

---

**CHAMPAIGN COUNTY BOARD OF HEALTH**

Brookens Administrative Center  
1776 E. Washington  
Urbana, IL 61802

Phone: (217) 384-3772  
Fax: (217) 384-3896

**Champaign County Board of Health**

**Tuesday, December 6, 2016  
5:30 PM**

**Location: Champaign-Urbana Public Health District  
201 W. Kenyon, Champaign, IL**

**Main Conference Room  
(Park & Enter on North Side of Facility—Middle Door)**

**SPECIAL MEETING AGENDA**

**ITEM**

**PAGE NO.**

**A. Call to Order**

**B. Roll Call**

**C. Approval of Agenda/Addenda**

**D. Public Participation on Agenda Items Only**

**E. Correspondence and Communications**

**F. Old Business**

1. Environmental Health

a. Approval of An Ordinance Amending Fees Under the Health Ordinance of Champaign County

1-12

**G. Public Participation on Non-Agenda Items Only**

**H. Next Meeting**

1. March 21, 2017 at 5:30 PM

**I. Adjournment**

To: Champaign County Board

From: Jim Roberts, Director of Environmental Health  
Champaign-Urbana Public Health District

Date: DRAFT Revised 11292016

Re: An Ordinance Amending Fees for the Champaign County Public Health Department

### **Background**

Per ordinance, the Board of Health shall annually review the fee schedule to determine its sufficiency and efficacy in promoting the purposes of the ordinance. Additionally, per ordinance, the Board of Health shall set fee amounts that recover, on average, and in the aggregate, as much as possible the full cost, including fully apportioned indirect expenses, incurred in providing a specific service or of administering and enforcing specific provisions, without the fees being in its judgment, unduly burdensome or so high that they would discourage compliance or conflict with the purposes of the ordinance.

The Board of Health recognizes that there is some volatility in future funding through grants. For example, it was unknown until late in the State of Illinois FY2016 if the Illinois Department of Public Health's Local Health Protection Grant (\$125,403) was going to be received.

The Board of Health has not changed the fee structure or fees for the Private Sewage Disposal Program or the Potable Water Supply Program (minus the addition in 2015 of the new required closed loop well services) since the start of local health department activities in 1998. In the Food Protection Program, the fee structure also has not changed since the start of local health department activities in 1998; however, fee amounts have increased in steps since 1998, e.g. Category I fee was \$150 in 1998 and is \$400 in 2016.

### **Analysis**

For each program, the Board of Health reviewed the required activities as listed in the Illinois Department of Public Health's Program Standards; historical program numbers; two-year actual, average expenditures; average cost per permit issued (water well and on-site sewage disposal); and revenue, including the percentages based on local property taxes, Illinois Department of Public Health Local Health Protection Grant (LHPG), and local fees.

For comparison with other county health departments, the Board of Health reviewed fee structure and fees with two sets of local health departments. The first set was from Illinois and included McLean County, Sangamon County, and Peoria City/County. The second set included counties in similar metropolitan statistical areas (Champaign County Economic Development Corporation, October 2011)

that included McLean County, IL; Ann Arbor/Washtenaw County, MI; Madison/Dane County, WI, and Bloomington/Monroe County, IN.

After comparing, the Board of Health reviewed fee structure and fees. In addition to retaining the current fee structures, there are additional fee-based activities and added fee structure based on scale or type so that one fee does not fit all sizes. Also, fees were changed to ensure that services are appropriately paid for by users and in the cases of private property infrastructure (e.g. water wells and septic systems), the goal is to have no taxes (local property and LHPG) subsidizing the installation. Highlights for each program include:

#### Private Sewage Disposal Program

1. Adding new fee-based activities of "additional compliance inspection," "construction or operations without applicable permit," and "repair/replacement of a single component."
2. Adding new fee structure based on scale for non-residential system size (as is current practice, the fee for a residential system is the same, independent of size).
3. Increasing construction and inspection permit fees for septic systems to approximate health department's average expenditure with reduced/no tax subsidy.

