



Board of Health

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Agenda

Monday, November 16, 2015

5:00 PM

Riverview Conference Room

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Health** of the City of De Pere will be held on **November 16, 2015** at **5:00 PM** in the **Riverview Conference Room, 335 South Broadway Street, De Pere, WI 54115.**

I. Call to Order

1. Roll Call
2. Approval of the Minutes from 5/18/2015
3. Approval of Minutes 9/21/2015
4. Draft Beekeeping Ordinance*
5. Health Department Fee Schedule*
6. YTD Communicable Disease Report
7. Sanitarian Update
8. Health Hazard Report
9. Outreach/Prevention Activities
10. Public comment on matters not on the agenda
11. Future agenda items
12. Adjournment

II. Public Portion

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Agenda Sent To:

Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

**BOARD OF HEALTH MEETING
CITY OF DE PERE, WISCONSIN – May 18, 2015**

The Board of Health of the City of De Pere, Wisconsin met in regular session in the Riverview Conference room at City Hall, on Monday, May 18 at 5:15 p.m.

1. Roll call was taken and the following members were present: Mike Donovan, Pat Finder-Stone, Jim Kneiszel, Dr. Michael McHenry, Dennis Hibray, Chrystal Woller, Dale Schmit, and Julie Switzer.

2. Approval of March 16, 2015 Meeting Minutes

Mike Donovan made a motion, seconded by Dr. Michael McHenry to approve the minutes of the March 16, 2015 Board of Health Meeting. Upon vote, motion passed unanimously.

3. Strategic Plan Update

The Strategic planning process has been finished for about one year. Chrystal updated the board on the last section of the strategic plan, which is the work plan, including goals and timeline. The department has been working to keep the website updated, is keeping current on the Facebook page, sponsored a billboard on Main Street promoting adolescent immunizations, collaborated with 54218 to get electronic benefits machine to the De Pere farmers market, and also did a radon billboard. The department is also getting our information into City and other newsletters. Chrystal is involved in The Pathway Community Council with St. Norbert's College. Mike Donovan made a motion, seconded by Jim Kneiszel to add this update to our Board of Health agenda on an annual basis. Upon vote, motion passed unanimously.

4. Annual Agency Policy and Procedure Review

The department created a new policy and procedure for Ebola monitoring protocol. Dale drafted a standard letter to respond to requests for environmental assessments, which created a new policy and procedure. New policies and procedures were also written for the Special Noise Variance permit, to go along with the change in the noise ordinance. Other policies were revised. Dr. Michael McHenry made a motion, seconded by Pat Finder-Stone to place on file. Upon vote, motion passed unanimously.

5. Approval of \$500 Donation from UW Oshkosh for Nursing Preceptor Services

Dennis Hibray, made a motion, seconded by Pat Finder-Stone to accept the donation and send it to the City Council. Upon vote, motion passed unanimously.

6. DPH Grant Contract #27431 Amendment1 in the Amount of \$11,525

These funds are being received for work with Ebola. Technical equipment for the Situation room in conjunction with the Fire Chief, will be purchased with some of this grant money. The contract is from 04/01/15 through 09/30/2016. Dr. Michael McHenry made a motion seconded by Jim Kneiszel to accept this grant. Upon vote, motion passed unanimously.

7. YTD Communicable Disease Report

Communicable disease report includes suspect, probable, and confirmed cases. Mike Donovan made a motion, seconded by Jim Kneiszel to accept and place on file. Upon vote, motion passed unanimously.

8. YTD Health Hazard/Nuisance Complaints

Dale Schmit has investigated mold issues, sewer back-ups, noise complaints and animal waste complaints since the last BOH meeting. He also placarded a home unfit for human habitation, and had several animal bite follow ups. All the bite follow ups were negative for rabies.

Attachment: 05-18-15 BOH Minutes (4115 : Approval of the Minutes from 5/18/2015)

9. Chicken Ordinance Review

Chrystal reviewed the City of De Pere Chicken Ordinance. The health department involvement is complaint-based, with only 1 complaint received to date. Permits are issued through the City Clerk's office. 9 permits were issued in 2015.

10. Sanitarian Update

Inspection reports will be available online starting July 1st. Dale has completed 26 inspections with the fire department and building inspection department for liquor licenses. 14 are remaining; with 10 being class A and 4 being class B. Dale has also done several pre-inspections for new businesses, with several new businesses pending. Dale will be returning to inspect St. Norbert's after a fire at Phil's on May 3rd. There have been several dog feces complaints, a noise consultation, sewer backup complaint, unlicensed dog complaints, and grease spilled in the parking lot of a restaurant. Temporary festivals begin Memorial weekend. DHS and DATCP merger is planned for January 1st 2016. 2 noise variance permits were issued.

