

HEALTH AND HUMAN SERVICES BOARD

Monday, March 23, 2026 – 9:30 a.m.

Barron County Government Center – Veterans Memorial Auditorium
335 East Monroe Avenue – Barron, Wisconsin 54812

AGENDA

1. Call to Order
2. Public Meeting Notification
3. Approve Agenda*
4. Approve Minutes (1-26-26)*
5. Comments from the Public
6. Environmental Health Change of Ownership Fee *
7. Economic Support Presentation
8. Department Updates
 - a. Child Support
 - b. Health & Human Services
9. Set Next Meeting Date (April 27, 2026 – 9:30 a.m.)*
10. Future Agenda Items
11. Adjourn

* *Board Action Requested*

Mission Statement

To meet essential health and safety needs and to promote an independent and enhanced quality of life for the people of Barron County.

Vision Statement

To provide high quality, effective and responsive programs through coordinated efforts of the Department and its community partners.

Please call 537-6841 if you are unable to attend this meeting.

cc: Bartlett, Vaughn, Banks, Moen, P. Anderson, Wenzel, Kolpeck, Heil, Knutson, Ruppel, Keeler, Matthys, Borgen, Muench, French, Sauve, Drury, Potts-Shufelt, Roemhild, Olsen, Broten, Hay, Wickman, Co. Clerk, Webmaster & 3 Public Postings

Any person who has a qualifying disability under the Americans with Disabilities Act and requires the meeting or materials at the meeting to be in an accessible format must contact the County Clerk's office at 715/537-6200 at least 24 hours prior to the meeting so that arrangements may be made to accommodate your request.

Barron County Health & Human Services Board Meeting
Government Center Auditorium Veterans Memorial Auditorium
Monday January 26, 2026 9:30 AM

PRESENT: Karolyn Bartlett – Chair, John Banks, Bob Heil, Toniann Knutson, Lynn Kolpack, Carol Moen, Stacey Wenzel, Patti Anderson, Diane Vaughn, Mary Matthys, Betty Borgen, Dr. Lindsey Ruppel.

ABSENT Nancy Keeler.

OTHERS ATTENDING: None.

STAFF PRESENT: Jeff French, County Administrator; Karla Potts-Shufelt, DHHS Director, John Muench, Director, Child Support; Child Support Program Manager, Lynette Metcalf, Jodi Busch, Finance Director, Michelle Drury, Finance Director, Rachel Sauve, Financial Analyst; DHHS Program Managers – Karla Broten, Ann Hay, Mary Olsen, Patricia Wickman; Pam Gannon, DHHS Administrative Assistant, Samantha Nelson, DHHS Administrative Assistant.

STAFF ABSENT: Bonnie Roemhild.

Call to Order: by Chair Karolyn Bartlett at 9:30 a.m.

Public Meeting Notification: Read by Bartlett.

Motion: (Banks/Heil) to approve agenda for January 26, 2026 DHHS Board meeting. Carried.

Motion: (Moen/Anderson) to approve minutes from the November 24, 2025 Health and Human Services Board meeting. Carried.

Comments from the Public: None present.

Introduction of Public Health Officer: Potts-Shuflet introduced Patricia Wickman as the New Public Health Officer. Trish spoke a little about herself.

Quarterly Financials:

- a. Child Support: Sauve gave financials for Child Support through 9-30-25, questions answered.
- b. Health & Human Services: Sauve gave financials for Health & Human through 9-30-25, questions answered.

Consumer Financial Services Fee* Potts-Shuflet, Broten and Olson explained the Consumer Financial Services Fee and answered the boards questions.

Motion (Knutson/Banks) to approve the Consumer Financial Services Fee. All in favor, carried.

Public Health Fee Schedule* Potts-Shufelt explained the new Public Health Fees and answered the boards questions.

Motion (Moen/Wenzel) to approve the new Public Health Fees. All in favor. Carried.

Change in Lodging Code and Resulting Environmental Health Fee Change* Potts-Shuflet explained the new lodging code and fees and answered the boards questions.

