



BOARD OF COMMISSIONERS
Work Session Agenda

Monday, March 2, 2020

10:00 AM

or immediately following the regular board meeting

Meeting to be held in the County Board Room, Historic Courthouse, 215 1st Ave S, Long Prairie, MN.

Agenda Item #

Agenda Time:

- | | | |
|----------|--|-------|
| 1 | Draft of Vacation Donation Policy for Personnel Policy
<i>Policy Committee</i> | 10:00 |
| 2 | Tobacco 21 Update
<i>David Determan, TCHHS</i> | 10:15 |
| 3 | Environmental Health Procedure update
<i>Katherine Mackedanz, TCHHS</i> | 10:30 |

*Commissioners may be in the Commissioner's Board Room prior to the board meeting proceedings.
The County Board will open the meeting at the posted time and reserves the right to alter the agenda schedule for business needs.*

Section 7.03 Vacation Donation

Purpose:

To provide employees with the option of donating vacation time to another employee on medical or disability leave who has exhausted all of their accrued sick and vacation time.

(a) General procedure

- (i) The employee on leave of absence must provide the human resources department with a written request to accept vacation leave from co-workers.
- (ii) The human resources department or Department Head shall extend notice to county employees based on the employee's wishes.
- (iii) Employees who choose to donate vacation time shall complete an authorization form; submit it to their Department Head/supervisor for approval. Employee may not donate more than half of their vacation time to a recipient. The supervisor will reduce the available vacation hours on the donating employee's attendance record.
- (iv) Approved authorization forms shall be submitted to the human resources department to coordinate the transfer of hours to the employee on leave of absence. Hours are not transferred to the requestor until the person has need of those hours. Donated time shall be paid to the receiving employee at their current rate of pay.

Todd County

MINNESOTA



Vacation Donation Request Form

Employee Requesting Vacation Donation Hours:

Name: _____
(Last) (First) (MI)

Department: _____ Number of Hours Being Requested if known _____

Reason for donation you would like shared with your co-workers when the County sends out a request for donation to all employees:

- Confidential medical information does not need to be shared.

Employees may request donated vacation time from coworkers only if all of the following conditions are met.

- Verification of the medical need for leave is required before any leave transfer is approved.
- The employee has exhausted, or will exhaust before using donation, all of their own paid leave time including vacation, comp and sick.
- The employee is not receiving workers compensation payments for the absence.

Approved requests will be eligible to receive leave transfer benefits each pay period during the qualifying medical emergency to the extent donations are available.

Submitting this form will forward the request to the Human Resources Department.

Signature: _____

SUBMIT to HR

Todd County

MINNESOTA



Vacation Donation Authorization Form

Part I—Employee Donating Information:

Name: _____
(Last) (First) (MI)

Department: _____

Name of Employee to donate/transfer vacation to Department

Number hours donating

Conditions Regarding Donated Vacation Time:

- I understand that my contribution is voluntary and non-refundable.
- My annual vacation balance will be decreased by the amount contributed.
- My donation will be considered anonymous and my name will not be released to the recipient.

I have read, understood and agree to the above conditions of Vacation Donation time.

Donating Employee Signature Date

Department Head/Supervisor Signature Date

Human Resources Manager Signature Date

****Return completed form to Administration****

Received by: _____ Transferred On: _____

Tobacco 21

DAVID DETERMAN

Tobacco 21 Law

- ▶ Signed into law on December 20th, 2019
- ▶ The Food and Drug Administration was given 180 days to finalize the language of the law
- ▶ It is now illegal to sell tobacco or tobacco products to anyone under the age of 21. The FDA is responsible for enforcement of the federal law.

Why tobacco 21 is important

- ▶ Tobacco use is costly to society. Every year, smoking costs the US over \$289 billion in health care costs and lost productivity. If the minimum legal sales age were raised to 21, simulations project a net cumulative savings of \$212 billion dollars through decreased projected prevalence of tobacco use and the subsequent savings in medical costs
- ▶ In 2005, Needham, Massachusetts was the first town in the US to enact a law raising the legal age to purchase to 21. As a result, smoking rates decreased by 47%, three times as much in the four years following as rates in towns surrounding Needham.
- ▶ According to the CDC-7 out of 10 current adult smokers in the United States are in favor of making 21 the minimum age to purchase.