11. Outreach/Prevention Activities

Activities Include:

- Participation in Every 15 Minutes, crash simulation at East De Pere High School
- St. Norbert College Pathway Community Council Meetings
- Elementary School Career Presentation
- Car Seat Event
- News Articles
- Collaboration with Fire Department/Home Safety Check Program
- MCH Injury Prevention Assessment
- Event For Families/NWTC
- Bike to School Day with Mayor Mike
- Police Bike Rodeo – Safety Event for 600 kids

12. Public Comment on Matters not on Agenda

14. Future Agenda Items

- E-Cigarettes

15. Adjournment

Upon motion by Dennis Hibray, seconded by Dr. Michael McHenry, the Board of Health unanimously adjourned at 6:30pm.

Respectfully Submitted,
Julie Switzer
Health Department Office Assistant

**BOARD OF HEALTH MEETING
CITY OF DE PERE, WISCONSIN – September 21, 2015**

The Board of Health of the City of De Pere, Wisconsin met in regular session in the Riverview Conference room at City Hall, on Monday, September 21 at 5:15 p.m.

1. Roll call was taken and the following members were present: Mike Donovan, Pat Finder-Stone, Jim Kneiszel, Dr. Michael McHenry, Dennis Hibray, Chrystal Woller, Dale Schmit, and Julie Switzer. Dr. Richard Erdman arrived at 5:35pm. Also present were Rob Cleek and Ken Sikora, and Kelly Heissel(Bellin College Student).

2. Urban Bee Keeping

At the June 16, 2015 City Council Meeting, Rob Cleek expressed an interest in the City creating an ordinance to allow Urban Beekeeping. Mayor Mike Walsh recommended that the topic be brought to the Board of Health. Jim Kneiszel made a motion, seconded by Pat Finder-Stone to open the meeting to discussion. Upon vote, motion passed unanimously. Rob Cleek presented a power point presentation on urban beekeeping. Ken Sikora, President of the Brown County Beekeepers Association, talked on the advantages of urban beekeeping. Mike Donovan made a motion, seconded by Jim Kneiszel to go back to regular order. Upon vote, motion passed unanimously. Jim Kneiszel made a motion seconded by Dennis Hibray to have the Health Department prepare a draft ordinance to allow for urban beekeeping to be put on the November BOH agenda. Upon vote, motion passed unanimously.

3. 2015-2017 Community Health Improvement Plan

This plan is the product of the November 2014 community needs assessment. Chrystal explained that Alcohol Misuse is one of the areas of concern within our community. There is now a task force to address this problem. Mental Health is also a need throughout the community and the state. The stigma associated with mental illness needs to be addressed, as well as to assure that people have access to treatment & care without the barriers of insurance. Pat Finder-Stone made a motion, seconded by Dr. Michael McHenry to accept this plan and place it on file. Upon vote, motion passed unanimously.

4. TSPOT testing coordination with St. Norbert College

The State of Wisconsin has offered local health departments an opportunity to have a group contract for the cost of TSPOT testing (blood draw to detect TB infection or possible active disease). Because of the high influx of international students coming through St. Norbert College, there is a constant need for screening, testing, and referring for chest x-rays. The health department would offer this testing to St Norbert's for the cost to the health department which would be \$52.75. St. Norbert would conduct the test and send it in. The TSPOT Company would bill the health department, the health department would pay the bill and then St. Norbert would reimburse the health department. Because of HIPAA and because the results will be available electronically, the health department would need a business partnership agreement, and a memorandum of understanding with SNC. Pat Finder-Stone made a motion, seconded by Mr. Michael McHenry to support this collaboration with St. Norbert College, without having to bring it back to the Board of Health and take directly to City Council. Upon vote, motion passed unanimously.

5. DRAFT 2016 Board of Health Budget

No changes in amount of money allocated to line items. Program objectives also stayed the same. Mike Donovan made a motion, seconded by Jim Kneiszel to accept and place on file. Upon vote, motion passed unanimously.

6. DRAFT 2016 Health Department Budget

No major changes in amount of money allocated to line items. Immunization rate was down from last year, but health department is working to try to improve for next year. This decrease could have been due to the 2012 regulations from the state on who is eligible to come into the health department for vaccines. Medical supplies line item was up \$525.00 due to a proposed contract with Brown County Health Department to check for coliform

Attachment: 09-21-15 BOH Minutes (4116 : Approval of Minutes 9/21/2015)

bacteria in public swimming pools. (This would have to be approved by the Board of Health first.) Dennis Hibray made a motion, seconded by Dr. Michael McHenry to accept and move on to the City Council. Upon vote, motion passed unanimously.

