

**DIVISION OF PUBLIC HEALTH  
DPH CONTRACT 27447  
AMENDMENT 2**

The Department of Health Services, on behalf of the Division of Public Health and the Iowa County Health Department 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 |
|----------|-------------|-----------|------------------------|------------------------|--------------------|-----------------|
| 25       | 630         | 124000    | \$0                    | \$8432                 | \$8432             | 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 Fee | Reimbursement | Administrative Status | Facility Name                       | Facility Street Address               | Facility City | Facility State | Facility Zip Code | Facility County | Facility Phone |
|--------------|--------------------------------|--------------------------------|-----------|---------------|-----------------------|-------------------------------------|---------------------------------------|---------------|----------------|-------------------|-----------------|----------------|
| HSAT-7QX734  | Campground 101-199 Sites (RC4) | Campground 101-199 Sites (RC4) | \$355.00  | \$284.00      | Permitted             | BLACKHAWK LAKE REC AREA             | 2025 CTH BH STATE HWY 80 E ON CNTY BH | HIGHLAND      | WI             | 53543             | IOWA            | (608)623-2707  |
| HSAT-7QWHN4  | Campground 1-25 Sites (RC1)    | Campground 1-25 Sites (RC1)    | \$175.00  | \$140.00      | Permitted             | BARNEVELD BIRCH LAKE PARK           | 4254 CO TR T 1 MI SO OF BARNEVELD     | BARNEVELD     | WI             | 53507             | IOWA            | (608)892-6861  |
| SBOM-8HLQSF  | Campground 1-25 Sites (RC1)    | Campground 1-25 Sites (RC1)    | \$175.00  | \$140.00      | Permitted             | BETHEL HORIZONS FOUNDATION          | 4651 COUNTY ROAD ZZ                   | DODGEVILLE    | WI             | 53533             | IOWA            | (608)935-5885  |
| HSAT-7QWNV7  | Campground 1-25 Sites (RC1)    | Campground 1-25 Sites (RC1)    | \$175.00  | \$140.00      | Permitted             | TOWER HILL                          | 5808 CTY HWY C                        | SPRING GREEN  | WI             | 53588             | IOWA            | ()             |
| HSAT-7QXRNB  | Campground 200+ Sites (RC5)    | Campground 200+ Sites (RC5)    | \$410.00  | \$328.00      | Permitted             | GOVERNOR DODGE CAMPGROUND           | 4175 WISCONSIN 23 N                   | DODGEVILLE    | WI             | 53533             | IOWA            | (608)935-2315  |
| SBOM-8KST63  | Campground 26-50 Sites (RC2)   | Campground 26-50 Sites (RC2)   | \$250.00  | \$200.00      | Permitted             | TRADERS ISLAND                      | 7608 WITTWER RD                       | ARENA         | WI             | 53503             | IOWA            | (608)588-7282  |
| HSAT-7QWVVBV | Campground 51-100 Sites (RC3)  | Campground 51-100 Sites (RC3)  | \$305.00  | \$244.00      | Permitted             | AVOCA LAKESIDE                      | SO OF EAST LAKESHORE DR ON CAMP RD    | AVOCA         | WI             | 53506             | IOWA            | (608)853-6831  |
| HSAT-7QWG6D  | Campground 51-100 Sites (RC3)  | Campground 51-100 Sites (RC3)  | \$305.00  | \$244.00      | Permitted             | BLUE MOUND                          | 4350 MOUNDS PARK RD                   | BLUE MOUNDS   | WI             | 53517             | IOWA            | ()             |
| SBOM-9AXKSL  | Campground 51-100 Sites (RC3)  | Campground 51-100 Sites (RC3)  | \$305.00  | \$244.00      | Permitted             | IOWA COUNTY FAIR SOCIETY            | 900 FAIR ST                           | MINERAL POINT | WI             | 53565             | IOWA            | (608)987-3490  |
| HSAT-7QWTSH  | Campground 51-100 Sites (RC3)  | Campground 51-100 Sites (RC3)  | \$305.00  | \$244.00      | Permitted             | TOMS CAMPGROUND                     | WIS HWY 191                           | DODGEVILLE    | WI             | 53533             | IOWA            | (608)935-5446  |
| HSAT-7QWD39  | Lodging 100-199 (LH3)          | Lodging 100-199 (LH3)          | \$355.00  | \$284.00      | Permitted             | HOUSE ON THE ROCK INN LODGING       | 3591 STATE HWY 23 N                   | DODGEVILLE    | WI             | 53533             | IOWA            | (608)893-3711  |
| JUDN-9MFSEQ  | Lodging 31-99 Rooms (LH2)      | Lodging 31-99 Rooms (LH2)      | \$280.00  | \$224.00      | Permitted             | BEST WESTERN                        | 1130 N JOHNS ST                       | DODGEVILLE    | WI             | 53533             | IOWA            | (608)935-7739  |
