



# POLK COUNTY, WISCONSIN

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Dana Frey, County Administrator  
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## AGENDA AND NOTICE OF MEETING PUBLIC SAFETY AND HIGHWAY COMMITTEE

Government Center  
County Board Room  
Balsam Lake, WI 54810  
2:00 p.m. Tuesday, March 1<sup>st</sup>, 2016

**Purpose:** Review and action on selected items as listed below  
**Documents:** Minutes of November 3<sup>rd</sup>, 2015 and monthly reports

ITEM	LEAD PERSON
Call to Order	Committee Chair
Approval of agenda	
Approval of minutes for November 3 <sup>rd</sup> , 2015	
Public comment	
New business	
1. Questions on issues as contained in written monthly reports.	Committee Chair
2. Recommendation on Resolution to Designate the Week of April 11-15, 2016 as Work Zone Awareness Week in Polk County	Dana Frey
3. Recommendation on Proposed Polk County Temporary Speed Limit Ordinance	
4. Presentation and Discussion Concerning Revision and Updating of Public Safety, Law Enforcement and Traffic Ordinances	Hon. Jeffery L. Anderson
Future agenda items- Next meeting April 5th, 2016	Committee members
Adjourn	

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.



**MINUTES**  
**PUBLIC SAFETY AND HIGHWAY COMMITTEE**  
Government Center County Board Room  
Balsam Lake, WI 54810  
10:00 a.m. Tuesday November 3<sup>rd</sup>, 2015

**Meeting called to order by Committee Vice Chair John Bonneprise at 10:03 A.M.**

**Members present**

Attendee Name	Title	Status
Jay Luke	Chair	Absent
John Bonneprise	Vice Chair	Present
William Johnson	Supervisor	Present
Marvin Caspersen	Supervisor	Present
Larry Jepsen	Supervisor	Present

Also present Tammy Peterson, Executive Secretary and Dana Frey, County Administrator

**Approval of Amended Agenda-** Chairman called for a motion to approve amended agenda. **Motion** (Caspersen/Jepsen) to approve amended agenda. Motion carried by unanimous vote.

**Approval of Minutes-** Chairman called for a motion to approve the minutes of the October 6<sup>th</sup>, 2015. **Motion** (Johnson/Jepsen) to approve the minutes. Motion carried by unanimous vote.

**Public Comment – None**

**New Business**

Administrator Frey went over the Annual Budget and reviewed the budget amendments. The Highway Department will receive \$50,684 in state aid. The recommendation for these funds will go to County Road C, Section 3. This will be an amendment to the budget.

The Clerk of Court and District Attorney's offices will be over in their budgets due to trials in December. The funding will come out of the contingency fund to cover the cost.

The annual budget as amended for Law Enforcement, Clerk of Court, District Attorney, Corporation Counsel, Medical Examiner and Highway Department was approved by consensus and forwarded to County Board.

Next meeting: December 1<sup>st</sup>, 2015 @ 2:00 p.m.

**Motion** (Jepsen/Johnson) to adjourn. Meeting adjourned 10:46 a.m.

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RESOLUTION \_\_\_\_-16

Resolution to Designate the Week of April 11-15, 2016  
as Work Zone Awareness Week in Polk County

TO THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD OF SUPERVISORS:

Ladies and Gentlemen:]

WHEREAS, in 1999, the Federal Highway Administration (FHWA) partnered with the American Association of State Highway Officials (AASHTO) to create the National Work Zone Safety Awareness Week campaign, held annually in April prior to the construction season in much of the nation; and

WHEREAS, the Federal Highway Administration has designated April 11 through April 15, 2016 as National Work Zone Safety Awareness Week; and

WHEREAS, construction and maintenance activities on roads and highways periodically require that work zones be established; and

WHEREAS, also include locations where emergency vehicles, utility vehicles, tow trucks, law enforcement, fire and EMS services are operating with their lights flashing, requiring motorists to move over or slow down; and

WHEREAS, work zones often require narrowed lanes, lane shifts, temporary pavement, reduced speeds, and evening and overnight work hours;

WHEREAS, in a typical year, over one thousand people are killed in work zones nationwide, either as drivers, passengers, or pedestrians; and

WHEREAS, in the past few years Wisconsin work zones have averaged approximately 1,200 accidents annually with an average of 15 fatalities per year; and

WHEREAS, the Polk County Public Safety and Highway Committee recommend passage of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors that the week of April 11 through April 15, 2016 be designated "Work Zone Safety Awareness Week" in Polk County.

Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon Passage
Dated Submitted To County Board	March 15, 2016
Submitted and Sponsored By the Polk County Public Safety and Highway Committee	_____ _____
Review By County Administrator: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only  _____ Dana Frey, County Administrator	Review By Corporation Counsel: <input type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only  _____ Jeffrey B. Fuge, Corporation Counsel
Acknowledgement of County Board Action	
Mark As Appropriate:  At its regular business meeting on the 15 <sup>th</sup> day of March 2016, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. ____-16: Resolution to Designate the Week of April 11-15, 2016 as Work Zone Awareness Week in Polk County, as follows:  <input type="checkbox"/> Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against. <input type="checkbox"/> Adopted by unanimous vote. <input type="checkbox"/> Defeated by a vote of _____ in favor and _____ against. <input type="checkbox"/> Defeated by voice vote. <input type="checkbox"/> Action Deferred by Procedural Action, as follows: _____ _____ _____	
SIGNED BY: _____ _____ William F. Johnson, IV, County Board Chairperson  Attest: _____ Carole T. Wondra, County Clerk	

