



Board of Health

Regular Meeting

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Agenda

Monday, November 10, 2025

5:15 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 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 10, 2025** at **5:15 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The Public or Members of the Board of Health, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.
United States (Toll Free): [1 866 899 4679](tel:18668994679)
United States: [+1 \(312\) 757-3117](tel:+13127573117)
Access Code: 154-883-285

This meeting may also be rebroadcast on TV throughout the week and available on demand at <https://deperewi.portal.civicclerk.com/>.

Call to Order

1. Roll Call.
2. Public Comment on Matters not on the Agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Health. §6-3(f) DPMC.
3. Approval of the August 11, 2025 Meeting Minutes.
4. Approval of the September 29, 2025 Special Meeting Minutes.
5. Special Recognition of Outgoing Board of Health Member/Chairperson.
6. Consideration and Possible Action on Proposed 2026 Health Department Fees.
7. Program Performance Management Dashboard Quarter 3 Update.
8. Communicable Disease Quarter 3 Report.

9. Environmental Health Quarter 3 Report.
10. Director's Quarter 3 Report.
11. Future agenda items.

Adjournment

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

Agenda Sent To:

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



Board of Health

Regular Meeting

Minutes

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Monday, August 11, 2025

5:15 PM

City Hall, Council Chambers 335 S.
Broadway, De Pere, WI 54115

Call to Order

1. Roll Call.

Present: Dennis Hibray, Teresa Gulyas, Pamela Gantz, Robyn Lauritsen

Absent: Cassie Schandel, Devin Perock

Excused:

Other attendees: Chrystal Woller, Sara Lornson, Katie Weisner, Chris Culotta

2. Public comment on matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Health. §6-3(f) DPMC

no public comments.

3. Approval of the May 12, 2025 Meeting Minutes.

No discussion. Minutes approved unanimously.

RESULT:	Passed
MOVER:	Pamela Gantz
SECONDER:	Teresa Gulyas
AYES:	Dennis Hibray, Teresa Gulyas, Pamela Gantz, Robyn Lauritsen
NAYS:	None

4. Board of Health Membership Discussion: Reappointment of Teresa Gulyas and Resignation of Dennis Hibray.

Teresa Gulyas agreed to continue on the Board of Health for another term.

Dennis Hibray explained that he has been involved in public health for 50 years, and it is time for him do other things. He enjoyed his time with De Pere and enjoyed the people/staff.

The mayor will work on appointing a replacement. Any replacement suggestions can be directed to the mayor.

Chrystal Woller thanked Dennis Hibray for his commitment to public health, and to De Pere.

5. Discussion of the Results of the 2025 Dept. of Health Services Chapter 140 Review.

Chris Culotta is the Northeast Region Director. Chris reported that In November of 2023, there was a chapter 140 review of De Pere as a level 2 health department. After the review, Chrystal Woller became the Health Officer. In 2024, Chris Culotta, Sara Lornson, and Chrystal Woller discussed the steps for De Pere to reach a level 3 status. On April 14, 2025, the level 3 review was done.

Chris reported that through the review process, they were able to highlight some strengths of the De Pere Health Department. The De Pere Health Department has done a great job partnering with different agencies. De Pere has also created dashboards for municipal data, which is impressive. De Pere has taken on the pilot for results-based accountability. Chrystal Woller responded that this has helped our CHA/CHIP, as well as informed our performance management dashboard. This allows the department to assess the department operations to make improvements in our processes.

Chris reported that through the review, they identified two areas of growth opportunities: think about horizon plans and assess De Pere's capacity and risk of burn-out.

Chris Culotta stated some of the things looked at to assess for a level 3. They looked at community health strategy, versus performing services. They also looked at environmental health and workforce development.

Chris Culotta presented the certificate designating the De Pere Health Department as a level 3 health department.

Chrystal thanked the city administration for their support and thanked Deputy Health Officer, Sara Lornson, the Board of Health, and department staff.

6. Discussion of the Draft 2026 Health Department Expense/Revenue Budget and Narrative.

Chrystal Woller explained that this is a draft budget that will go to Finance for approval, then to City Council for approval. The narrative gives context to the numbers. Chrystal stated that the city asks departments to create performance measures and report on the last cycle's performance measures. The city also likes departments to include some achievements in this last cycle, so we highlighted our level 3 status. Per Chrystal, this level change may give the health department a little bump up in some funding. Chrystal also highlighted our community health improvement plan and connectedness community engagement.

Chrystal explained that whenever there is more than a 5% change in a line item, the city likes an explanation. Salaries increased, and fica benefit increased. In this budget, staff licensure are incorporated to be covered by tax levy.

Changes to grants included a 28% decrease to the preparedness grant.

Chrystal explained that our projected revenue is part of the city's revenue.

Chrystal Woller reported that our budget is about 72% tax levy and 28% grants.

Dennis Hibray mentioned the uncertainty of what might occur with the federal budget and how it will be funneled down.

7. Discussion of the Draft 2026 Board of Health Budget and Narrative.

Chrystal Woller explained that the Board of Health Budget is \$100. Chrystal can ask for additional funds if needed. Most conferences are free.

8. Consideration and Possible Action on the FY2026 WI DHS Tuberculosis Dispensary Contract*.

Chrystal Woller explained that this is an annual contract stating that any medical expenses related to tuberculosis would be covered at the rates in the contract as the payer of last resort. This is for residents who do not have any other coverage for services.

Motion was made to approve the TB Dispensary contract and upon vote, passed unanimously.

RESULT:	Passed
MOVER:	Pamela Gantz
SECONDER:	Robyn Lauritsen
AYES:	Dennis Hibray, Teresa Gulyas, Pamela Gantz, Robyn Lauritsen
NAYS:	None

9. Consideration and Possible Action on the Health and Human Services 690 Form Regarding HHS Grants Policy*.

The Federal Government is asking the state governments and subcontractors, which we are, to sign that we will not discriminate and follow the guidance of the federal government for pass-through grants.