| HSAT-7QXGBT  | Lodging 31-99 Rooms (LH2)      | Lodging 31-99 Rooms (LH2)      | \$280.00  | \$224.00      | Permitted             | DEER VALLEY LODGE                   | 401 W INDUSTRIAL DR                   | BARNEVELD     | WI             | 53507             | IOWA            | (608)924-1600  |
| HSAT-7QWRQ4  | Lodging 31-99 Rooms (LH2)      | Lodging 31-99 Rooms (LH2)      | \$280.00  | \$224.00      | Permitted             | DON Q INN                           | 3658 STATE HWY 23 N                   | DODGEVILLE    | WI             | 53533             | IOWA            | (608)935-2321  |
| HSAT-7QWMKJ  | Lodging 31-99 Rooms (LH2)      | Lodging 31-99 Rooms (LH2)      | \$280.00  | \$224.00      | Permitted             | HOUSE ON THE ROCK RESORT            | 400 SPRINGS DR                        | SPRING GREEN  | WI             | 53588             | IOWA            | (608)858-7000  |
| SBOM-98URTB  | Lodging 31-99 Rooms (LH2)      | Lodging 31-99 Rooms (LH2)      | \$280.00  | \$224.00      | Permitted             | QUALITY INN OF MINERAL POINT        | 1345 BUSINESS PARK RD                 | MINERAL POINT | WI             | 53565             | IOWA            | (608)987-4747  |
| HSAT-7QWB3U  | Lodging 31-99 Rooms (LH2)      | Lodging 31-99 Rooms (LH2)      | \$280.00  | \$224.00      | Permitted             | SPRING VALLEY INN                   | HWY 14 & CTY C                        | ARENA         | WI             | 53503             | IOWA            | (608)588-7828  |
| HSAT-7QX45A  | Lodging 31-99 Rooms (LH2)      | Lodging 31-99 Rooms (LH2)      | \$280.00  | \$224.00      | Permitted             | SUPER 8 MOTEL OF DODGEVILLE         | 1308 N JOHNS ST                       | DODGEVILLE    | WI             | 53533             | IOWA            | (608)832-2995  |
| HSAT-7QXCV5  | Lodging 5-30 Rooms (LH1)       | Lodging 5-30 Rooms (LH1)       | \$205.00  | \$164.00      | Permitted             | BREWERY CREEK                       | 23 COMMERCE ST                        | MINERAL POINT | WI             | 53565             | IOWA            | (608)987-3298  |
| HSAT-7QX73Z  | Lodging 5-30 Rooms (LH1)       | Lodging 5-30 Rooms (LH1)       | \$205.00  | \$164.00      | Permitted             | DAIRYLAND MOTEL                     | 535 RIDGE ST                          | MINERAL POINT | WI             | 53565             | IOWA            | (608)987-3141  |
| SBOM-9SLR48  | Lodging 5-30 Rooms (LH1)       | Lodging 5-30 Rooms (LH1)       | \$205.00  | \$164.00      | Permitted             | MINERAL POINT HOTEL                 | 121 COMMERCE ST                       | MINERAL POINT | WI             | 53565             | IOWA            | (608)987-3889  |
| HSAT-7QWHUH  | Lodging 5-30 Rooms (LH1)       | Lodging 5-30 Rooms (LH1)       | \$205.00  | \$164.00      | Permitted             | PINE RIDGE MOTEL                    | 405 HWY YZ                            | DODGEVILLE    | WI             | 53533             | IOWA            | (608)935-3386  |
| JUDN-9ARPBV  | Lodging 5-30 Rooms (LH1)       | Lodging 5-30 Rooms (LH1)       | \$205.00  | \$164.00      | Permitted             | REDWOOD MOTEL                       | 625 DODGE ST                          | MINERAL POINT | WI             | 53565             | IOWA            | (608)987-6500  |
| HSAT-7QXQ8Z  | Lodging 5-30 Rooms (LH1)       | Lodging 5-30 Rooms (LH1)       | \$205.00  | \$164.00      | Permitted             | SILVER STAR                         | 3852 LIMMEX HILL RD                   | AVOCA         | WI             | 53506             | IOWA            | (608)935-7297  |
| DROS-98S72P  | Lodging 5-30 Rooms (LH1)       | Lodging 5-30 Rooms (LH1)       | \$205.00  | \$164.00      | Permitted             | THE WALKER HOUSE                    | 1 WATER ST                            | MINERAL POINT | WI             | 53565             | IOWA            | (608)987-1101  |
| HSAT-7QWGVG  | Restaurant                     | Prepackaged                    | \$105.00  | \$84.00       | Permitted             | DOODLES                             | 607 MAIN ST                           | RIDGEWAY      | WI             | 53582             | IOWA            | (608)892-3635  |
| KBRN-82GK5Y  | Restaurant                     | Prepackaged                    | \$105.00  | \$84.00       | Permitted             | FAT BOY SLIMS                       | 155 HIGH                              | MINERAL POINT | WI             | 53565             | IOWA            | (608)          |
| SBOM-8L7JN9  | Restaurant                     | Prepackaged                    | \$105.00  | \$84.00       | Permitted             | HILLS PUB AND BANQUET HALL          | 3625 STATE ROAD 23                    | DODGEVILLE    | WI             | 53533             | IOWA            | (608)319-2345  |