What do we need to do at the local level?

- ▶ Update our local tobacco policies to reflect the changes made at the federal level and those that will be made at the state level.
 - ▶ There are still some uncertainties related to fines/administrative penalties, PUP penalties, etc.
- ▶ As with most laws our local policies can be stronger than those at the state or federal level but cannot be weaker.
- ▶ Current recommendations are for local communities to continue passing their own Tobacco 21 laws to help with enforcement in the absence of a state law.

Vape Flavor Restrictions

- ▶ On December 20th, 2019 the FDA banned flavored vape pods.
- ▶ Currently, in pod form, the only acceptable flavors are tobacco and menthol. However, numerous mint type flavors have already been relabeled as menthol.
- ▶ This regulation does not apply to flavored e-juices that are not in pods. Users still have their choice of over 15,000 flavors that are still legal and available.

Premarket Tobacco Application

- ▶ By May 12, 2020, every tobacco product (that wasn't on the market before 2/15/2007) has to go through this application and review with the FDA.
- ▶ In theory, this should eliminate many small vape companies, products, and suppliers from the market as early projections for the costs associated with applying are between \$115,000 and \$400,000 per product. That means each flavor, each varying nicotine content within the same flavor, etc.
- ▶ The FDA will be considering the risks and benefits of the product, its ingredients, its components, as well as how its manufactured, packaged and labeled.
- ▶ Companies like JUUL have the resources to participate in this process but many others do not.

Todd County Health & Human Services
Environmental Health Policies & Procedures
(DRAFT 2/10/20)

1.0 Licensing Policy & Procedure

Purpose: To license all program areas identified in the Delegation Agreement between Todd County and the Minnesota Department of Health (MDH), to include, Food, Pool and Lodging establishments, Manufactured Home Parks, Recreational Camping Areas, and Youth Camps.

Policy: Licenses will be renewed annually for all program areas as approved by the Todd County Board of Commissioners. Special event food stand and camping licenses will be issued as requested and are approved by the Morrison County sanitarians. Fees shall be set by the Board. If retail food must be held under temperature control, the establishment will be licensed as a limited food service.

Procedure:

1. New business owners requiring an Environmental Health license will complete a license application, submit the required documents, with the application, and remit fees associated with the license application. Staff prepares documents for County Board approval. Once approved, staff generates a license and then mails to the owner.
2. License renewals are mailed in November for the next licensing year. Renewal applications are due back into the office on or before December 10th of each year. Late fees are attached when deadlines are not met.

1.1 Licensing Data Retention Policy & Procedure

Purpose: To ensure that licensing information as required by the Delegation Agreement is retained.

Policy: Todd County Health & Human Services (TCHHS) will maintain records for each licensed facility in an organized database. Documentation will be retained in an electronic format. Information required by the MDH, in the delegation agreement, will be gathered on license applications and updated annually when licenses are renewed. TCHHS will provide information to MDH when information has been updated each year. Information on all licensed establishments, including seasonal, special event, and other licenses will be provided.

Procedure:

1. Licensing information is available electronically in an approved electronic database system.
2. Licensing data for ten years is stored in an electronically scanned format.
3. Establishment paper files or electronic files are kept for at least ten (10) years before they are destroyed.

1.2 Inspection Policy & Procedure
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Purpose: To ensure the health of all individuals by conducting routine inspections of establishments licensed by TCHHS.

Policy: TCHHS contracts with Morrison County Public Health (MCPH) sanitarians to conduct all inspections of licensed Todd County establishments. MCPH will utilize the MDH Rapid Report Inspection System until the program is no longer supported by MDH, to document and record inspections, complaints, and follow-up activities. Upon completion of the PhDoc Environmental Health Inspection and licensing application, MCPH will then utilize the PhDoc Environmental Health application for inspections. TCHHS will use the PhDoc application for licensing and documentation.