Motion was made to Approve signing the Health and Human Services 690 Form Regarding HHS Grants Policy. Upon vote, motion passed.

RESULT:	Passed
MOVER:	Pamela Gantz
SECONDER:	Teresa Gulyas
AYES:	Dennis Hibray, Teresa Gulyas, Pamela Gantz, Robyn Lauritsen
NAYS:	None

10. Director's Report as of July 2025.

Chrystal Woller highlighted that Sara Lornson led the senior safety expo initiative. Sara explained that we had 14 community partners participate in the event. This expo was to highlight safety and preparedness for our senior population. We (health department) put together preparedness packs with buckets, weather radios, first aid kits, file of life, etc. It was a great event, but next time we will advertise more on the news than social media. Teresa Gulyas mentioned the group "Seniors for Seniors". She will share information with Sara and Pamela Ganz regarding this group.

Chrystal reported that the health department sponsored a park bench at Lawton park. Sara Lornson led the initiative for the welcome baby onies as part of our new parent packets. These both used our tagline "belonging begins here".

Our milk depot is going well. We have collected about 15 gallons of milk to date.

Chrystal Woller reported that the health department has done a lot of bike helmet fittings in the community as part of the injury prevention programming.

The strategic plan is currently ongoing. Chrystal asked the Board to please fill out our stakeholder survey as part of our plan to provide feedback.

Sara went to WALHDAB. That information is in the packet. Our next WALHDAB meeting is September 11th.

Katie Weisner is our seasonal intern. She graduated from UW Madison with a master's degree in Epidemiology. She is assisting with all aspects of Public Health. Katie responded that she has been happy working in the department and being involved in all the activities of the department.

11. Communicable Disease Report: Q2.

The chlamydia numbers doubled in period 2. Respiratory viruses were down. We had 2 cases of vibriosis, but they were not connected. We also had a latent TB infection, but that individual moved out of state.

12. Environmental Health Report: Q2.

Trista Groth completed this report. 15 tourist rooming houses did not renew this year after the increase in licensures due to the draft. In June, we had a new agreement with Brown County Public Health that they will now cover agent program inspections at the fairgrounds.

13. Program Performance Dashboard Update: Q2.

The dashboard is attached. We will be monitoring our influenza vaccine uptake. This year we can only give to VFC vaccine eligible children. We do have private pay vaccine also.

14. Future Agenda Items.

No future agenda items discussed.

Adjournment

Motion was made to adjourn the meeting. Motion passed. Meeting adjourned.

RESULT:	Passed
MOVER:	None
SECONDER:	None
AYES:	Dennis Hibray, Teresa Gulyas, Pamela Gantz, Robyn Lauritsen
NAYS:	None

Respectfully submitted,
Kelly Burke



Request for Board of Health Action

MEETING DATE: November 10, 2025
DEPARTMENT: Health
FROM:
SUBJECT: Approval of the September 29, 2025 Special Meeting Minutes.
RECOMMENDED ACTION: Staff recommends approval

ATTACHMENTS:
BOH meeting minutes 9292025(1)



Board of Health

Regular Meeting

Minutes

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Monday, September 29, 2025

5:15 PM

335 S. Broadway, De Pere, WI 54115

Call to Order

1. Roll Call

Present: Dennis Hibray, Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen

Absent: Cassie Schandel

Excused: Other attendees: Chrystal Woller, Sara Lornson, Kelly Burke, Eric Erdman, Andrew Ropson

2. Public comment on matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Health. §6-3(f) DPMC

No Public Comments

3. Hearing on the City of De Pere Determination of Dangerous Animal Order- 312 S. Webster St. issued by De Pere Health Director, Chrystal Woller on 08/11/2025. PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(a), the Board may convene in closed session for the purpose of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Board may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

Attorney Eric Erdman explained the criteria met to make the determination of a dangerous dog per the dangerous dog order. He also explained that a variance was granted to allow more than 2 dogs. The Health officer has now issued an order to revoke that variance.

Chrystal Woller explained that on May 29, 2024, MaryPat Barrett and Andrew Ropson's dog, Mac, was involved in an incident at their residence with another one of their dogs, Grizzly. Mac bit Grizzly's ear causing it to dangle. During the attack, Mac also bit their son.

Mr. Ropson explained that their son, Sam, is autistic, and the dogs got into a fight. Mr. Ropson tried to pull the dogs apart and Sam said he got bit but per Mr. Ropson, Sam had no signs of a bite.

Chrystal Woller reported that on April 23rd, 2025, according to the Police report, Mac and Buddy were involved in a bite to an Instacart food delivery driver. Puncture marks were documented in 3 anatomical locations. Medical care was rendered to the driver. In a letter to Mr. Ropson dated April 24, 2025, education was provided with the definition of a dangerous dog and a warning that if there was one more incident involving Mac, a dangerous dog order would be issued in accordance with De Pere ordinance and department policy. It was determined that the dogs were not up to date on their licenses and the variance approval for three dogs had not been filed. After multiple follow-up attempts, the variance request was

received, and the dogs were licensed. A conditional variance was approved indicating it could be revoked if another incident occurred.

On August 9, 2025, per the police report, Mac was involved in a 3rd bite involving another food delivery driver without provocation. Medical care was rendered.

The victim of the bite on April 23rd, 2025, Heidi, gave her account of the event. She was delivering food to the lamppost on the property, per delivery note instructions. The dogs came to her when she was near the lamppost and began jumping and nipping at her. She ended up in the driveway near the garage where she was bitten in multiple body areas by the dogs. She called the police. She did have an open bite wound and received medical care. At a later time, she received the police report which said she provoked the dogs, but that was not the case. Since the incident, she is now hesitant of dogs. Per Heidi, the owners of the dogs did not offer assistance, but asked whom Heidi reported the incident to. Heidi never went past the fence to the property. Heidi was bitten by all 3 dogs. They were jumping on her and biting her. Heidi reported that the physical fence on the property has openings for the dogs to pass through.