| HSAT-7QWBXB  | Restaurant                     | Prepackaged                    | \$105.00  | \$84.00       | Permitted             | HOUSE ON THE ROCK ATTRACTION        | 5754 STATE ROAD 23                    | SPRING GREEN  | WI             | 53588             | IOWA            | (608)935-3639  |
| SBOM-9SLR4S  | Restaurant                     | Prepackaged                    | \$105.00  | \$84.00       | Permitted             | MINERAL POINT HOTEL                 | 121 COMMERCE ST                       | MINERAL POINT | WI             | 53565             | IOWA            | (608)987-3889  |
| JUDN-84LYN   | Restaurant                     | Prepackaged                    | \$105.00  | \$84.00       | Permitted             | PAPPAS TRADING POST                 | 7345 HWY 14                           | ARENA         | WI             | 53503             | IOWA            | (608)753-2022  |
| HSAT-7QWFKX  | Restaurant                     | Prepackaged                    | \$105.00  | \$84.00       | Permitted             | SHAKE RAG ALLEY CENTER FOR THE ARTS | 18 SHAKE RAG ST                       | MINERAL POINT | WI             | 53565             | IOWA            | (608)987-3292  |
| HSAT-7QXQX5  | Restaurant                     | Prepackaged                    | \$105.00  | \$84.00       | Permitted             | SQUEAKY WHEEL SALOON (THE)          | 403 COMMERCE ST                       | HOLLANDALE    | WI             | 53544             | IOWA            | (608)896-9317  |
| JUDN-9M8P96  | Tourist Rooming House (LTR)    | Tourist Rooming House (LTR)    | \$110.00  | \$88.00       | Permitted             | 110 CHESTNUT                        | 110 S CHESTNUT ST                     | MINERAL POINT | WI             | 53565             | IOWA            | (608)574-2246  |
| BHEP-7XBQKD  | Tourist Rooming House (LTR)    | Tourist Rooming House (LTR)    | \$110.00  | \$88.00       | Permitted             | 219 WASHINGTON                      | 219 WASHINGTON                        | MINERAL POINT | WI             | 53565             | IOWA            | (608)          |
| SBOM-9R2T39  | Tourist Rooming House (LTR)    | Tourist Rooming House (LTR)    | \$110.00  | \$88.00       | Permitted             | 222 SOUTH STREET                    | 222 SOUTH ST                          | MINERAL POINT | WI             | 53565             | IOWA            | (608)425-0160  |
| SBOM-98UVFE  | Tourist Rooming House (LTR)    | Tourist Rooming House (LTR)    | \$110.00  | \$88.00       | Permitted             | 23 STEPS INN                        | 215 HIGH ST                           | MINERAL POINT | WI             | 53565             | IOWA            | (608)987-4000  |
| SBOM-9KHL23  | Tourist Rooming House (LTR)    | Tourist Rooming House (LTR)    | \$110.00  | \$88.00       | Permitted             | BIG VALLEY RANCH BARN HOUSE         | 7488 LEACHES CROSSING RD              | AVOCA         | WI             | 53506             | IOWA            | (608)235-5634  |
| SBOM-9KHLCD  | Tourist Rooming House (LTR)    | Tourist Rooming House (LTR)    | \$110.00  | \$88.00       | Permitted             | BIG VALLEY RANCH PIONEER HOUSE      | 6920 PENN HOLLOW RD                   | AVOCA         | WI             | 53506             | IOWA            | (608)235-5634  |
| BHEP-7X3KLH  | Tourist Rooming House (LTR)    | Tourist Rooming House (LTR)    | \$110.00  | \$88.00       | Permitted             | BLUEBIRD HILL COUNTRY COTTAGE       | 557 FERNDAL RD                        | MINERAL POINT | WI             | 53565             | IOWA            | (608)987-4528  |
| HSAT-7QXN8D  | Tourist Rooming House (LTR)    | Tourist Rooming House (LTR)    | \$110.00  | \$88.00       | Permitted             | BREWER HOUSE INN                    | 526 FOUNTAIN ST                       | MINERAL POINT | WI             | 53565             | IOWA            | (608)553-1300  |
| HSAT-7QXER2  | Tourist Rooming House (LTR)    | Tourist Rooming House (LTR)    | \$110.00  | \$88.00       | Permitted             | BREWERY CREEK MINERS COTTAGE        | 28 SHAKE RAG ST                       | MINERAL POINT | WI             | 53565             | IOWA            | (608)987-3298  |
| HSAT-7QX77B  | Tourist Rooming House (LTR)    | Tourist Rooming House (LTR)    | \$110.00  | \$88.00       | Permitted             | BREWERY CREEK SPRINGSIDE COTTAGE    | 17 SHAKE RAG ST                       | MINERAL POINT | WI             | 53565             | IOWA            | (608)987-3298  |