7. YTD Communicable Disease Update

Nothing out of the ordinary except, there was a suspect mumps case at St. Norbert College that was negative; education was provided by the health department. There was one case of blastomycosis and also legionnaire's disease. Communicable disease report includes suspect, probable, and confirmed cases. Mike Donovan made a motion, seconded by Jim Kneiszel to accept and place on file. Upon vote, motion passed unanimously.

8. YTD Health Hazard Update

There have been 16 complaints, which include animal feces, roosters, grass accumulation, garbage, noise, mold, bedbugs, smoke, barking dogs, and unlicensed dogs.

9. Sanitarian Update/Inspection Program Update

Dale has completed 36 routine inspections, 6 change of operators and 5 new establishments. He also provided temporary inspections for Celebrate De Pere, Asian Memorial Day Festival, Pink Flamingo Softball Tournament, Bay Lakes SAY Soccer Tournament, Brown County Fair, and the Labor Day Festival, as well as several more temporary festivals.

10. Outreach/Prevention Activities

Activities Include:

- Medical College Education Session
- Interview on how to handle extreme heat
- Interview on Salmonella
- Erin going to conference with scholarship
- Bike Rodeo at Lambeau Field
- Part of the pitch for \$250,000 grant for mental health screening
- Urban Orchards in City of De Pere
- Be the Light Walk-Suicide Awareness Walk
- APR Suicide Prevention Education

11. Public Comment on Matters not on Agenda
NA

12. Future Agenda Items
Urban Bee Keeping

13. Adjournment

Upon motion by Jim Kneiszel, seconded by Dr. Michael McHenry, the Board of Health unanimously adjourned at 6:45pm.

Respectfully Submitted,
Julie Switzer
Health Department Office Assistant

ORDINANCE #15-

CREATING §86-7 DE PERE MUNICIPAL CODE REGARDING
BEEKEEPING

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN
AS FOLLOWS:

Section 1. **§86-7, Beekeeping allowed**, is hereby created as follows:

(a) *Definitions.* For the purposes of this chapter, the following terms have the meaning indicated:

1. “Apiary” shall mean the assembly of one (1) or more colonies of honey bees at a single location.
2. “Beekeeper” shall mean a person who owns or has charge of one (1) or more colonies of honey or mason bees.
3. “Beekeeping equipment” shall mean any item used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards and extractors.
4. “Colony” shall mean an aggregate of bees consisting principally of workers, but having, when perfect, one (1) queen and at times drones, brood, combs, and honey.
5. “Hive” shall mean the receptacle inhabited by a colony that is manufactured or created for that purpose.
6. “Honey bee” shall mean all life stages of and are limited to the common domestic honey bee, *Apis mellifera* species of European origin.
7. “Lot” shall mean a contiguous parcel of land under common ownership.
8. “Mason bee” shall mean all life stages of and are limited to *genus osmia*.
9. “Nucleus colony” shall mean a small quantity of honey bees with a queen housed in a smaller than usual hive box designed for a particular purpose.

(b) *Permit and Fees Required.*

1. Only honey bees and mason bees (hereinafter referred to collectively and individually as “bees”) may be kept under this ordinance.
2. Persons that keep bees within the limits of the city must first obtain a permit. No person shall keep, maintain, or allow to be kept any hive or other facility for the housing of honey bees on or in any property in the City of De Pere without first obtaining a permit.
3. Applications for a permit to keep or maintain bees will be made on such forms as provided by the City Health Department.
4. A permit fee shall be as determined by Resolution of the Common Council and then as stated in City of De Pere fee schedule. Applicants shall also pay any and all applicable inspection fees including, but not limited to, health department inspection fees.
5. Permits shall not be transferable or refundable. Only the owner of the proposed permitted real property, or an occupant of the proposed permitted real property

with the owner's written permission, is eligible to obtain a beekeeping permit. Only one (1) beekeeping permit shall be issued per parcel.

6. All permits issued shall expire on June 30 of the year following issuance unless sooner revoked.
7. Applicants shall provide the following information on the original application:
 - A. A detailed lot diagram of the beekeeping equipment location including the distances to property lines and from nearby structures on neighboring properties.
 - B. Written consent from all adjacent property owners.
8. The applicant shall provide proof of beekeeping education/training from a local technical college, university or beekeeping association or organization to obtain competency in beekeeping.
9. New permits may only be granted subject to the successful completion of the City Health Department pre-inspection.