MCPH shall conduct routine, risk based inspections focusing on the foodborne illness risk factors (e.g. personal hygiene, time & temperature, unapproved food source, contaminated equipment, cooking temperatures) for all licensed establishments at a frequency no less than provided in MN Statute 157.

Procedure:

1. TCHHS support staff will provide inspection due reports on a quarterly basis through the TCHHS licensing database. MCPH staff will utilize, an approved inspection program to complete inspection reports.
2. Efforts must be made to inspect licensed establishment during normal business hours.
3. Inspections will be based on the activities that have the likelihood to cause illness or adversely affect the public.
4. Correction orders written shall have a compliance date in accordance with the standardized compliance time frame policy and procedure (see Section 1.3).
5. Follow-up inspections will be conducted when at a minimum, five (5) *Priority 1* violations, or a combination of 10 or more *Priority 2* or *Priority 3* violations are noted during initial/routine inspection of a food establishment.
6. A completed copy of the inspection document will be left on the premises or a copy can be mailed or emailed to the license holder.
7. The inspection reports will be scanned into an electronic database and placed in the inspection folders

1.3 Standardized Compliance Time Frame Policy & Procedure

Purpose: To provide consistency in setting of compliance dates for corrective orders issued.

Policy: Standardized time frames developed by environmental health staff will be used for compliance when corrective orders are issued.

Procedure:

1. Upon notice of violation of the rules adopted under the Todd County Unified Environmental Health Ordinance the standardized compliance time frame will be utilized.
2. The standardized compliance time frames are as follows:
 - a. Priority 1 risk factor* violation orders:
 - i. Compliance time frame: Comply on Site.
 - ii. Establishments must comply before the environmental health specialist leaves the establishment, action must be taken or initiated to mitigate the public's risk.
 - b. Priority 1, 2, or 3 violation orders that are not risk factors:
 - i. Compliance time frame: 1-14 days
 - ii. For Priority 1 or 2 violations that are not risk factors but are a hazard to the health of the public, establishments are given 1-4 days to comply.
 - c. Priority 3 facility or equipment orders:
 - i. Compliance time frame: Up to 30 Days
 - ii. For Priority 2 or 3 violations that require a major expenditure of time and/or money to bring into compliance, establishments are given up to 30 days to comply or to have a plan of action in place.

***Risk Factors**

1. Personal hygiene
2. Unapproved food sources
3. Holding temperatures
4. Cooking temperatures
5. Contaminated equipment
6. Cross contamination (Chemical & Raw)

1.4 Change of Ownership Inspection Policy & Procedure

Purpose: To evaluate the establishment and its physical facilities and to identify non-compliance with existing orders so the current owner and the future owner are fully aware of the changes that will be needed.

Policy: Upon notification, TCHHS will notify MCPH to conduct an inspection upon a change in ownership or licensee of an establishment.

Procedure:

1. MCPH sanitarians shall conduct a routine inspection at the establishment with the focus on the condition of the physical facilities and equipment in relation to the Todd County Unified Environmental Health Ordinance.
2. The change of ownership inspection will be conducted with the occurrence of one of the following:
 - a) TCHHS contacted by prospective buyer or lessee for an inspection
 - b) License application received by TCHHS for new owner or operator
3. Equipment and physical facility orders issued during the inspection are issued to the establishment regardless of the owner or operator.
4. Physical facility or equipment orders may or may not prohibit or prevent licensing of the establishment. MCPH will require a corrective plan of action be submitted prior to licensing.
5. If existing facility or equipment orders are at a first notice level, they will remain as a first notice until the next routine inspection. If existing facility or equipment orders are at a second notice level, compliance will be required prior to licensing. Existing orders for Priority 1 items such as hand sinks must be corrected prior to licensing.
6. Operational and food handling procedure orders are management related and will be re-evaluated upon a follow-up inspection once the establishment is under new management. Existing orders of this type will not be continued from one owner or operator to another.

1.5 Enforcement Policy & Procedure

Purpose: To ensure ongoing violations of state and local regulations are corrected in a timely manner.

Policy: TCHHS will utilize the administrative provisions outlined in the Todd County Unified Environmental Health Ordinance (Section 10) for the enforcement of state and local regulations.