#### Potable Water Supply Program

1. Adding new fee-based activities of "additional compliance inspection," "construction or installation operations without approved permit," and "variance."
2. Keeping the recently added (2015) closed loop well construction fee structure and fees the same.
3. Increasing construction permit and inspection fee for water wells to approximate health department's average expenditure with reduced/no tax subsidy.

#### Food Protection Program

1. Rejecting my proposed "incentive fee" rebate to encourage posting of inspection notice placards, thus keeping annual operating permit fees the same or pending approval of size-based fees, an increase for medium (\$30) and large size (\$50) establishments.
2. Adding new fee-based activities, e.g. fees for additional "correction verification after two visits", "more than two plan review on-site final scheduled inspections," "late return of permit application for non-for-profit," "variance," "late return of Major Correction Violation Form," "construction/remodeling before plans submitted", "more than two plan revisions submitted for review", and "plan review fee for Special Processes."
3. Adding size-based fee scale for Annual Operating Permits. Size, square feet (sq. ft.) as determined in Footnote <sup>5</sup> of the table, with fee increments for Annual Operating Permits using the current Risk Category Classification. E.g. currently same fee is charged for inspections for a dollar store grocery and a big-box grocery store. Fees for the smallest sq. ft. remain the same, while the medium and largest sq. ft. would increase \$30 and \$50 respectively.
4. Readjusting the sq. ft. scale ranges/fees for plan review and adding a fee for < 100 sq. ft. plans.

5. Changing the Re-inspection (follow-up enforcement) fee from \$25/hour to a flat fee of \$200.
6. Keeping temporary permit fees the same, but increasing late application by \$25 to \$50.
7. Keeping 'no fee' for qualifying non-for-profit food establishments.

#### **Budget Impact**

1. Increasing the private sewage disposal and potable water programs' fees for construction permits and inspections for private property infrastructure will reduce the tax subsidy (goal is \$0). Tax dollars remain for the 'no fee' required program activities.
2. Taxes for these programs could also then be used to fund other programs, e.g. to keep plan review fees below actual expenditures to not discourage new business development; to fund other core programs, e.g. communicable disease; or to increase other program activities, e.g. mosquito surveillance. For example, using the proposed fees with the FY2015 permit numbers would have increased fee income by \$28,350 (\$19,150 private sewage + \$9,200 potable water).
3. Increased income from Annual Operating Permits based on sq. ft. has not been determined because the food establishment sq. ft. frequency distribution is unknown at this time. (I did not want to spend staff time calculating sq. ft. if you did not approve sq. ft. as a scale. However, to get an idea of the distribution, from April 01-July 31, 83% of new proposed food establishments in the county jurisdiction were between 1-1000 sq. ft. which is the small size group). Any fee increase would help reduce the percentage of tax dollars used to support the program which is about 58.4 per cent.
4. Increasing the fees also reduces the impact of inflation of 48.1% from 1998 to 2016 (<http://www.usinflationcalculator.com/>).

#### **Recommendation**

The proposed program fee structures and fees will update the Champaign County Public Health Department from 1998 to 2016. It will fulfill the Board of Health's charge to review the fee schedule to determine its sufficiency and efficacy in promoting the purposes of the Health Ordinance. The proposed ordinance amending the fees is attached.

#### **Options**

1. Approve AN ORDINANCE AMENDING FEES UNDER THE HEALTH ORDINANCE OF CHAMPAIGN COUNTY effective January 1, 2017.
2. Continue to operate with the existing fee structure and fees as in Ordinance No. 975.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ESTABLISHING AMENDING FEES UNDER THE HEALTH ORDINANCE OF CHAMPAIGN COUNTY

~~WHEREAS, the Champaign County Public Health Department was created by referendum passed on November 4, 1996;~~

~~WHEREAS, the Champaign County Board adopted Resolution Number 3812, Resolution Establishing a County Health Department on April 15, 1997 and the Champaign County Board correspondingly appointed a Board of Health;~~