Mr. Ropson explained that they have an electric fence and a wrought iron fence. The dogs can only go about 6 feet from the garage door due to the electronic fence. The electronic fence is 6 feet back from the lamp post. Mr. Ropson says he paid for an electronic fence service with an established number of visits to make sure his dogs are not crossing the electronic fence.

Heidi responded that the dogs were vicious on the day she was bitten. She had pulled into the driveway and was walking around the front of her car by the lamp post when the dogs bit her. Mr. Ropson stated the victim was not following instructions, which were to leave the groceries at the lamp post. He addressed the Board of Health pointing out the fencing lines on an online image of the property. The electronic fencing runs under the cement in the driveway, about 6 feet down from the garage. Mr. Ropson stated the family has made some changes since the incidents. They only allow the dogs in the front yard when he or his wife is home. They have contracted with a pet trainer to work with dogs. Per Mr. Ropson, the dogs were raised as emotional support animals. However, they are defensive of the children in the house.

Heidi's stated her insurance did cover the doctor visit, but her pants were also ripped. Pamela Ganz asked if Mr. Ropson reached out to the victim to verify, she was alright. Heidi commented that he would not have been able to reach her once she closed the delivery in the app.

The third victim from August 9, 2025, Chris, gave his account of the bite incident. Chris was driving for Uber Eats. He parked on the road and was walking up the driveway to put the food on the front porch. When he got to the end of the parked cars, the house door opened and two dogs ran out. The first one jumped up on this leg and nipped him above the knee. The girl (resident) grabbed that dog off Chris. Then the second dog came around her and bit the side of Chris's leg. Chris put the food on the hood of the car. The girl asked if he was alright, and he responded that he was bit a couple of times and was going to have it looked at. He drove straight to the Emergency Room. They called the police, whom Chris spoke to.

Teresa Gulyas questioned if he was given any instructions to leave the food in the driveway or not go past a certain point. Chris responded "No." The bite went through his clothes, ripped his shorts and broke the skin. Chris is paying his own medical bills, which will go to

his deductible. Chris suggested modifications to the fence at the corner, so the dogs couldn't get to the driveway. Chris never made it to the porch as the dogs met him at the front of the cars that were parked in the driveway.

Mr. Ropson offered to pay Chris's medical bill. Mr. Ropson stated they put delivery instructions in the apps, but sometimes they don't get to the drivers. Mr. Ropson said his daughter told Chris to stop, but he did not stop. Chris said he did recall the daughter saying to "get back", but by the time it registered to him, he was already in front of the parked cars and the first dog was jumping on him.

Mr. Ropson explained that the iron fence is open by the porch so the dogs can run around the house to the backyard. Pamela Ganz questioned why Mr. Ropson did not take action after the first bite.

Mr. Ropson stated they had learned how to pull the dogs apart after the first incident. From Mr. Ropson's point of view, the second incident was due to not following instructions. The third incident is when he decided they needed to do something. He is looking at increasing the fenced-in area in the backyard and talking to dog trainers.

Pamela Ganz questioned if the same dog was the culprit in all the bites. Mr. Ropson believes it is Mac. They will be training all the dogs and will have training classes available for life. Teresa Gulyas asked if they could post a sign at the end of the driveway. Mr. Ropson responded that they have a sign, but it is not very large.

Questions were asked about age and licensure. Mac is 3 currently years old. After receiving 2 citations for lack of dog licenses, the dogs are now licensed.

Pamela Ganz asked how the autistic son acts around the dogs since one bit him. Mr. Ropson responded that his son's perception is that he was bit, but he may not have been bit. The dogs have not hurt each other outside of the 1st incident.

Chrystal Woller commented that after the second bite, the health department had given guidance stating that if there is a third bite we would need to issue a dangerous dog order. Mr. Ropson stated he couldn't remember if he had read that letter. Chrystal asked Mr. Ropson if he was aware he needed a variance for 3 dogs. Mr. Ropson said he found that out after the incident with Grizzley. Chrystal Woller stated she approved a conditional variance, which stated that if there was one more bite incident, she would need to revoke that variance. Mr. Ropson stated the 3rd bite would not have happened if the driver had obeyed his daughter's instructions. Chrystal explained that a variance is an exception to the ordinance of 2 dogs, so it is not the norm. Chrystal explained that the Health Department follows the ordinance and our health department procedures, so we do the same process every time.

Dennis Hibray asked if there was a reason the dogs are not confined to the back of the house. Mr. Ropson explained that this just gave them more area to run. Mr. Ropson gave a handout to the Board with the documentation from the trainer showing the trainer has been hired at a cost of approximately \$5100. The whole family will be trained with 2 dogs. Chrystal pointed out that the document stated Mr. Ropson acquired a variance when they acquired the 3rd dog, but actually the 3rd dog was purchased prior to moving to De Pere. Chrystal also pointed out that the document stated the family voluntarily complied with the quarantine order, but a quarantine order is state law, which is mandatory. It is not a voluntary process.

Chrystal Woller summarized that the findings meet the criteria of a dangerous dog per city ordinance and are in accordance with our department procedure. Anticipatory guidance was given after the second bite and the conditional variance guidance was provided by the department. It has been documented that the animal owners do not maintain proper control of the animals residing at this property. This pattern of biting or aggressively chasing has a documented history which seems to be happening more frequently. Chrystal stated that Mac poses a significant and ongoing risk to the safety of people and other animals. Due to the multiple biting incidents and increasing frequency, Chrystal concluded the issuance of the dangerous dog order was necessary to safeguard human health and public safety.

Mr. Ropson stated that each of the incidents involved people not understanding or following instructions. Per Mr. Ropson, the police were only involved in the first incident because this son was struggling that day and ran away. Mr. Ropson stated the second incident only happened because someone came onto private property and disobeyed instructions after being told what to do. He stated the third incident was also due to someone disobeying instructions. Mr. Ropson explained that they will be training the dogs. He asked for one more bite opportunity.