Procedure:

1. A violation noted during a routine inspection or complaint investigation will have a corrective order issued with reasonable time frame consistent with the standardized compliance time frame policy (see Section 1.3).
2. If the corrective order/violation has not been corrected in a follow up inspection (if warranted), or the next routine inspection, the corrective order is noted in violation for the second time.
3. In the course of a follow up inspection (if warranted), or the next routine inspection, the corrective order is noted in non-compliance for third time. The following actions may be taken to bring the establishment into compliance, either alone or in combination with one another, includes:
 - a. Administrative penalty in the form of a bill generated by the accounting department of TCHHS. This penalty may be repeated and increased for continued instances of non-compliance.

- i. Third notice violation will result in a fine set by Todd County Environmental Health Fee Schedule.
 - ii. At the next routine inspection, continued non-compliance on the same violation, the fine will be doubled.
 - iii. If the violation continues to be in non-compliance by December 31st of the year the fine will be doubled, and as of January 1st, a license will not be issued to the fined establishment for the following year.
- b. Hold an administrative meeting with the operator of the establishment in question to determine a final resolution to the violation and establish whether establishment should have its license suspended or revoked.
 - i. The MCPH sanitarian will develop a case file outlining the reasons for the administrative meeting.
 - ii. Prior to the administrative meeting with the license holder TCHHS will hold an internal meeting to discuss the case with the county's administrator, attorney, HHS director and commissioner of the district.
- c. For continued non-compliance with corrective orders and/or serious threats to the public health, the license may be suspended or revoked.
- d. The most serious threats to the public's health may result in criminal prosecution.

1.6 Variance Policy & Procedure
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Purpose: To allow modification or variation from state and local regulations.

Policy: TCHHS will accept, review and act upon variance requests pursuant to the Todd County Unified Environmental Health Ordinance (Section 5).

Procedure:

1. A representative who is authorized to request a variance for the licensed establishment shall make the variance request to TCHHS. The request shall contain all of the information required to consider the variance request.
2. The variance request shall be forwarded to a MCPH sanitarian for review. The sanitarian shall use the information provided and conduct any research necessary to gather additional information needed to approve or deny the variance request.
3. The sanitarian shall take this information and consult with the TCHHS supervisor. A decision on the request shall be made within 30 days of its submission.
4. A letter approving or denying the variance request shall be sent to the establishment requesting the variance. It shall specify any conditions attached to a variance approval and shall list the length of time the variance shall be in effect. The Registered Sanitarian and the Supervisor shall sign the letter. A copy will also be provided to the Commissioner of the appropriate district.
5. A denial of a variance request may be appealed pursuant to Section 11 of the Todd County Unified Environmental Health Ordinance.
6. A copy of granted variances will be submitted to MDH within 30 days of issuance.

1.7 Establishment Complaint Policy & Procedure

Purpose: To ensure the health of all individuals by conducting inspections based on alleged violations of Todd County Unified Environmental Health Ordinance.

Policy: Todd County HHS shall document and follow up on complaints received of licensed establishments.

Procedure:

1. When a call is received regarding a complaint about a licensed establishment, a complaint intake form must be completed. The person taking the call must write down as much information as possible including a phone number.
2. If the MCPH sanitarian or designee does not take the initial call, they will be notified of the complaint in a timely matter.
3. The sanitarian or designee will review the complaint and determine the course of action. The decision may be to make a visit within 10 days of the initial complaint or wait until the next routine inspection to investigate. If it has been decided to wait until the routine inspection, the sanitarian or designee will call the owner of the establishment to discuss the complaint.
4. If a visit is made to the establishment, the sanitarian or designee will investigate and will write corrective orders if necessary.
 - a. When necessary, a follow-up visit will be made to determine compliance with corrective orders written.
5. Once the complaint has been completed, it will be logged and filed in the establishment main file.

1.8 Emergency Environmental Health Services Policy & Procedure

Purpose: To ensure the health of all individuals is protected in the event of unforeseen circumstances.

Policy: TCHHS shall maintain mutual aid or emergency health services agreements with neighboring local jurisdictions.