WHEREAS, the Champaign County Board adopted Ordinance No. 969, *Health Ordinance of Champaign County, Illinois*, on November 10, 2015; and

WHEREAS, the Champaign County Board, through the *Health Ordinance of Champaign County, Illinois*, sub-paragraphs 12.1.2 and 12.2.1.3, authorized and directed the Board of Health to establish a fee for any service provided or action required to administer and enforce that Ordinance, and to annually review the fee schedule to determine its sufficiency and its efficacy in promoting the purposes of that Ordinance; and

WHEREAS, the Champaign County Board adopted Ordinance No. 975, *An Ordinance Establishing Fees Under the Health Ordinance of Champaign County, Illinois*, on December 17, 2015; and

WHEREAS, the Board of Health has determined that the fee schedule requires changes and additions in order to meet the goals of the *Health Ordinance of Champaign County, Illinois*

NOW, THEREFORE, BE IT ORDAINED by the Board of Health of the Champaign County Public Health Department that the following is and shall be the amended fee schedule for the *Health Ordinance of Champaign County, Illinois*:

FEE SCHEDULE FOR HEALTH ORDINANCE OF CHAMPAIGN COUNTY, ILLINOIS

- ~~A. PLAN REVIEW FEES (FOOD SERVICE ESTABLISHMENTS) — Plan review fees are based on square footage of food service areas (ex: kitchen, food storage, bars, wait stations, soda stations, etc.) Also include toilet rooms and outside storage sheds.~~
  - ~~a. NEW CONSTRUCTION OR CONVERSION OF EXISTING STRUCTURES:~~
    - ~~i. 100 to 1,000 square feet ————— \$200~~
    - ~~ii. Over 1,000 to 10,000 square feet — \$300~~
    - ~~iii. Over 10,000 to 50,000 square feet — \$400~~
    - ~~iv. Over 50,000 square feet and up — \$500~~
  - ~~b. EXTENSIVE REMODEL OR CHANGE OF OWNER: 75% or greater of (a)~~
    - ~~i. 100 to 1,000 square feet ————— \$150~~
    - ~~ii. Over 1,000 to 10,000 square feet — \$225~~
    - ~~iii. Over 10,000 to 50,000 square feet — \$300~~

