN & LINDA	153 GEORGIA LN	LANCASTER	WI	53813	(608)

CDRY-9EKN59	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00 Permitted	THE VALLEY	12568 PINE RIDGE LN	FERRYVILLE	WI	54628	CRAWFORD	(608)648-2000	PINE GROVE PROPERTIES LLC	61907 RUSH CREEK RD	FERRYVILLE	WI	54628	(608)648-2000
CDRY-9EBMU7	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00 Permitted	UPPER PLACE VACATION COTTAGE	45972 CTY RD S	GAYS MILLS	WI	54631	CRAWFORD	(608)574-7625	THE UPPER PLACE LLP	135 W ADAMS CT	SPRING GREEN	WI	53588	(608)574-7625
CDRY-9G3S36	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00 Permitted	WINDWALKER RETREAT	35185 NATURE LN	PRAIRIE DU CHIEN	WI	53821	CRAWFORD	(608)326-8784	DONALD B KNAPP	60385 FAIRWAY CT	PRAIRIE DU CHIEN	WI	53821	(608)326-5536
CDRY-8J9T9F	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00 Permitted	WISCONSIN RIVER BLUFFS PRIVATE LODGE	60080 WILDLIFE TRL	PRAIRIE DU CHIEN	WI	53521	CRAWFORD	(952)221-2321	JEFFREY PAUL BEBOW	745 VIRGINIA SHORES CIR	EXCELSIOR	MN	55331	(952)221-2321
<b>Total</b>			\$9,835.00	\$7,868.00													

## EXHIBIT II

### Limited Agent Contract Addendum

The intent of the limited agent contract is to encourage health departments to develop environmental health capacity leading to full agent status with the Department.

**This document is an addendum to the CARS contract, and shall serve henceforth as the limited agent work plan.**

#### 1. Definitions

- 1.1 Conflict of interest exists whenever an employee's action or failure to act could produce a private benefit for the employee or the immediate family or business with which the employee is associated; or the matter is one in which the employee is associated; or the matter is one in which the employee in a private capacity or a member of the employee's immediate family or business with which the employee is associated, has an interest.
- 1.2 Department means the WI Department of Health Services.
- 1.3 Enforcement Action means the legal methods used to make operators come into compliance with administrative code and statutory requirements. Enforcement methods include citations, fines, suspension or revocation of establishment license, closure and even jail terms. Reasons for enforcement action include, but are not limited to noncompliance of written orders, continued repeat violations noted on inspection reports, operating without a valid establishment license and imminent public health and safety violations.
- 1.4 Follow up Inspection is a type of inspection that is used by the discretion of the inspector to check back with the establishment operator to assure that violations have been corrected following a routine inspection. Fees are not associated with type of inspection. Unlike a reinspection this is not required. (see definition).
- 1.5 Licensing Period, also known as the Fiscal Year, is the period from July 1 through June 30.
- 1.6 Limited Agent (LA) means the local public health department (LPHD) operating under the terms of this agreement.
- 1.7 Permit means the license to operate issued by the Department.
- 1.8 Reimbursement refers to the portion of the permit fee or reinspection fee collected by the Department that shall be returned to the limited agent.
- 1.9 Reinspection is a type of inspection that is required when during a routine inspection risk/critical violations are noted on the inspection report that cannot be corrected onsite or when consecutive repeat violations are noted on past inspection reports. Reinspections are required inspections to assure that violations have been corrected. Fees are associated with type of inspection.

#### 2. Terms and Conditions

- 2.1 This contract is between the Department and the Crawford County Public Health.

- 2.2 This contract is valid for the licensing year July 1, 2015 to June 30, 2016.
- 2.3 Renewal of this contract shall be contingent upon an analysis performed by the Department, using criteria and methods developed separately.
- 2.4 Criteria used to evaluate this contract shall include, but not be limited to, an analysis of the performance of the limited agent.
- 2.5 The limited agent may cancel this contract at any time without cause. Such cancellation shall be made in writing to the signatory of this contract or an appointed representative. However, cancellation terms contained in the CARS contract shall also be honored.
- 2.6 No reimbursement shall be made for inspections performed after the date of cancellation or inspections not performed.
- 2.7 The Department reserves the right to cancel this contract upon delivery of 30 days notice for a finding of unsatisfactory performance; however, evidence of fraud or intent to defraud the Department shall result in immediate termination of this contract.

### **3. Authority and Responsibility**

- 3.1 This contract is executed under authority granted the Department by Sec 250.03(1)(e), (f), and (g).
- 3.2 The Department shall determine the scope of the inspection activities to be performed by the limited agent; furthermore, the Department shall reevaluate the scope as part of the analysis in section 2.3 of this contract.
- 3.3 The Department shall collect all fees, issue all permits, conduct pre-inspections and retain responsibility for all enforcement actions for all licensable establishments within the geographic jurisdiction of the limited agent, except as specifically delegated herein.
- 3.4 The Department shall establish minimum criteria regarding the credentials and qualifications of the person(s) employed by the limited agent to perform the inspection duties contained herein (see section 6). Acceptance of this contract by the limited agent signifies agreement to employ or contract with inspectors meeting such credentials and qualifications.
- 3.5 The Limited Agent shall annually inspect the facilities designated by the Department under contractual authority from Sec 250.03(1)(e).
- 3.6 The Limited Agent shall be responsible for all inspection activities including follow ups, reinspections (see reinspection criteria) and complaint follow-up for licensed establishments under this contract. The Limited Agents responsibility begins after the Department has performed a preinspection and up until the Limited Agent has notified the Department that enforcement action is required. Once the enforcement action has been resolved by the Department, the Department will notify the Limited Agent of the action taken. Once enforcement actions have been resolved the Limited Agent will resume the activities as outlined in the contract.