A motion was made to go into closed session.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Pamela Gantz
SECONDER:	Teresa Gulyas
AYES:	Dennis Hibray, Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen

Open session resumed.

Dennis Hibray made a motion to deny the dangerous dog order. This motion passed.

RESULT:	Passed
MOVER:	Dennis Hibray
SECONDER:	Pamela Ganz
AYES:	Dennis Hibray, Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen
NAYS:	None

4. Hearing on the City of De Pere Determination to Revoke Animal Variance- 312 S. Webster St. issued by De Pere Health Director, Chrystal Woller on 08/11/2025. PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(a), the Board may convene in closed session for the purpose of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Board may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

This topic was discussed in conjunction with item #3.

A motion was made to sustain the revocation of the Animal Variance and was approved unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Teresa Gulyas
SECONDER:	Robyn Lauritsen
AYES:	Dennis Hibray, Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen

The Health Department will send Mr. Ropson a letter regarding the timeframe to reduce the number of dogs.

Teresa Gulyas recommended a sign stating to beware of the dogs. Pamela Ganz recommended confining the dogs to the back yard and having a box for drop offs.

5. Adjournment

Motion was made and passed to adjourn the meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Teresa Gulyas
SECONDER:	Pamela Gantz
AYES:	Dennis Hibray, Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen

Respectfully submitted,
Kelly Burke



Request for Board of Health Action

MEETING DATE: November 10, 2025
DEPARTMENT: Health
FROM:
SUBJECT: Special Recognition of Outgoing Board of Health
Member/Chairperson.
**RECOMMENDED
ACTION:** No action

ATTACHMENTS:
Memo_Dennis Hibray

CITY OF DE PERE

MEMO



To: Members of the Board of Health
From: Chrystal Woller BSN, RN, MBA
Date: 11/10/2025

Re: Board of Health Recognition

After serving 50 years in public health (12 years on the De Pere Board of Health), Dennis has decided to officially retire, effective 12/31/2025. On behalf of the entire department, we thank Dennis for his ***unwavering commitment and service*** to public health and to the De Pere Health Department/Board of Health.

CITY OF DE PERE

MEMO



To: Members of the Board of Health
From: Chrystal Woller BSN, RN, MBA
Date: 11/10/2025

Re: Proposed Fees 2026

Staff have reviewed the department fees in accordance with the City's budget process. Most of the fees managed by the health department are related to the Environmental Health Program (licensing and inspection). The proposed health department fees will be embedded in the proposed overall city fees that will be proposed for consideration through the standard city approval processes.

Health Department Fee Schedule 2026-27_ Proposed

City of De Pere Health Department Fee Schedule

**2026-2027 License Year (DATCP)
(7/1/26-6/31/27)**

Type of Licensing	2025-2026 Fees	2026-2027 Fees	# facilities in De Pere	Projected revenue	Notes
<i>Division of Food and Recreational Safety (DFRS)</i>					
<i>RETAIL FOOD- SERVING MEALS (restaurants, catering, mobiles)</i>					
Retail Food -Serving Meals, Prepackaged	\$ 147.00	\$ 150.00	1	\$ 150.00	
Retail Food-Serving Meals, Prepackaged w/ Tavern	\$ 286.00	\$ 292.00	4	\$ 1,168.00	
Retail Food- Serving Meals, Simple	\$ 522.00	\$ 532.00	2	\$ 1,064.00	
Retail Food- Serving Meals, Simple w/ Tavern	\$ 660.00	\$ 673.00	1	\$ 673.00	
Retail Food -Serving Meals, Moderate	\$ 675.00	\$ 688.00	39	\$ 26,832.00	
Retail Food -Serving Meals, Moderate w/ Tavern	\$ 814.00	\$ 830.00	9	\$ 7,470.00	
Retail Food- Serving Meals, Complex	\$ 833.00	\$ 849.00	9	\$ 7,641.00	
Retail Food - Serving Meals, Complex w/ Tavern	\$ 971.00	\$ 990.00	14	\$ 13,860.00	
Additional kitchen area	\$ 96.00	\$ 98.00	0	\$ -	
Tavern	\$ 139.00	\$ 141.00	4	\$ 564.00	
Additional bar area-tavern	\$ 39.00	\$ 40.00	0	\$ -	
<i>LODGING</i>					*The state is increasing their fee schedule significantly. Agents pay a reimbursement (13% in 2026) to the state on the new fees; needed to adjust local fees accordingly.
Hotel / Motel 5-30 Rooms	\$ 355.00	\$ 376.00	1	\$ 376.00	
Hotel / Motel 31-99 Rooms	\$ 506.00	\$ 531.00	3	\$ 1,593.00	
Hotel / Motel 100-249 Rooms	\$ 626.00	\$ 636.00	0	\$ -	
Hotel / Motel 250-499 Rooms	\$ 733.00	\$ 818.00	0	\$ -	
Hotel / Motel 500-749		\$ 848.00	0	\$ -	