(c) *Conditions for Keeping and Maintaining Hives.*

1. Approval of a permit application is subject to reasonable restrictions, limitations, conditions, or prohibitions prescribed by the City Health Department. Any approved permit shall specify any restrictions, limitations, conditions or prohibitions deemed necessary by the health department to safeguard public health and the general welfare, and deemed necessary to reduce the likelihood of public or private nuisance.
2. Beekeeping shall be allowed only in R-1, Single Family Residence and R-2, Two-Family Residence Districts. Only one (1) beekeeping permit shall be issued per parcel which shall be issued on a first come, first served basis.
3. Beekeeping equipment shall be restricted to rear-yards and side-yards and shall be screened to avoid being visible from the street or sidewalk. Beekeeping equipment may also be permitted on a roof provided such equipment is screened from view and is determined by the health department to otherwise meet the setback and other requirements of this chapter.
4. Beekeeping equipment shall not be located closer than ten (10) feet from any side-yard property line, five (5) feet from any rear-yard property line, fifteen (15) feet from a public sidewalk, nor twenty-five (25) feet from a principal residential dwelling on an abutting lot.
5. No more than two (2) hives are allowed per property parcel.
6. Bee colonies shall be kept in hives with removable frames, which shall be kept in sound and usable condition.
7. Each beekeeper shall ensure that a sufficient and convenient source of fresh water is available to the colony.
8. Each beekeeper shall ensure that no wax comb or other materials that might encourage robbing by other bees are left upon the grounds of the apiary lot. Such materials once removed from the site shall be handled and stored in sealed containers, or placed within a building or other insect-proof container.
9. Each beekeeper shall maintain beekeeping equipment in good condition, including keeping the hives painted, and securing unused equipment from weather, potential theft or vandalism and occupancy by swarms. It shall be a

violation of this section for any beekeeper's unused equipment to attract a swarm, even if the beekeeper is not intentionally keeping honey bees.

10. In apiaries the beekeeper shall conspicuously post a sign including the words "HONEY BEE HIVE" and his/her name and telephone number clearly readable at twenty-five (25) feet. A copy of the permit shall be placed in a conspicuous place on the hive.
 11. City of De Pere staff shall have the right to inspect any permitted beekeeping equipment between 8 a.m. and 5 p.m. Where practicable, prior notice shall be given to the beekeeper.
 12. A flyway barrier six (6) feet in height shall shield any part of a property line that is within twenty-five (25) feet of a hive. The flyway barrier shall consist of a wall, fence, dense vegetation or a combination thereof. A flyway barrier is not required if a bee hive is kept at least ten (10) feet off the ground.
 13. Hives shall be actively maintained. Hives not under active human management and maintenance shall be deemed abandoned and dismantled or removed from the property by the property owner.
 14. In any instance in which a hive exhibits unusually aggressive characteristics, it shall be the duty of the beekeeper to destroy or re-queen the hive. Queens shall be selected from stock bred for gentleness and non-swarming characteristics.
 15. In addition to compliance with the requirements of this section, no beekeeper shall keep a hive or hives that cause any unhealthy conditions or interfere with the normal use and enjoyment of human or animal life of others, any public property or property of others.
- (d) *Suspension or revocation of permit.* The Health Officer may suspend or revoke any permit issued pursuant to this section for violations of ordinances, laws or requirements regulating activity and for other good cause.
- (e) *Appeals.* Appeals of licensing decisions, including permit denial, suspension or revocation, shall follow the procedures set forth in §106-2(g) of this Code, except that a hearing on the appeal under §106-2)(g)(2) shall be before the Board of Health Commissioners rather than the Finance/Personnel Committee.
- (f) *Violation and penalty.* Any person who violates this chapter shall, for each violation, forfeit such amount as determined by Resolution of the Common Council. Each day such violation continues shall constitute a separate offense.

Section 2. §106-3, Licenses required under other chapters of this Code, is hereby amended by adding the following:

(d) Beekeeping License - §86-7

and renumbering the subsequent paragraphs accordingly.