Motion (Banks/Wenzel) to approve the Public Health Fee Change. All in favor. Carried

Department Updates:

DHHS: No additional updates.

Child Support: Metcalf announced retirement a Child Support worker after 32 years. Interviews will be taking place today for her replacement.

Set next meeting date: February 23, 2026, at 9:30 am.

Future Agenda Items:

Adjourn –Adjourned by unanimous consent at 10:28 a.m.

Respectfully submitted by Pam Gannon, Administrative Assistant and Samantha Nelson,
Administrative Assistant.

(Minutes are not official until approved by the DHHS Board.)

Recreational Educational Camp	
Annual –moderate w/hospitality	\$994.00
Pre-inspection- moderate w/hospitality	\$1593.00
Annual – complex w/hospitality	\$1076.00
Pre-inspection – complex w/hospitality	\$1676.00
Body Art	
Tattoo Establishments	\$190.00
Pre-Inspection, Tattoo Establishments	\$359.00
Body-Piercing Establishments	\$190.00
Pre-Inspection, Body-Piercing Establishments	\$359.00
Combined Tattoo/Body-Piercing Establishments	\$349.00
Pre-Inspection, Combined Tattoo/Body-Piercing Establishments	\$562.00
Temporary Tattoo Establishments	\$144.00
Temporary Body-Piercing Establishments	\$144.00
Temporary Combined Tattoo/Body Piercing Establishments	\$144.00

Re-Inspection Fees	
All licensed establishments will be billed a re-inspection if there is a need for a re-inspection or follow-up.	
Level 1: 1 Violation	\$166.00
Level 2: 2 Violations	\$207.00
Level 3: 3 Violations	\$249.00
Level 4: 4 Violations	\$289.00
Level 5:5 Violations	\$332.00
Level 5+: 5+ Violations	\$372.00
Follow Up Fee- No onsite visit	\$83.00
Additional Fees	
Operating without a permit	Additional Permit Fee
Operating without a Wisconsin Certified Food Manager – code	\$150.00
Operating without a Wisconsin Tattooist Practitioner License	\$162.00
Operating without a Wisconsin Piercer Practitioner License	\$162.00
Late Fee	\$85.00
Special Inspection Fee	\$181.00
Non-compliance Water Testing Fee	\$116.00
Additional Water Testing Fees	
Monthly seasonal well testing due to not completing the startup report on time and monthly sampling based on operator follow through	\$104.00
Well owners may complete this monthly water testing themselves and not incur a charge	

Fees to be reviewed and updated yearly by the Health & Human Services Board

Environmental Health

**Inspection Fees
relating to
Environmental Health
& Sanitation**

2026

**335 East Monroe Avenue
Barron, WI 54812
715-537-6
Fax: 715-537-6363**



Inspection	Fee
Annual (pre-packaged)	\$164.00
Pre-Inspection (pre-packaged)	\$183.00
Annual (simple)	\$271.00
Pre Inspection (simple)	\$451.00
Annual (moderate)	\$541.00
Pre-Inspection (moderate)	\$660.00
Annual (complex)	\$755.00
Pre-Inspection (complex)	\$1,078.00
Annual (additional facility)	\$144.00
Annual (temporary)	\$233.00
Temporary Inspection Fee with Additional State or another County License	\$35.00
Transient Retail Food Establishment – Annual	\$242.00
Transient Retail Food Pre-packaged /eggs-Annual	\$99.00
Mobile Restaurants	
Mobile: Annual Prepackaged Off Premise	\$164.00
Mobile: Pre-Inspection Prepackaged Off Premise	\$183.00
Mobile: Annual Simple	\$271.00
Mobile: Pre-Inspection Simple	\$451.00
Mobile: Annual Moderate	\$541.00
Mobile: Pre-Inspection Moderate	\$660.00
Mobile: Annual Complex	\$755.00
Mobile: Pre-Inspection Complex	\$1,078.00
Mobile Service Base Permit: Annual, No food preparation may occur at this form of base	\$164.00
Mobile Service Base Permit: Pre-Inspection, No food preparation may occur at this form of base	\$183.00
Mobile Service Base Permit: Annual Simple	\$169.00
Mobile Service Base Permit: Pre-Inspection Simple	\$451.00
Mobile Service Base Permit: Annual Moderate	\$541.00
Mobile Service Base Permit: Pre-Inspection Moderate	\$660.00
Mobile Service Base Permit: Annual Complex	\$755.00
Mobile Service Base Permit: Pre-Inspection Complex	\$1,078.00
Lodging Establishments	
Motel/Hotel	Fee
Annual Motel/Hotel (5-30 rooms)	\$350.00
Pre-Inspection (5-30 rooms)	\$700.00
Annual Motel/Hotel (31-99 rooms)	\$450.00
Pre-Inspection (31-99 rooms)	\$900.00
Annual Motel/Hotel 100-249 rooms)	\$550.00
Pre-Inspection (100-249 rooms)	\$1,100.00
Annual Motel/Hotel (250-499 rooms)	\$650.00
Pre-Inspection (250-499 rooms)	\$1,300.00
Annual Motel/Hotel (500-749 rooms)	\$750.00
Pre-Inspection (500-749 rooms)	\$1,500.00
Annual Motel/Hotel (750-1000 rooms)	\$850.00
Pre-Inspection (750-1000 rooms)	\$1,700.00
Annual Motel/Hotel (1000+ rooms)	\$950.00