Health Department Fee Schedule 2026-27_ Proposed

Hotel / Motel 750-1000		\$ 961.00	0	\$ -	
Hotel / Motel 1000+		\$ 1,074.00	0	\$ -	
Bed & Breakfast	\$ 165.00	\$ 168.00	0	\$ -	
Tourist Rooming House (1)	\$ 135.00	\$ 160.00	43	\$ 6,880.00	
Tourist Rooming House (2-4)		\$ 240.00	0	\$ -	
Tourist Rooming House (5-9)		\$ 340.00	0	\$ -	
Tourist Rooming House (10-19)		\$ 390.00	0	\$ -	
Tourist Rooming House (20-39)		\$ 490.00	0	\$ -	
Tourist Rooming House (40-99)		\$ 590.00	0	\$ -	
Tourist Rooming House (100-299)		\$ 690.00	0	\$ -	
Tourist Rooming House (300-599)		\$ 790.00	0	\$ -	
Tourist Rooming House (600+)		\$ 890.00	0	\$ -	
Specialty Lodging (i.e. Yurt, Treehouse, EcoLodge)					
One unit		\$ 160.00	0	\$ -	
Two-Four Units		\$ 240.00	0	\$ -	
SWIMMING POOLS					
Simple Pool	\$ 245.00	\$ 250.00	5	\$ 1,250.00	
Simple Pool w/ Features	\$ 405.00	\$ 413.00	0	\$ -	
Moderate Pool	\$ 366.00	\$ 373.00	4	\$ 1,492.00	
Moderate Pool w/ Features	\$ 529.00	\$ 539.00	4	\$ 2,156.00	
Complex Pool	\$ 459.00	\$ 468.00	0	\$ -	
Complex Pool w/ Features	\$ 620.00	\$ 632.00	1	\$ 632.00	
Annual Indoor pool sampling fee	\$ 106.00	\$ 106.00	9	\$ 954.00	
Annual Outdoor pool sampling fee	\$ 88.00	\$ 88.00	5	\$ 440.00	
CAMPGROUNDS/SPECIAL EVENT CAMPGROUNDS					
1-25 Sites	\$ 226.00	\$ 230.00	0	\$ -	
26-50 Sites	\$ 277.00	\$ 282.00	0	\$ -	
51-99 Sites	\$ 316.00	\$ 322.00	0	\$ -	
100-199 Sites	\$ 364.00	\$ 371.00	0	\$ -	
Over 200 Sites	\$ 408.00	\$ 416.00	0	\$ -	
REC ED					
Simple	\$ 600.00	\$ 612.00	1	\$ 612.00	
Simple w/ Hospitality	\$ 660.00	\$ 673.00	0	\$ -	
Moderate	\$ 653.00	\$ 665.00	0	\$ -	
Moderate w/ Hospitality	\$ 777.00	\$ 792.00	0	\$ -	

Health Department Fee Schedule 2026-27_ Proposed

Complex	\$ 697.00	\$ 711.00	0	\$ -	
Complex w/ Hospitality	\$ 875.00	\$ 892.00	0	\$ -	
TATTOO / BODY PIERCING					
Tattoo Establishment	\$ 225.00	\$ 229.00	8	\$ 1,832.00	
Body-Piercing Establishment	\$ 225.00	\$ 229.00	0	\$ -	
Combined Tattoo & Body Piercing Establish	\$ 331.00	\$ 337.00	1	\$ 337.00	
Temporary Tattoo Establishment	\$ 147.00	\$ 150.00	0	\$ -	
Temporary Body Piercing Establishment	\$ 147.00	\$ 150.00	0	\$ -	
Temporary Combined Tattoo/Body -Piercing	\$ 212.00	\$ 216.00	0	\$ -	
SCHOOLS					
Production Kitchen	\$ 308.00	\$ 314.00	11	\$ 3,454.00	
Satellite kitchen	\$ 217.00	\$ 221.00	3	\$ 663.00	
RETAIL FOOD - NOT SERVING MEALS (includes mobiles)					
Retail Food- Not Serving Meals, Prepackaged (TCS)	\$ 150.00	\$ 153.00	8	\$ 1,224.00	
Retail Food- Not Serving Meals, Simple (final product non-TCS)	\$ 233.00	\$ 247.00	16	\$ 3,952.00	
Retail Food- Not Serving Meals, Simple (TCS Food)	\$ 501.00	\$ 511.00	10	\$ 5,110.00	
Retail Food- Not Serving Meals, Moderate	\$ 735.00	\$ 749.00	15	\$ 11,235.00	
Retail Food- Not Serving Meals, Complex	\$ 1,357.00	\$ 1,384.00	4	\$ 5,536.00	
TRANSIENT RETAIL FOOD ESTABLISHMENT					
Non-TCS Food**	\$ 98.00	\$ 100.00	0	\$ -	
TCS Food	\$ 197.00	\$ 201.00	9	\$ 1,809.00	
Prepackaged TCS Food only**	\$ 58.00	\$ 59.00	1	\$ 59.00	
Micromarket	\$ 45.00	\$ 45.00	18	\$ 810.00	can't increase above state fee*
Micromarket 2+	\$ 67.00	\$ 67.00	4	\$ 268.00	can't increase above state fee*
FEES FOR DATCP					
Inspection Fee	\$ 51.00	\$ 52.00	0	\$ -	
Operating without a License/Permit	\$ 190.00	\$ 400.00	0	\$ -	*Increased to mirror border jurisdiction



Request for Board of Health Action

MEETING DATE: November 10, 2025
DEPARTMENT: Health
FROM:
SUBJECT: Program Performance Management Dashboard Quarter 3 Update.
RECOMMENDED ACTION: No action

ATTACHMENTS:
Dashboard memo 11.10.2025, dashboard doc

CITY OF DE PERE

MEMO



To: Members of the Board of Health
From: Chrystal Woller BSN, RN, MBA
Date: 11/10/2025

Re: Q3 Dashboard results (July-Sept)

The purpose of a Performance Management and Quality Improvement System is to provide a framework to guide program performance management (PM) and quality improvement (QI) activities at the City of De Pere Health Department. Effective performance management allows for monitoring of important trends in data related to the Department's systems, services, and processes, allowing for outcomes and improvements to be made and tracked over time related to efficiency, effectiveness, and resource allocation.


