



DEPARTMENT OF
**PUBLIC
HEALTH**

MEMORANDUM

Date: 5/6/2026

To: Board of Health and Common Council

From: Steve Kihl, Environmental Health Supervisor; Darrin Glad, Assistant City Attorney

Subject: Appleton Municipal Code Chapter 9 Updates Relating to Health Department Licenses

As a Level III Health Department, The Appleton Department of Public Health is an agent program for the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) and the Wisconsin Department of Safety and Professional Services (DSPS) for licensing and inspection of the following: Retail Food Establishments; Hotels, Motels and Tourist Rooming Houses; Bed and Breakfast Establishments; Public Swimming Pools and Water Attractions; Recreation and Educational Camps; Campgrounds; and Tattoo and Body Piercing Establishments.

As an agent program, we are required to enforce Wisconsin Statutes and Administrative Codes related to those programs. The Municipal Code, Chapter 9, gives us the local authority needed to do this. As changes and updates are made at the state level, it requires us to update our code to ensure alignment with Wisconsin law. Furthermore, it has been many years since these sections of chapter 9 have been revised. Many sections are no longer applicable or are now incorporated directly into the respective state statute or administrative code. Adopting the state laws directly simplifies our code and eliminates most of the need for updates if or when changes are made at the state level.

The proposed updates are attached to the agenda. We would like to emphasize that none of these updates effectively change the way our licensing program is operating. These changes simply reflect the current enforcement responsibilities as an agent for DATCP and DSPS, and provide consistent language and structure to our own code. It is the recommendation of staff to approve these changes as written.