Pre-Inspection (750-1000 rooms)	\$1,900.00
Tourist Rooming House (TRH)	
Fee	
Annual Tourist Rooming House-TRH (1 unit)	\$296.00
Pre-Inspection Tourist Rooming House-TRH (1 unit)	\$592.00
Annual Tourist Rooming House-TRH (2-4 units)	\$450.00
Pre-Inspection Tourist Rooming House-TRH (2-4 units)	\$900.00
Annual Tourist Rooming House-TRH (5-9 units)	\$550.00
Pre-Inspection Tourist Rooming House-TRH (5-9 units)	\$1,100.00
Annual Tourist Rooming House-TRH (10-19 units)	\$600.00
Pre-Inspection Tourist Rooming House-TRH (10-19 units)	\$1,200.00
Annual Tourist Rooming House-TRH (20-39 units)	\$700.00
Pre-Inspection Tourist Rooming House-TRH (20-39 units)	\$1,400.00
Annual Tourist Rooming House-TRH (40-99 units)	\$800.00
Pre-Inspection Tourist Rooming House-TRH (40-99 units)	\$1,600.00
Annual Tourist Rooming House-TRH (100-299 units)	\$900.00
Pre-Inspection Tourist Rooming House-TRH (100-299 units)	\$1,800.00
Annual Tourist Rooming House-TRH (300-599 units)	\$1,000.00
Pre-Inspection Tourist Rooming House-TRH (300-599 units)	\$2,000.00
Annual Tourist Rooming House-TRH (600+ units)	\$1,100.00
Pre-Inspection Tourist Rooming House-TRH (600+ units)	\$2,200.00
Annual (Bed & Breakfast-B&B)	\$288.00
Pre-Inspection (Bed & Breakfast-B&B)	\$422.00
Campgrounds	
Annual (1-25 sites)	\$248.00
Pre-Inspection (1-25 sites)	\$534.00
Annual (26-50 sites)	\$353.00
Pre-Inspection (26-50 sites)	\$790.00
Annual (51-100 sites)	\$431.00
Pre-Inspection (51-100 sites)	\$980.00
Annual (101-199 sites)	\$497.00
Pre-Inspection(101-199 sites)	\$1,161.00
Annual (200+ sites)	\$575.00
Pre-Inspection (200+ sites)	\$1,348.00
Schools	
Full/Production Kitchen	\$616.00
Satellite Kitchen	\$213.00
Swimming Pools (fee is per pool)	
Annual/Pre-Inspection - Simple	\$213.00
Annual/Pre-Inspection – Simple w/ Feature	\$291.00
Annual/Pre-Inspection - Moderate	\$291.00
Annual/Pre-Inspection – Moderate w/ Feature	\$374.00
Annual/Pre-Inspection - Complex	\$3740.00
Annual/Pre-Inspection – Complex w/ Feature	\$456.00
<ul style="list-style-type: none"> • Additional Pool Slide/Water Slider per Basin 	\$201.00
<ul style="list-style-type: none"> • Pre-Inspection, Additional Pool Slide/Water Slide per Basin 	\$201.00

When the new lodging fees were approved in January we did not approve a change of ownership fee for this. We would like to make the change of ownership fee for all pre-inspections 75% of the usual pre-inspection fee across the board to keep things consistent. The policy has been updated accordingly.