Program Performance Measures						
	2025 Goal	Q1	Q2	Q3	Q4	YTD
Administrative						
Percent of staff who completed CPR training.	60%	0%	60%	0%		60%
Percent of staff who completed professional development for at least one identified public health competency	100%	0%	40%	60%		100%
Percent of policies and procedures reviewed/revised	100%	100%	n/a	n/a		100%
Percent of staff who completed the Performance Management and Quality Improvement annual training.	100%	0%	0%	20%		20%
Emergency Preparedness and Response						
Percent of staff compliant with required Incident Command System training based on their positions.	100%	100%	100%	100%		100%
Percent of staff whose profiles and emergency call ranking are reviewed for accuracy and updated in the PCA Portal.	100%	0%	100%	0%		100%
Percent of Wisconsin Emergency Assistance Volunteer Registry (WEAVR) members, within our Jurisdiction, responding to an exercise/drill within 48 hours.	50%	0%	41%	0%		41%


Performance Measure - Foundational Public Health Service Areas (hyperlinked)


	2025 Goal	Q1	Q2	Q3	Q4	YTD
Communicable Disease Control						
Total number of children and adults who received a flu vaccine administered by DPHD.	206	1	0	2		3
Percent of City of De Pere 2 year-olds who are compliant with the 4:3:3:1:4:3:1 primary vaccine series (to include late up to date. This is a point in time check each QTR).	85%	77%	83%	80%		80%
Percent of animal bite incident reports addressed within 1 business day of receipt.	100%	100%	100%	100%		100%
Average Communicable Disease response time (from staging to nursing assignment) within 24-72 hours in accordance with state statute disease response parameters.	72 hrs	2	5	7		4
Chronic Disease & Injury Prevention						
Total number of unique individuals trained in Narcan administration.	100	0	24	23		
Percent of families who state YES to improved knowledge of car seat installation technique and resources	90%	100%	100%	100%		100%
Percent of eligible referrals that completed a home visit through the Steps to Safety Program (appropriate and not out of jurisdiction).	30%	N/A	N/A	N/A		
Percent of participants who implemented at least one fall reduction measure since starting Bingocize . (checked answers and/or true of those who answered)	90%	100%	N/A	N/A		100%
Percent of participants who rate their satisfaction with the quality of the Bingocize program as satisfied or very satisfied (checked of those who answered).	75%	86%	N/A	N/A		86%

Environmental Public Health						
Total number of short-term radon kits distributed for home testing.	90	53	5	4		62
Percent of children who received follow up for blood lead levels ≥ 3.5 mcg/dL.	100%	n/a	100%	100%		0%
Percent of total DATCP/DSPS facilities inspected (routine inspection& pre-inspections).	100%	19%	39%	25%		83%
Total number of DATCP/DSPS inspections conducted (this data is based on a calendar year).	256	68	112	78		258
Staff capacity to meet inspection standards by FTE status (.8 FTE=224-256 inspections)	100%	27%	44%	30%		101%
Percent of complaints acknowledged within 5 business days of substantiated human health hazard complaint.	100%	100%	100%	100%		100%



 This includes pre-inspections as new establishments come in and change of owner. The preinspection counts as a routine inspection; therefore, denominator shifts. Schools are required to have 2 routine inspections per year

 At least one inspection per establishment. This will be higher due to including pre-inspections, school second inspections, complaints (other).

 Always use 256 as denominator (max # of inspections per .8 FTE status)

Maternal, Child & Family Health

Total number of birth packets that are mailed to first time parents with resources and services.	225	58	69	79		206
Total number of parents that have been informed of the ASQ developmental screenings and provided free access to the assessment tool.	150	49	120	144		313

Outreach and Access to & Linkage with Clinical Care

Total number of health related referrals made to community agencies.	30	15	12	17		44
Total number community engagement/outreach events provided for members of the De Pere community connecting to and/or providing essential/valued services.	120	44	30	35		109

Fee Revenue Collected by Program							
	2025 Goal	Q1	Q2	Q3	Q4	Total Revenue Collected	Percent of Goal
Public Health / Environmental Health							
General Public Health	\$420	\$120	\$260	\$40		\$420	100%
Food & Beverage Licenses	\$106,000	\$8,748	\$94,595	\$13,678		\$117,021	110%
Grants	\$112,790	\$15,112	\$17,590	\$46,096		\$78,798	70%
Weights & Measures	\$21,005	\$0	\$21,026	\$416		\$21,442	102%

2024 Organizational Goals & Objectives Progress Tracker				
	Q1	Q2	Q3	Q4
Priority Area 1: Workforce Development				
Goal 1, Objective 1: During 2025, each staff member will have at least a quarterly one-on-one to discuss challenges, successes, and professional development goals with their supervisor.	100%	100%	100%	
Goal 2, Objective 1: By December 31, 2025, review and revise the 2024 Workforce Development Plan.	0%	50%	75%	
Priority Area 2: Strategic Plan				
Goal 1, Objective 1: By December 31, 2025, collaboratively plan and approve a new strategic plan.	0%	25%	50%	

Q1= Jan-March
Q2= April-June
Q3= July-September
Q4= October-December



Request for Board of Health Action

MEETING DATE: November 10, 2025
DEPARTMENT: Health
FROM:
SUBJECT: Communicable Disease Quarter 3 Report.
RECOMMENDED ACTION: No action

ATTACHMENTS:
Health Dept Communicable Disease Report, Q3 2025 CD Incident Count,
Oneida_Nation_STI_Workgroup_Planning_Meeting_#11

CITY OF DE PERE

MEMO



To: Members of the Board of Health
From: Danielle Jauquet BSN, RN, Public Health Nurse
Date: 11/10/2025

Re: Communicable Disease Report Q3 (July through September)

Communicable disease numbers for quarter 3 were consistent with previous quarters, with chlamydia as the highest reported disease. Lyme disease, gonorrhea, and COVID hospitalizations were the next highest reported diseases respectively which is consistent with this time last year. Compared to this time last year, there was less pertussis activity (6 cases in Q3 2024 vs 1 case in Q3 2025). Despite a nearby outbreak, De Pere did not experience any confirmed measles cases.