Procedure:

1. TCHHS will contract with Stearns County Environmental Services, or another local jurisdiction, to provide interim emergency environmental health services upon the sudden departure of staff or if staff will be unavailable for an extended period of time.

1.9 Plan Review Policy & Procedure

Purpose: To ensure new or extensively remodeled establishments are constructed according to state and local regulations.

Policy: Morrison County sanitarians will conduct plan reviews on all new and extensively remodeled establishments. Morrison County sanitarians will consult with local and state offices to ensure that applicable code requirements are met.

Procedure:

1. TCHHS will accept plan review applications and utilize the plan review checklist to ensure all necessary information is received.
2. In the event the plan review is for a food and beverage establishment, MCPH staff will utilize the “Food Service Construction Guidance” document provided by MDH. For all other establishments, the applicable MN Rules shall be the guide.
3. MCPH staff will request additional information for items in question through written correspondence within 30 working days of the date of plan submission.
4. Plan approval shall be in the form of a standardized plan approval letter. Any deviation from the submitted plans may result in a delay of final approval and licensing
5. A pre-operational inspection shall be conducted of a newly constructed or remodeled establishment to ensure the applicable requirements are met prior to licensing.

1.10 Foodborne/Waterborne Illness Policy & Procedure

Purpose: To provide guidelines for the investigation of suspected foodborne or waterborne illness episodes and to facilitate disease prevention and control in Todd County.

Policy: All reports of foodborne/waterborne illness will be investigated. Environmental health staff will be notified immediately of the report and appropriate action will be taken depending on the information provided in the initial report.

Generally, investigation of foodborne illness will require a cooperative effort between Todd County, MCPH sanitarians, the MDH and local medical authorities in order to be successful. The degree of cooperative effort required for a case may vary due to the extent of the outbreak.

Procedure:

1. Intake Procedure
 - a. An initial intake report will be completed for each report of food/waterborne illness.
 - b. Environmental Health staff will handle the initial contact if available. If unavailable, office staff will complete the initial intake. If the complainant is hesitant to give any information on the intake, it is essential that a phone

number or other method to contact the person reporting the episode is recorded.

- c. MCPH sanitarians will be notified of the report as soon as possible. If the staff is not in the office, an attempt must be made to reach them or a supervisor by phone.
- d. All persons reporting a foodborne illness shall be instructed to call the MDH Foodborne Illness Hotline at 1-877-366-3455.

2. Investigation Procedure

- a. The EH staff will contact the following persons/agencies as appropriate:
 - i. Person reporting illness for any further information needed.
 - ii. Minnesota Department of Health (MDH) for investigative or technical assistance.
- b. To verify a foodborne illness: EH staff will upon request of MDH:
 - i. Interview the people involved.
 - ii. Determine case definition by consultation with MDH epidemiologist.
- c. Site investigation shall include the following (all conversations, orders and findings shall be documented):
 - i. A complete inspection of the establishment (licensed or non-licensed) shall be performed. All findings shall be documented and may include: food, equipment, temperatures, food handling practices, improperly functioning equipment, and sample locations.
 - ii. Possible embargo of food and/or equipment.
 - iii. Check for reports of illness among employees. Restrict ill employees from the food preparation area.
 - iv. Obtain a copy of the menu, copies of any recipes used, and reports of any special meals served.
 - v. Ask the management to designate one spokesperson to provide the following information:
 - 1. Credit card receipts and checks to establish a list of patrons
 - 2. Volume of customers served
 - 3. A list of employee names, position, scheduled work hours and assignments, food history (eaten and prepared), phone numbers and addresses.

3. Corrective Actions

- a. Follow the recommendations of the MDH epidemiology unit in consultation with TCHHS and Todd County attorney.
- b. Require, order and witness disposal of food items.
- c. Require, order and exclude ill employees from food service establishment.
- d. Require adequate medical and laboratory examinations of the employee/s.
- e. If necessary, require the immediate closure of the food service establishment until, in the opinion of TCHHS or the MDH, no further danger of disease outbreak exists. If possible negotiate a voluntary closure.