Ordinance No. \_\_\_\_\_

Page 2

- iv. ~~Over 50,000 square feet and up~~ ~~\_\_\_\_\_~~ ~~\$375~~
- e. ~~MINOR REMODEL: less than 75% of (a)~~
  - i. ~~100 to 1,000 square feet~~ ~~\_\_\_\_\_~~ ~~\$100~~
  - ii. ~~Over 1,000 to 10,000 square feet~~ ~~\_\_\_\_\_~~ ~~\$150~~
  - iii. ~~Over 10,000 to 50,000 square feet~~ ~~\_\_\_\_\_~~ ~~\$200~~
  - iv. ~~Over 50,000 square feet and up~~ ~~\_\_\_\_\_~~ ~~\$250~~
- B. ~~ANNUAL OPERATING PERMIT FEES (FOOD SERVICES)~~ Annual permit fee should not be submitted until your facility is ready to open. Please do not submit it with your plan review information.
  - a. ~~Category 1~~ ~~\$400 (December 1 - May 31)~~ ~~\$200 (June 1 - November 30)~~
  - b. ~~Category 2~~ ~~\$300 (December 1 - May 31)~~ ~~\$150 (June 1 - November 30)~~
  - c. ~~Category 3~~ ~~\$150 (December 1 - May 31)~~ ~~\$75 (June 1 - November 30)~~
- C. ~~SPECIAL FEES (FOOD SERVICES)~~
  - a. ~~Temporary Events (one day)~~ ~~\_\_\_\_\_~~ ~~\$50~~
  - b. ~~Temporary Events (two to fourteen consecutive days)~~ ~~\_\_\_\_\_~~ ~~\$75~~
  - c. ~~Reinspection Fee~~ ~~\_\_\_\_\_~~ ~~\$25 per hour~~
  - d. ~~Permit Reinstatement Fee~~ ~~\_\_\_\_\_~~ ~~\$50~~
  - e. ~~Health Permit (replacement copy)~~ ~~\_\_\_\_\_~~ ~~\$5~~
  - f. ~~Food Code Book (replacement copy)~~ ~~\_\_\_\_\_~~ ~~\$8~~
  - g. ~~Late Fee~~ ~~\_\_\_\_\_~~ ~~\$25~~
- D. ~~SEWAGE PROGRAM FEES~~
  - a. ~~Private Sewage System Construction Permit~~ ~~\_\_\_\_\_~~ ~~\$200~~
  - b. ~~Variance~~ ~~\_\_\_\_\_~~ ~~\$200~~
  - c. ~~Sewage Code Book~~ ~~\_\_\_\_\_~~ ~~\$8~~
  - d. ~~Plat Review~~ ~~\_\_\_\_\_~~ ~~\$200~~
    - 1. ~~10 lots~~
    - Each lot over 10 ~~\_\_\_\_\_~~ ~~\$15~~
- E. ~~WATER PROGRAM FEES~~
  - a. ~~Private Water Well Construction~~
    - i. ~~Permit~~ ~~\_\_\_\_\_~~ ~~\$100~~
    - ii. ~~Inspection Fee~~ ~~\_\_\_\_\_~~ ~~\$100~~
  - b. ~~Closed Loop Well System (new or modification)~~
    - i. ~~Construction Permit~~
      - 1. ~~\$100 for the first 10 boreholes~~
      - 2. ~~\$10 for each additional borehole~~
    - ii. ~~Inspection~~
      - 1. ~~Residential~~ ~~\_\_\_\_\_~~ ~~\$150~~
      - 2. ~~Non residential~~ ~~\_\_\_\_\_~~ ~~\$300~~
  - c. ~~Water Well Testing for Non valid Public Health Reasons (coliform only)~~ ~~\_\_\_\_\_~~ ~~\$49~~
- F. ~~MISCELLANEOUS FEES~~
  - a. ~~Insufficient Funds Fee~~ ~~\_\_\_\_\_~~ ~~\$25~~
  - b. ~~Freedom of Information Act Copying Fees~~
    - i. ~~Black & white, letter or legal size~~ ~~\_\_\_\_\_~~ ~~1-50 pages~~ ~~\_\_\_\_\_~~ ~~Free~~
    - ~~\_\_\_\_\_~~ ~~\_\_\_\_\_~~ ~~51<sup>st</sup> page +~~ ~~\_\_\_\_\_~~ ~~50.15 per page~~
    - ii. ~~Color, letter or legal size~~ ~~\_\_\_\_\_~~ ~~Actual cost of copies~~
    - iii. ~~Other media~~ ~~\_\_\_\_\_~~ ~~Actual cost of media~~

Ordinance No. \_\_\_\_\_

Page 3

~~This FEE SCHEDULE shall be effective immediately upon its ratification.~~

~~The Champaign County Health Department shall cause this Fee Schedule to be published in whatever form the *Health Ordinance of Champaign County, Illinois*, is or will be published, including but not limited to posting the Fee Schedule at the offices of the Champaign County Health Department, in a place or places readily apparent to the public, and on the website of the Champaign County Health Department.~~

~~\_\_\_\_\_PRESENTED, PASSED, APPROVED and RECORDED this \_\_\_\_\_ day of December, A.D. 2015.~~

\_\_\_\_\_  
Chair  
Champaign County Board of Health

ATTEST: \_\_\_\_\_  
Gordy Hulten, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING FEES UNDER THE HEALTH ORDINANCE OF CHAMPAIGN COUNTY**

**WHEREAS**, the Champaign County Board, through Ordinance No. 969, the *Health Ordinance of Champaign County, Illinois*, sub-paragraphs 12.1.2 and 12.2.1.3, authorized and directed the Board of Health to establish a fee for any service provided or action required to administer and enforce that Ordinance, and to annually review the fee schedule to determine its sufficiency and its efficacy in promoting the purposes of that Ordinance;