Communicable disease activities during Q3 2025 involved working with the Brown County STI Workgroup, including strategic planning session (doodle notes attached), with multiple initiatives started and/or discussed:

- Condom distribution to bars and gas stations in De Pere: [Sexual Health / De Pere, Wisconsin](#)
- Partnership with Brown County Public Health to offer free condoms by mail: [Sexual Health Supply Order Request Form](#)
- Business cards with QR code linking to testing, treatment, and prevention services distributed to St. Norbert College and offered to area high schools for counselors/nursing staff to hand out as needed/per their discretion
- Participation in state-wide STI/HIV prevention focus group
- Healthy relationship curriculum exploration
- Provider outreach planning

Other communicable disease related activities included:

- Creation of an online enteric/GI illness follow-up form and flyer with QR code to mail
- Planning for flu season and execution of first clinic at Fire Rescue Open House which also included children's vaccine book distribution
- Training in a potential new data visualization/reporting tool for Communicable Disease and the annual report



Disease Incidents by Episode Date

Jurisdiction: De Pere

		2025			
Disease Group	Disease	Jul	Aug	Sep	Total
Campylobacteriosis	<i>Group Total:</i>	0	1	0	1
Carbon Monoxide Poisoning	<i>Group Total:</i>	0	0	1	1
Chlamydia Trachomatis Infection	<i>Group Total:</i>	3	4	7	14
Coronavirus*	<i>Group Total:</i>	0	4	9	13
	CORONAVIRUS, NOVEL 2019 (COVID-19)	0	3	6	9
	CORONAVIRUS, NOVEL 2019 (COVID-19) - ASSOCIATED HOSPITALIZATION	0	1	3	4
Cryptosporidiosis	<i>Group Total:</i>	0	1	0	1
Ehrlichiosis / Anaplasmosis	<i>Group Total:</i>	1	1	0	2
Gonorrhea	<i>Group Total:</i>	2	1	3	6
Haemophilus Influenzae Invasive Disease	<i>Group Total:</i>	0	0	1	1
Hepatitis C	<i>Group Total:</i>	0	1	0	1
Influenza*	<i>Group Total:</i>	1	0	0	1
Legionellosis	<i>Group Total:</i>	1	0	0	1
Lyme Disease	<i>Group Total:</i>	2	3	2	7
Pathogenic E.coli	<i>Group Total:</i>	0	2	1	3
	E-COLI, ENTEROPATHOGENIC (EPEC)	0	2	0	2
	E-COLI, ENTEROTOXIGENIC (ETEC)	0	0	1	1
Pelvic Inflammatory Disease	<i>Group Total:</i>	0	0	1	1
Pertussis (Whooping Cough)	<i>Group Total:</i>	1	0	0	1
Salmonellosis	<i>Group Total:</i>	1	0	0	1
	<i>Period Total:</i>	12	18	25	55

Default Filters: 'State' EQUAL TO 'WI' Confirmed and Probable 7/1/25-9/30/25

*Only HOSPITALIZED influenza, COVID, and RSV are required reporting (non-hospitalized optional)

STI WORKGROUP PLANNING MEETING

JULY 30, 2025

- REVIEW
- IDENTIFY STRATEGIES
- DEVELOP DRAFT 3YR. ACTION PLAN

ACCESS to UWGB & OPEN COMMUNICATION

DO MORE WELL-RECEIVED & PROMISING

REVIEW: WHAT WORKED?

- TAVERN LEAGUE
- PREVENTION PACKS
- UWGB
- YOUTH JUSTICE OUTREACH
- SHARED MESSAGING

↑ ENGAGED & enthusiastic

200 IN 2 MONTHS

GIVEN OUT CONDOMS

LOGO ON DEPERE & ONEIDA

EVERYTHING

COASTERS & POSTERS

WEBSITE

VIVANT HEALTH ATTENDING NEXT POW WOV TO PROVIDE TESTING

WHAT MISSED The MARK?

- ER VISITS continued
- START & STOP
- UNCERTAINTY of FUNDING
- STAFFING
- GETTING into SCHOOLS
- PROVIDER EDUCATION, TOO

DHS HAS created DOCUMENTS to USE!

TEMPLATES for REPORTING & APPROPRIATE TREATMENT

NEED to GET UPSTREAM WITH RESOURCES

EARLY EDUCATION is KEY

IMPORTANT OUTCOMES:

- WORKING WITH VIVANT
- TALKING together
- UNDERSTANDING STRUCTURE

PROMISING STRATEGIES:

FOR the FUTURE

PROVIDER OUTREACH

MEETING PEOPLE WHERE they ARE!

YOUTH PREVENTION

USE TECHNOLOGY & AI

MORE ADVERTISING

36 BILLBOARDS!

INFO. AT SEX SHOPS

WHAT'S APP SNAPCHAT

CATCH ATTENTION!

reduce STIGMA & NORMALIZE CONVERSATION



Request for Board of Health Action

MEETING DATE: November 10, 2025
DEPARTMENT: Health
FROM:
SUBJECT: Environmental Health Quarter 3 Report.
RECOMMENDED ACTION: No action

ATTACHMENTS:
Environmental Health Report

CITY OF DE PERE

MEMO



To: Members of the Board of Health
From: Trista Groth CSP, RS, Environmental Health Sanitarian
Date: 11/10/2025

Re: Environmental Health Report Q3

The health department has been planning with Developmental Services to coordinate the support of their new Code Enforcement Specialist to assist the Sanitarian with the Weights and Measures Program. Starting in the spring of 2026, the Specialist will conduct the inspection and testing of gas pumps. During the winter months, the inspection software program, WinWam, will be reviewed and revised before business information is loaded onto the new inspector's computer. Additionally, training in WinWam and gas pump testing is in progress. The health department Sanitarian will continue to inspect and license scales in the jurisdiction. By having the Specialist conducting the inspection/testing of gas pumps, the Sanitarian will be able to focus on establishment inspections. So much gratitude for this new collaboration and interdepartmental support!

After many, many years, the revised final ATCP 72 rule (Lodging) was published in the register on 10/25/25 and will be effective on 1/25/25. One of the biggest changes within the code are license categories and fees. The fee changes will become effective starting April 1, 2026, for new operators and May 1, 2026, during renewals for existing operators. Because of the increase in license fees, our department will also need to change license categories and associated fees. The most notable change is the increase in the state's annual license fee for Tourist Rooming Houses (TRHs) which is seeing a nearly 50% increase. We are currently working on how best to raise fees, so the consumer isn't seeing an unreasonable increase, but it allows us to absorb the increase in our reimbursement to DATCP. Additionally, DATCP will be providing training for sanitarians prior to the Rule becoming effective.