1.11 Public Health Nuisance Policy & Procedure

Purpose: To protect the health, safety and general welfare of Todd County residents and to establish responsibility for involved parties to ensure people are not unnecessarily exposed to the dangers of public health hazards.

Policy: Inspect and mitigate public health nuisances as defined MN Statute 145A.

Procedure:

- a) Complaints will be taken by TCHSS staff and contain the name and address of the complainant. Callers can remain anonymous.
- b) The complaint will be reviewed by environmental health staff to determine if the complaint meets the criteria of a public health nuisance. If not, the complaint will be referred to the most appropriate agency.
- c) If the complaint merits the possibility of a public nuisance, an EH staff will contact the complainee/occupant to set up an inspection on site.
- d) If it is determined that child neglect, child endangerment or a vulnerable adult situation may exist as a result of the public health nuisance, TCHHS staff will be notified.
- e) If a public health nuisance does exist, the owner or occupant will be notified in writing outlining the nuisance and how it should be terminated or abated.
- f) The notice will specify the necessary steps to be taken to abate the nuisance. Time allotted to abate the nuisance is not to exceed 10 days.
- g) The notice will be served in person or by certified mail to the owner or occupant of the property. If premises are unoccupied or owner is unknown, notice may be served by posting it on the premises.
- h) If the owner or occupant fails to comply, the owner or occupant will be served notice of a hearing, seven days prior to the hearing date, with the Todd County Board of Commissioners. The notice will be served in person or by certified mail to the owner or occupant of the property. If premises are unoccupied or owner is unknown, notice may be served by posting it on the premises.
- i) After the hearing with the Board, the Board may, by resolution, adopt a Notice of Abatement and the costs associated with abatement will be assessed against the property.
- j) The Notice of Abatement will be served in person or by certified mail seven days prior to the date the County is to abate the nuisance. If premises are unoccupied or owner is unknown, notice may be served by posting it on the premises.

1.12 Sexually Oriented Business Policy & Procedure

Purpose: To protect Todd County residents' from unwanted exposure to sexually related material.

Policy: License, regulate and ensure compliance with Todd County’s Sexually Oriented Businesses Ordinance

Procedure:

1. Refer to the Todd County Sexually Oriented Businesses Ordinance.

1.13 Appeals Policy & Procedure

Purpose: To provide a process for establishment owners to contest a decision made by TCHHS.

Policy: TCHHS will accept written requests, for appeals, within 10 calendar days of final notice of denial, suspension or revocation of a decision.

Procedure:

1. The appeal procedure will be followed as outlined in the Todd County Unified Environmental Health Ordinance (Section 11).

1.14 Special Events Food License Policy & Procedure

Purpose: To ensure Todd County residents’ health and safety when food is prepared by groups for fundraising purposes, appreciation days, celebrations, county fairs, or other public events.

Policy: To license and inspect the special event food stands for compliance with state and local regulations.

License Procedure:

1. Persons, organizations or groups wishing to serve food or beverages to the public need to apply for a special events food license. A special event food license allows an organization to operate at a “special event” (i.e. county fair, benefit dinner, fundraiser, etc.) not to exceed 10 total days in a calendar year. For businesses or organizations wishing to hold a one day event, a single day event license can be used.
2. Organizations need to complete the application and return to TCHHS no later than fourteen days prior to the event or late fees will apply. A separate application must be submitted for each event the organization plans to host.
3. The application will be reviewed by a MCPH sanitarian, and if approved, the license will be issued prior to the event.
4. The license must be posted on site during the event.

Inspection Procedure:

1. The frequency of when and how often a special event food stand is inspected will depend on the menus being served at the event and the size of the event.

1.15 Special Events Camping License Policy & Procedure

Purpose: To ensure Todd County residents' health and safety when camping at a special event where overnight camping is planned.

Policy: To license and inspect the special event campgrounds for compliance with state and local regulations.

License Procedure:

1. Persons, organizations or groups wishing to provide camping with five or more campsites are required to complete a special events camping license.
2. Organizations need to complete the application and return to TCHHS no later than fourteen days prior to the event or late fees will apply. A separate application must be submitted for each event the organization plans to host.
3. The application will be reviewed by a MCPH sanitarian, and if approved, the license will be issued prior to the event.
4. The license must be posted on site during the event.