Ordinance #15-
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Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall take effect upon its passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this ____ day of _____, 2015.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____

Nays: _____

Board/Committee Approval: _____

Publication Date: _____

Effective Date: _____

Attachment: Ord15-beekeeping (4117 : Draft Beekeeping Ordinance*)

**City of DePere Health Department
Fee Schedule
2016/2017 License Year DHS/DATCP**

Type of Licensing	2016/2017 Total Fee
Department of Health Services (DHS)	
RESTAURANT/MOBILE RESTAURANT	
See full schedule for specific types	
Prepackaged	\$115.00
Low Complexity	\$411.00
Moderate Complexity	\$531.00
High Complexity	\$655.00
Additional area	\$75.00
Tavern	\$109.00
Additional bar area-tavern	\$30.00
Temporary Restaurant Permit	\$155.00
LODGING	
Hotel / Motel 5-30 Rooms	\$279.00
Hotel / Motel 31-99 Rooms	\$398.00
Hotel / Motel 100-199 Rooms	\$492.00
Hotel / Motel 200+ Rooms	\$576.00
Bed & Breakfast	\$129.00
Tourist Rooming House	\$106.00
SWIMMING POOLS	
Pool	\$345.00
Additional Pool	\$169.00
Water Attraction with up to 2 slides per basin	\$169.00
Additional Pool Slide or Water Slide	\$85.00
CAMPGROUNDS/SPECIAL EVENT CAMPGROUNDS	
1-25 Sites	\$177.00
26-50 Sites	\$218.00
51-99 Sites	\$249.00
100-199 Sites	\$287.00
Over 200 Sites	\$321.00
Recreational / Educational Camp	\$200.00
TATTOO / BODY PIERCING	
Tattoo Establishment	\$176.00
Body-Piercing Establishment	\$176.00
Combined Tattoo & Body Piercing Establishment	\$260.00
Temporary Tattoo Establishment	\$115.00
Temporary Body Piercing Establishment	\$115.00
Temporary Combined Tattoo/Body -Piercing Establishment	\$166.00
SCHOOLS	
Production Kitchen	\$242.00
Satellite kitchen	\$171.00

TYPE OF LICENSING	
DATCP/RETAIL FOOD	
Not Engaged in food processing-prepackaged	\$118.00
Process Non-potentially or potentially hazardous, sales less than \$25,000-low complexity	\$183.00
Process Non-Potentially Hazardous, sales of at least \$25,000-low complexity plus	\$394.00
Process Potentially Hazardous, sales of at least \$25,000 but less than \$1,000,000-moderate complexity	\$578.00
Process Potentially Hazardous, sales of at least \$1,000,000-high complexity	\$1,068.00
Temporary Retail Food Permit	\$155.00
FEES FOR DHS AND DATCP	
Inspection Fee	\$40.00
Operating without a License/Permit	\$150.00
Operating without a Certified Food Manager on Staff	\$150.00
Late Fee	\$150.00
Level 1 Pre-inspection for Prepackaged, Tourist Rooming House, & Bed and Breakfast licenses	\$125.00
Level 2 Pre-inspection for other license types	\$250.00
1st Reinspection	\$116.00
2nd Reinspection	\$232.00
3rd Reinspection	\$348.00
WEIGHTS AND MEASURES PROGRAM	
The yearly license fee shall be determined by dividing the actual costs of the weights and measures program by the number of weighing and measuring devices known to exist within the City's jurisdiction multiplied by the number of devices under the control of each person/business.	
Late Fee	10% of fee
2016 GENERAL PUBLIC HEALTH	
TSPOT Test	\$75.00
Tuberculosis Skin Test	\$25.00
Adult Hepatitis A Vaccination	\$50.00
Adult Hepatitis B Vaccination	\$55.00
Influenza Vaccination	\$35.00
Radon Test Kit-short term	\$10.00
Radon Test Kit-long term	\$35.00
Bee Keeping Permit	\$30.00
Noise Variance Permit	\$30.00

BOH Communicable Disease Report YTD 2015

**includes all suspect, probable and confirmed reports received*

Disease Name	Number of Incidents
Blastomycosis (suspect)	1
Campylobacter	4
Chlamydia	53
Cryptosporidiosis	1
E-Coli	3
Ehrlichiosis/Anaplasmosis	2
Giardiasis	3
Gonorrhea	2
Haemophilus Influenza, Invasive Disease	1
Hepatitis A	1
Hepatitis B	3
Hepatitis C	2
Influenza Associated Hospitalization	10
Legionellosis	1
Lyme Disease	7
Measles (suspect)	1
Mumps (suspect)	2
Mycobacterial Disease (Non-TB)	1
Parapertussis	1

Attachment: BOH Communicable Disease Report YTD_11.6 (4120 : YTD Communicable Disease Report)

Pertussis (Whooping Cough)-suspect	2
Salmonellosis	4
Shigellosis	1
Streptococcal Disease (Invasive Group A)	2
Streptococcal Disease (Invasive Group B)	2
Streptococcus Pneumoniae, Invasive Disease	1
Syphilis	2
Tuberculosis, Latent Infection (LTBI)	4
Varicella	2