|              |                             |                             |             |                   |                              |                      |               |    |       |      |               |
|--------------|-----------------------------|-----------------------------|-------------|-------------------|------------------------------|----------------------|---------------|----|-------|------|---------------|
| HSAT-7QWD4Y  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | CEDAR VALLEY LODGE           | 3731 DOLAN RD        | SPRING GREEN  | WI | 53588 | IOWA | (608)335-6394 |
| SBOM-86WMDL  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | CLOWNEY HOUSE                | 213 CLOWNEY ST       | MINERAL POINT | WI | 53565 | IOWA | (608)987-3292 |
| SBOM-923L99  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | COON ROCK HORSE & HUNT CLUB  | 6180 ERDMAN RD       | ARENA         | WI | 53503 | IOWA | (608)662-2211 |
| HSAT-7QX83Z  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | COTHREN HOUSE TRH            | 320 TOWER ST         | MINERAL POINT | WI | 53565 | IOWA | (608)987-1522 |
| HSAT-7QWTUW  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | FINCH HILL FARM TRH          | 5599 COUNTY RD PP RD | AVOCA         | WI | 53506 | IOWA | (608)929-7532 |
| HSAT-7QX8P9  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | FOLKLORE VILLAGE TRH         | 3210 CTY HWY BB      | DODGEVILLE    | WI | 53533 | IOWA | (608)892-4000 |
| SBOM-9CXJTU  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | HIGH STREET SUITES           | 124 HIGH ST          | MINERAL POINT | WI | 53565 | IOWA | (608)987-1522 |
| RWIN-8W9KDA  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | HILLTOP                      | 6447 HILLTOP RD      | SPRING GREEN  | WI | 53588 | IOWA | (608)588-2251 |
| HSAT-7QWHBK  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | MAPLE WOOD LODGE             | 2950 STATE HWY 39    | MINERAL POINT | WI | 53565 | IOWA | (608)987-2324 |
| HSAT-7QXASW  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | MOUSEHOLE GUEST TRH          | 14 SHAKE RAG ST      | MINERAL POINT | WI | 53565 | IOWA | (608)898-5415 |
| HSAT-7QXJAY  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | OLD LUMBERYARD               | 10 COMMERCE ST       | MINERAL POINT | WI | 53565 | IOWA | (608)987-3896 |
| HSAT-7QXBG3  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | SHAKE RAG ALLEY COACH HOUSE  | 18 SHAKE RAG ST      | MINERAL POINT | WI | 53565 | IOWA | (608)987-3292 |
| SBOM-8SYJLA  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | SHEER MEMORIES GUEST COTTAGE | 6351 COUNTY ROAD P   | MUSCODA       | WI | 53573 | IOWA | (608)532-6952 |
| SBOM-96CJR7  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | SUGARLAND INN                | 8637 LINLEY RD       | ARENA         | WI | 53503 | IOWA | (608)795-4909 |
| SBOM-8YFRUS  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | THE JONES MANSION            | 215 RIDGE ST         | MINERAL POINT | WI | 53565 | IOWA | (608)987-3640 |
| SBOM-94UMLM  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | THE SALTBOX                  | 244 SOUTH ST         | MINERAL POINT | WI | 53565 | IOWA | (608)341-7207 |
| HSAT-7QWSBF  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | TOMS CAMPGROUND TRH          | 2626 SPRING RD       | DODGEVILLE    | WI | 53533 | IOWA | (608)893-5446 |
| BHEP-7T6L6A  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | TUCK POINT                   | 223 COMMERCE ST      | MINERAL POINT | WI | 53565 | IOWA | (608)         |
| HSAT-7QX3RZ  | Tourist Rooming House (LTR) | Tourist Rooming House (LTR) | \$110.00    | \$88.00 Permitted | VERMONT WEST                 | 5194 SHOP HILL RD    | HIGHLAND      | WI | 53543 | IOWA | (608)935-2008 |
| <b>Total</b> |                             |                             | \$10,540.00 | \$8,432.00        |                              |                      |               |    |       |      |               |

## 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 Iowa County Health Department.

- 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 Advance 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.



Scott Walker  
Governor

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Secretary

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Department of Health Services

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:        |   |       |   |    |   |    |   |      |   |   |   |   |   |      |