Inspection Procedure:

1. The frequency of when and how often a special event campground is inspected will depend on the event, the event size, and the location of the event.

1.16 Tobacco Licensing Policy & Procedure

Purpose: To license Todd County businesses who sell tobacco products, including e-cigarettes and items related to tobacco. Todd County businesses outside of municipality jurisdiction will be licensed.

Policy: License, regulate and ensure compliance with Todd County's Tobacco Sales and Access Ordinance.

Procedure:

1. Refer to the Todd County Tobacco Sales and Access Ordinance.

**TODD COUNTY HEALTH & HUMAN SERVICES
2020 ENVIRONMENTAL HEALTH FEE SCHEDULE**

BASE FEE		RE-INSPECTION FEE	
Base Fee for Food, Beverage, School, Lodging, Manufactured Home Park, Recreational Vehicle, Campgrounds, Pool/Spa, and Sexually Oriented Business	\$170.00	Applicable to all licensed establishments	\$150.00
LATE PAYMENT PENALTY FEE	\$120.00	ADMINISTRATIVE PENALIES (3 rd NOTICE VIOLATION)	
		Non-Food Violation (per violation)	\$27.00
		Priority 2 & 3 (per violation)	\$27.00
		Priority 1 (per violation)	\$53.00
		Critical-Imminent Health Hazard (per violation)	\$150.00
FOOD/BEVERAGE SERVICE		SEXUALLY ORIENTED BUSINESS	
Limited Food Menu	\$48.00	Live on site	
Small Establishment	\$85.00	Initial Investigative Fee	\$2121.00
Medium Establishment	\$215.00	Criminal Background Check	\$530.00
Large Establishment	\$370.00	Annual license	\$1060.00
Each Additional Kitchen	\$120.00	Media on site	
Catering Food Service	\$215.00	Initial Investigative Fee	\$1060.00
Mobile Unit/Food Cart	\$253.00	Criminal Background Check	\$530.00
Mobile Unit/Food Cart with Catering	\$376.00	Annual license	\$530.00
Seasonal Permanent Food Stand	\$222.00		
Seasonal Temporary Food Stand	\$222.00		
Schools	\$235.00		
Schools (2 nd inspection fee)	\$235.00		
Beer or Wine Table Service	\$42.00		
Alcohol Service From Bar	\$113.00		
		<i>For details, please refer to the Todd County Ordinance Regulating Sexually Oriented Businesses.</i>	
LODGING		YOUTH CAMPS	
Per unit	\$8.00	200 or less	\$409.00
MFG HOME PK, RV, CAMPGROUNDS		201 - 400	\$566.00
Per site	\$5.00	401 or more	\$733.00
POOL/SPA		WATER/SEWER	
Public Swimming Pool/Spa	\$144.00	Individual Water and/or Sewer	\$66.00
		Additional wells (each)	\$37.00
		Repeat water test (each)	\$150.00
SPECIAL EVENT FOOD STAND		SPECIAL EVENT CAMPING AREA	
Special Event Food Stand	\$42.00	Base Fee	\$45.00
Discount for Food Safety Training	\$10.00	5-25 sites	\$40.00
Late Fee for Food Stand	\$10.00	26-50 sites	87.00
		51-75 sites	\$113.00
		76-100 sites	\$173.00
		101-200 sites	\$275.00
		201 and up	\$518.00
		Maximum SECA fee	\$518.00
		Late fee	\$20.00
PLAN REVIEW*			
Remodel Existing/New Small Construction	\$207.00	➤ New business/owners opening during the year will pay a pro-rated fee according to the following schedule: Jan-Mar= 100%, Apr-June=75%, July-Sept= 50%, Oct-Dec= 25%	
Construct/Convert New Establishment	\$321.00	➤ In the event of an ownership change for an establishment that has already been licensed for the current year, the licensed operator would be refunded ½ of the license fee if the change of ownership occurs on or before March 31 st .	
* Pool/Spa Plan Reviews are done by MDH.			