**WHEREAS**, the Champaign County Board adopted Ordinance No. 975, *An Ordinance Establishing Fees Under the Health Ordinance of Champaign County, Illinois*, on December 17, 2015; and

**WHEREAS**, the Champaign County Board of Health has determined that the fee schedule requires changes and additions in order to meet the goals of the *Health Ordinance of Champaign County, Illinois* and has recommended such changes to the Champaign County Board;

**NOW, THEREFORE, BE IT ORDAINED** by the Champaign County Board that the following is and shall be the amended fee schedule for the *Health Ordinance of Champaign County, Illinois* effective on the date provided below:

**FEE SCHEDULE FOR HEALTH ORDINANCE OF CHAMPAIGN COUNTY, ILLINOIS**

*[This space intentionally blank.]*



<b>Private Sewage Disposal Program</b>	<b>Fee</b>
Complaint investigations	No fee
Consultation and education (office or on-site)	No fee
<b>Pumping Contractor Activities</b>	
Complaint investigation	No fee
Hauling equipment inspection	No fee
Land application site inspection	No fee
Storage facility inspection	No fee
<b>Construction Activities</b>	
Construction permit with compliance inspection (maximum 2 on-site visits)	
Residential	\$450
Non-residential 1-500 gallons/day (GPD)	\$600
Non-residential 501-1500 GPD	\$750
Non-residential 1501+ GPD	\$900
Additional compliance inspection	\$150
Construction or operation without applicable permit	2 x construction permit with inspection or repair/replacement fee
Repair/replacement of a single component (construction permit with 1 inspection)	\$300
Variance	\$200
<b>Subdivision Plat Review</b>	
1-10 lots	\$200
Each lot over 10	\$15/lot

*[This space intentionally blank.]*

<b>Potable Water Supply Program</b>	<b>Fee</b>
<b>Water Well Construction</b>	
Construction permit (Illinois statute)	\$100
Compliance inspection (maximum 2 on-site visits)	\$300
<b>Water Well Sampling</b>	
Valid public health significance (illness, infant, new, or investigation)	No fee
Other requests: sampling and testing (coliform only)	\$49
<b>Closed Loop Well Construction</b>	
Construction permit (Illinois code) 1-10 bore holes (+ per bore hole after 10)	\$100 (+ \$10)
Compliance inspection--residential	\$150
Compliance inspection--non-residential	\$300
<b>Non-community Transient Water Supplies (NCTS)</b>	
Biennial field inspection	No fee
Monitoring required water testing	No fee
<b>Other</b>	
Additional compliance inspection	\$150
Complaint investigations	No fee
Consultation or education (office or on-site)	No fee
Construction or installation without approved permit	2x permit with inspection fees
Sealing permit for abandoned water wells and closed loop wells	No fee
Variations	\$200

*[This space intentionally blank.]*

Food Protection Program		Fee
Annual Operating Permit (AOP) <sup>1 2 3</sup>		
	Category I	sq. ft. <sup>5</sup>
		1-1000 \$400
		1001-3000 \$430
		>3000 \$450
	Category II	sq. ft. <sup>5</sup>
		1-1000 \$300
		1001-3000 \$330
		>3000 \$350
	Category III	sq. ft. <sup>5</sup>
		1-1000 \$150
		1001-3000 \$180
		>3000 \$200
Plan Review <sup>3-4</sup>		sq. ft. <sup>5-6</sup>
	New Construction <sup>7</sup>	1-1000 \$200
		1001-2000 \$250
		2001-3000 \$300
		3001-5000 \$350
		>5000 \$400
	Remodel <sup>8</sup>	75% of New Construction sq.ft. fee
	Equipment replacement or finish repair <sup>9</sup>	No fee
	Construction/remodeling that begins before plans have been submitted and date stamped	2x New Construction sq.ft. fee
	Resubmitted or modified plans after plan approval	50% of New Construction sq.ft. fee per each revision
	More than two plan revisions required for review and approval	50% of New Construction sq.ft. fee per each revision
	More than two on-site scheduled final inspections	\$150 each inspection
	Plan review consultations/follow-ups (office or on-site) <sup>10</sup>	No fee
	Plan Review fee for Special Processes <sup>11</sup> with HACCP Plan (per Special Process) as part of an AOP	\$100/hour in 15 minute increments; incorporate process into AOP
Temporary Permit <sup>3</sup>		
	One Day	\$50
	2-14 Days	\$75
	Late (less than 72 hours prior to day of event) application and/or fee submitted	\$50