BARRON COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES



Title:	Environmental Health Special Inspection, Pre-Inspection, and Plan Review Policy & Procedure	
Effective Date:	02/25/2019	
Created By:	Mackenzie Cole, RS and Laura Sauve, HO	Date: 3/18/19
Revision By:	Mackenzie Cole, RS Karla Potts-Shufelt, HO	Date: 7/11/19, 10/17/22, 11/10/25, 3/10/26
Approved By:	Laura Sauve, HO Karla Potts-Shufelt, Director	Date: 3/18/19, 7/11/19, 10/17/22, 11/24/25, 3/10/26
Governing Board: HHS Board	Date: 3/25/19, 7/22/19, 11/28/22, 11/24/25	
Review Dates: 10/17/22, 11/10/25 KPS, 3/10/26 KPS		

Policy: Barron County Public Health will act as the Wisconsin Department of Agriculture, Trade and Consumer Protection’s (DATCP) local agent in inspecting and regulating retail food and recreational programs. Barron County Public Health will act as the Wisconsin Department of Safety and Professional Service’s (DSPS) local agent in inspecting and regulating Barron County tattoo / piercing establishments.

Purpose: Provide special inspections, plan reviews and pre-inspections prior to issuing licenses to gain compliance in accordance with ATCP 72, ATCP 73, ATCP 75, ATCP 76, ATCP 78, ATCP 79, SPS 221 to protect public health and safety.

Scope: Retail food and recreational programs licensed by DATCP. Tattoo/piercing establishments licensed by DSPS.

Definitions:

Special Inspection: Consultation prior to purchasing or leasing to inform on compliance requirements.

Plan Review: Review of construction, reconstruction or alteration of an establishment

Pre-Inspection: Pre-licensing inspection due to new establishment, lapse in licensing, change in ownership, or alterations in the establishment. A completed pre-inspection serves as the first inspection.

New Establishment &/or Remodel: New construction, remodel, building change of use, significant change to menu, license lapsed more than six months.

Change in Ownership: Existing business with new owner/operator, no change to menu, no remodel (change in equipment or layout).

Procedure:

- Environmental health staff may answer general questions or give information, such as referral to appropriate state or local ordinances, by phone, email, or in the environmental health office prior to license application or fee payment.
- Prior to any plan review, special inspection, or pre-inspection visits applicant shall complete the appropriate license application and pay corresponding fees to Barron County DHHS- Environmental Health Program. See current fee schedule.

- Plan reviews are considered part of the pre-inspection process.
 - New establishment &/or remodeling will be charged the full cost of pre-inspection fees.
 - Change in ownership pre-inspection will be charged 75% of normal pre-inspection fees.
- Upon receipt of the license application and fee, the establishment shall be entered into the Health Space record system.
 - The applicant will contact the environmental health program to arrange the necessary inspections or plan review.
 - Special inspections, pre-inspections, and plan reviews will be given priority over routine inspections.
 - The time period for making a determination or issuance of a license shall not exceed 30 days, or statutory requirements; following the receipt of completed application and fees.
 - No license shall be released until a pre-inspection of the facility has been completed and it is in compliance with appropriate regulations.
 - A risk assessment shall be included as part of the pre inspection of a restaurant facility
 - Pre-inspections requiring ongoing compliance efforts will follow the EH Re-Inspection Policy & Procedure.
 - License Expiration: New or change of operator permits issued for all DATCP establishments between April 1 and June 30 shall not expire until June 30 of the following year (up to 15-month license).