Request for Board of Health Action

MEETING DATE: November 10, 2025
DEPARTMENT: Health
FROM:
SUBJECT: Director's Quarter 3 Report.
RECOMMENDED ACTION: No action

ATTACHMENTS:
Director's Report 11.2025

CITY OF DE PERE

MEMO



To: Members of the Board of Health
From: Chrystal Woller BSN, RN, MBA
Meeting Date: 11/10/2025

Re: Director's Report

This third quarter report has captured many of the initiatives the department has been working on since we last met outside of the performance management dashboard and other staff updates. Exciting and positive community engagement continues!

- **Injury Prevention Events this Summer:** Bike helmet distribution and fitting has been a focus of the health department's community engagement at the De Pere Beer gardens and National Night Out this summer and into early fall at the Fire and Rescue Open House. Not including the support provided at Lambeau field, the De Pere Health Department has disseminated and fit approximately 250 helmets for the youth in our community. These helmets have been made possible through grant funds.
- **Immunization:** Uptake of influenza vaccination efforts continue to decrease despite the department's best efforts to offer this service. See outreach efforts below in addition to our regularly schedule ***Vaccine for Children*** Immunization Clinics.
 - **Flu and Back to School Vaccination Clinics-** Free for eligible children 9/27 (De Pere Fire/Rescue Open House), 10/1, 10/8, 10/22nd, 10/29 2-5 pm at the health department.
 - **Flu Fighters: Influenza Interactive Learning Lab-**Thursday October 2nd, 2025, 4-6 pm at the Mulva Cultural Center. Children can learn about germs and fight the flu! Flu vaccination will be provided for the uninsured and those children on Badger Care. This event is in collaboration with the Mulva Cultural Center.
 - **Pop-up Mobile Flu Clinic at De Pere Christian Outreach Food Pantry-**November 19th @ 8:30 am for those who are eligible for no cost vaccine!
- **Social Connectedness:** The *Belonging Begins Here* initiative continues! The [U.S. Surgeon General](#) (2023) declared loneliness and social isolation a public health epidemic, recognizing that a lack of connection can be as harmful to our health as smoking or obesity. Planning with community partners continued through the summer leading up to community events hosted in October and November.
 - **Building Belonging in our Organizations and Communities** -October 30th, 2025, 1-4 pm at SNC. This training will help participants consider was they can build belonging within their organization as well as their community. This is a collaborative event with SNC Health And Wellness Center, and the De Pere Chamber of Commerce, with support from the De Pere Rotary Club.
 - **Senior Ball-**November 20th, 2025 2-4 pm at SNC. Offering intergenerational connectedness programming for older adults age 55+ and St. Norbert College students. Live music, dance lessons and conversation! This event is being planned in collaboration

with SNC Health and Wellness Center & Music Department, SNC students and the health department.

- All programming/events are made possible through funding provided by the Wisconsin Department of Health Services (WI DHS)-Title V Maternal Child Health Services Block Grant.
- **Mental Health First Aid:** Danielle, along with community partners, planned and coordinated this training that resulted in seventeen community members to be certified in Mental Health First Aid. This event is supported by public health ARPA grant funding and conducted in collaboration with SNC Health and Wellness Center and our De Pere Police Department Social Worker
- **Milk Depot Update:** The Mothers' Milk Bank of the Western Great Lakes (Milk Bank WGL), and De Pere Health Department continue to partner to provide a human milk drop-off depot to De Pere. This joint effort increases access for approved donors and families in the area, to donate lifesaving, critical nutrition for pediatric patients in need. The De Pere Health Department has already collected approximately **39 gallons** of human milk since May of 2025 so the Mothers' Milk Bank of the Western Great Lakes (Milk Bank WGL) can pick up, pasteurize and redistribute to those in need!
- **General grant updates:** The health department is continuing to receive updates from WI DHS on the fluctuating federal grant/passthrough funds to local health departments. To date, the preparedness grant has been made whole, after receiving notice that there would be a 28% decrease in funding. The grant modification has yet to be received by WI DHS. Immunization grant funding now has a new contract period (7/1-6/30). WI DHS reallocating one-time funds to make the allocation to local health departments whole for at least one more year. This year WI DHS has had to reduce vaccine allocations to locals. The lead grant is expected to remain level and the MCH grant has increased 33%.
- **Strategic Plan Update:** Health department staff continue to build our new strategic plan with Kim Whitmore, PhD. This effort is being supported by infrastructure grant money. To date we have completed the review of the department's mission, vision and values, conducted an environmental scan to include statistically significant results of two feedback surveys (stakeholders and the public). Department staff and Kim are currently in the process of developing goals/objectives and look forward to sharing this plan at our next meeting. Thank you to Terri and City Administration who were able to participate this summer and fall.
- **WALHDAB Update:** WI DHS is offering one-time funding (\$400,000) to regions to support a shared service model focused on Access to Care. The region has been actively planning a proof-of-concept project and has yet to finalize. The fiscal agent has been chosen (Winnebago County) and the November WALHDAB meeting will include learning about the WIRE (a closed-loop referral platform hosted by United Way) and a visit from state health officer, Paula Tran and Jennifer Rombalski, the Director for the WI DHS/DPH Office of Policy and Practice Alignment (OPPA).
- **Seasonal Intern Update:** Katie Wiesner has completed her time with DPHD. Her last day was October 3rd. Staff were so grateful for her time and expertise since May and wish her the very best!
- **Let's Talk Turkey:** Trista coordinated this annual event, with Festival Food partners, to educate the community on food safety during the upcoming holiday season. Thank you to Kelly and the City's Communications Manager who supported the public outreach efforts for this event!