Food Protection Program – Other Fees <sup>3</sup>		Fee
	Correction verification <sup>12</sup> after 2 visits (follow-up enforcement)	\$75 each visit
	Insufficient funds--Returned check	\$35
	Late payment of AOP	\$250
	Late return of AOP application for non-for-profit	\$10
	Late return of Major Violation Correction Form	\$10/CUPHD business day
	Re-inspection (follow-up enforcement)	\$200
	Reinstatement (after closure)	\$50
	Replacement of AOP (paper copy)	\$5
	Replacement of Food Code (paper copy)	\$0.02 per printed page
	Variance	\$200
No Fee Activities		
Complaint Investigation		No fee
Consultations		No fee
Correction Verification <sup>12</sup> ≤ 2 visits		No fee
Disaster Response		No fee
Enforcement Actions <sup>14</sup>		No fee
Food Safety Education		No fee
Illness Surveillance and Investigation		No fee

#### Food Protection Program Footnotes

<sup>1</sup> AOP is valid for 1 year from December 1st-November 30th.

<sup>2</sup> AOP fee prorated at 50% if AOP issued between June 1st and November 30th.

<sup>3</sup> All fees are non-refundable except where allowed in Section 12.3 in Health Ordinance No. 969.

<sup>4</sup> Does not include AOP and fee is valid for one (1) year from date received.

<sup>5</sup> Sq. ft. = area under health permit, including but limited to kitchen, bar, wait/service stations, food/single-service item storage, employee/public toilet rooms, mechanical merchandise area, & garbage storage.

<sup>6</sup> If mobile unit, then combine mobile + commissary area.

<sup>7</sup> Includes facilities not previously permitted as a food establishment; previously permitted, but now an Inactive facility; or if a new additional permit is added to a currently permitted facility.

<sup>8</sup> Includes changes to an Active status food establishment to the physical space, finish surfaces, equipment addition, or equipment installation as a result in a change of menu, change in food preparation or service procedures, or change in equipment "footprint". It does not include redecorating, cosmetic refurbishing, or altering seating design.

<sup>9</sup> Equipment, finish surface, or infrastructure minor repair, service or maintenance; "like-for-like" equipment exchanges; and additions of minor equipment that require no installation or modifications of existing fixtures (such as countertop "plug-in" equipment, equipment or finishes.

<sup>10</sup> Limited to approval or disapproval and discussing solution options, but no layout design.

<sup>11</sup> As identified in the current FDA Food Model Code.

<sup>12</sup> Of a procedure, equipment check, or items on the Major Violation Correction Form.

<sup>13</sup> Except penalty in Chapter 11 of Health Ordinance of Champaign County, No. 969.

This FEE SCHEDULE shall be effective January 1, 2017.

The Champaign County Health Department shall cause this Fee Schedule to be published in whatever form the *Health Ordinance of Champaign County, Illinois*, is or will be published, including but not limited to posting the Fee Schedule at the offices of the Champaign County Health Department, in a place or places readily apparent to the public, and on the website of the Champaign County Health Department.

**PRESENTED, PASSED, APPROVED and RECORDED** this \_\_\_\_\_ day of December A.D. 2016.

\_\_\_\_\_  
Chair  
Champaign County Board

ATTEST: \_\_\_\_\_  
Gordy Hulten, County Clerk  
and ex-officio Clerk of the  
Champaign County Board