- 3.7 The department will reimburse reinspections fees at the rate of 80%. Limited Agents shall use the reinspection criteria developed by the Department. Invoices (See Exhibit III) may be sent in quarterly, but processing and payment will occur after August 15<sup>th</sup> following the end of the licensing year. Reimbursement will occur only after payment has been received by the Department. No reimbursement will be made on reinspections if payment has not been received by the Department.
- 3.8 No additional fees may be levied by the Limited Agent upon inspected facilities.

#### **4. Duties and Activities**

4.1 The limited agent shall inspect the following establishment types in :

- 4.1.1 Campgrounds
- 4.1.2 Hotels
- 4.1.3 Tourist Rooming Houses
- 4.1.4 Prepackaged Food Establishments
- 4.1.5 Vending Equipment Storage

The complete list of facilities is found in Exhibit 1.

- 4.2 Inspections shall be entered using the HealthSpace software program. It is the responsibility of the Limited Agent to enter the inspection into HealthSpace.
- 4.3 The limited agent agrees to inspect all of the licensed facilities in Exhibit I within the duration of this contract, barring extenuating or unforeseen circumstances which could reasonably be expected to hinder completion of the contract.
- 4.4 The limited agent agrees to perform inspections and other activities designed to assure compliance with ss. 254 and DHS 178, 195, 196, and 198 Wis. Adm. Code.
- 4.5 A copy of the inspection shall be presented to the operator or representative immediately upon completion of the inspection.
- 4.6 Any orders written by the limited agent shall be clearly explained to the operator or representative. Orders may also be issued by the Department.
- 4.7 If enforcement actions are required by the Department, the Limited Agent shall notify the food safety and recreational licensing section.
- 4.8 If a facility inspection reveals an immediate hazard to public health, the health officer has the authority to take immediate action under ss.254.59. The limited agent shall then notify the food safety and recreational licensing section.
- 4.9 The limited agent will send an establishment list to their State Advanced Sanitarian prior to the end of the contract indicating what inspections they have completed, actual copies of the inspections do not need to be provided.

- 4.10 The Department will notify the limited agent after a preinspection is performed or when there is a change in licensure of a facility that would affect the limited agent
- 4.11 After a pre-inspection is made by the Department, the Limited Agent will perform a routine inspection within 4 to 6-months, if this is not possible, the inspection shall be made within the licensing year.
- 4.12 The Limited Agent shall notify the Department if there is a suspected or required change of licensure of a facility under this contract. If the facility has expanded beyond its current license or plan approval is required, the limited agent shall notify the Department.
- 4.13 The Department will notify the Limited Agent if there is a suspected or required change of licensure of a facility under this contract.

## **5. Fiscal**

- 5.1 The Department shall reimburse the limited agent 80% of the annual license fee for each facility inspected or reinspection fee, except that vending machine inspections shall be reimbursed as specified in DHS 192.09.
- 5.2 Reimbursement for inspections will be performed automatically utilizing the CARS (Community Aids Reporting System).
- 5.3 Reimbursement for inspections will be authorized only for the routine inspection of a facility.
- 5.4 Reimbursements for reinspections will use the form provided in Exhibit III.

## **6. Minimum Qualifications**

- 6.1 Inspections will be made by, or under the supervision or oversight of a Wisconsin Registered Sanitarian or NEHA Registered Sanitarian.
- 6.2 The State Advanced Sanitarian shall provide oversight to the Limited Agent.
- 6.3 In the event the Limited Agent loses its only Registered Sanitarian, a qualified replacement shall be hired within 120 days unless otherwise approved by the Department.
- 6.4 Limited Agent inspection staff must meet the hiring criteria set forth by local ordinance and personnel practices and the requirements established for Sanitarian Registration under DHS 160.
- 6.5 All inspectors shall possess:
  - 6.5.1 Excellent communication skills
  - 6.5.2 Ability to write inspection findings in a legible and grammatically correct manner
- 6.6 Training shall be provided by the department
- 6.7 Inspectors shall not have a conflict of interest with any regulated establishment.



1 WEST WILSON STREET  
P O BOX 2659  
MADISON WI 53701-2659

Scott Walker  
Governor

Kitty Rhoades  
Secretary

State of Wisconsin

Department of Health Services

608-266-1251  
FAX: 608-267-2832  
TTY: 888-701-1253  
dhs.wisconsin.gov

June 1, 2015

To: «Agent»  
«Address1»  
«Address2»  
«City»

**Subject:** Refund of Reinspection Fees to Limited Agent Health Departments.  
**(Reimbursement information must be returned on this form)**

The «Agent» submits the following request for reimbursement under the Agent Agreement with the Division of Public Health.

July 1, 2015 through June 30, 2016

(Copies of all inspection work shall accompany this document.)

		Refund Value 80% Item		
	Number	Net Fees	80%	Item Total
Reinspection Fee	_____	\$	X .80	\$
Second Reinspection Fee	_____	\$	X .80	\$
			Total	\$

CERTIFICATION

This is to certify that the «Limited Agent» has inspected the facilities named on the attached Inspection forms for the permit year ending June 30, 2016 and further certified that all such licensed establishments are within the legal boundaries of the «jurisdiction» and that they were granted a permit for 2014-2015 fiscal year by the Division of Public Health.

Invoices may be sent in quarterly, but processing and payment will occur after August 15<sup>th</sup> following the end of the licensing year. Reimbursement will occur only after payment has been received by the Department. No reimbursement will be made on re inspections if payment has not been received by the Department.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

FOR FSRL OFFICE USE ONLY

DIRECT VOUCHER														
Vendor #														
App	/	Class	/	L1	/	L2	/	Proj	/	R	/	A	/	Amt.
Total Amount: \$														
Date:														
Approval:														