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Ordinance No. \_\_\_\_\_-16

Polk County Temporary Speed Limit Ordinance  
(Wis. Stat. s. 349.11(10))

TO THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD OF SUPERVISORS:

Ladies and Gentlemen:

WHEREAS, the Polk County Highway Department performs work on the Polk County system and the state highway system within the geographical boundaries of Polk County; and

WHEREAS, pursuant to Wisconsin Statute Section 349.11(10), the Highway Commissioner or his/her designee is authorized to, for the safety of the highway construction and maintenance workers, pedestrians and highway users, cause to be posted temporary speed limit less than the speed limit imposed regularly imposed in their jurisdiction when a county highway is being constructed, reconstructed, maintained or repaired, when performing maintenance on the state trunk highway system under s. 84.07, or in those instances with respect to highways not under its jurisdiction that are being constructed, reconstructed, maintained or repaired by the local authority;

WHEREAS, upon the recommendation of the Polk County Public Safety and Highway Committee, it is in the interest of the County to enact an Ordinance that adopts and allows for the posting of temporary speed limits consistent with Wisconsin Statute Section 349.11(10)

NOW, THEREFORE, the Polk County Board of Supervisors enacts the Polk County Temporary Speed Limit Ordinance and ordains as follows:

1. If a highway is being constructed, reconstructed, maintained or repaired, temporary speed limits may be imposed as set forth in Wisconsin Statute s. 349.11(10).
2. The Polk County Highway Commissioner and in his/her absence, his/her Highway Superintendent or Foreman is authorized, at his/her discretion to impose mandatory temporary speed limits under the continuing authority of this section and without need of further action by the County Board.
3. Temporary speed limits shall be in accord with this section and shall be imposed by the posting of either portable or fixed temporary regulatory speed limit signs of the same face size and design as permanent regulatory speed limit signs, type R2-1, as described in the Manual on Uniform Traffic Control Devices as adopted by the Wisconsin Department of Transportation.
4. Signs may be posted on any highway under the jurisdiction of this authority (and any state trunk highway upon which this County performs maintenance under §84.07, Wis. Stats.) when such highway is being constructed, reconstructed, maintained or repaired, but only in the immediate area of such work and of those persons engaged in performing such work.

- 37 5. Any temporary speed limit imposed in an area where construction, reconstruction,  
 38 maintenance or repair is being performed on the shoulders or what is normally the  
 39 traveled portion of the roadway, or where the highway construction or maintenance  
 40 workers performing such work area necessary on the shoulders or what is normally  
 41 the traveled portion of the roadway, shall be 45 mph or 10 mph less than the speed  
 42 limit normally in effect for that portion of highway, whichever is the lower  
 43 temporary speed limit (i.e. temporarily 35 mph in a normally 45 mph zone or  
 44 temporarily 45 mph in a normally 65 mph zone).
- 45 6. No temporary speed limit shall be imposed when construction, reconstruction, or  
 46 maintenance or repair work is being performed inside the highway right-of-way  
 47 but not on the shoulders or the traveled portion of highway.
- 48 7. Any speed limits imposed under the authority of this section are temporary, and the  
 49 signs imposing such limits shall be removed, covered or otherwise obscured when  
 50 the highway construction or maintenance workers performing construction,  
 51 reconstruction, maintenance or repairs and their equipment are not present on the  
 52 shoulders or traveled portion of the highway.
- 53 8. The area in which any temporary speed limit imposed shall be terminated by  
 54 posting a regulatory speed limit sign informing the public of the specific speed  
 55 limit outside of the area where construction, reconstruction, maintenance or repair  
 56 work is being performed.
- 57 9. Nothing herein shall prohibit the Polk County Highway Commissioner or his/her  
 58 designee from posting advisory speed limit signs, of the type W13-1 as described  
 59 in the Manual of Uniform Traffic Control Devices, in areas of highway  
 60 construction, reconstruction, maintenance or repairs suggesting such speed as he or  
 61 she deems appropriate to promote the safety of highway construction and  
 62 maintenance workers, pedestrians and highway users and that such advisory signs  
 63 may also be posted in conjunction with the temporary mandatory speed limit signs,  
 64 as described and authorized above.

Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon Passage and Publication
Dated Submitted To County Board	March 15, 2016
Submitted and Sponsored By the Polk County Public Safety and Highway Committee	_____ _____
Review By County Administrator: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Review By Corporation Counsel: <input type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended

<input type="checkbox"/> Reviewed Only _____ Dana Frey, County Administrator	<input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only _____ Jeffrey B. Fuge, Corporation Counsel
<b>Acknowledgement of County Board Action</b>	
<p>Mark As Appropriate:</p> <p style="text-align: center;">At its regular business meeting on the 15<sup>th</sup> day of March 2016, the Polk County Board of Supervisors considered and acted on the above Ordinance No. ____-16: Polk County Temporary Speed Limit Ordinance, as follows:</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Enacted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.  <input type="checkbox"/> Enacted by unanimous vote.  <input type="checkbox"/> Defeated by a vote of _____ in favor and _____ against.  <input type="checkbox"/> Defeated by voice vote.  <input type="checkbox"/> Action Deferred by Procedural Action, as follows: _____  _____ </p> <p>SIGNED BY: _____  _____</p> <p style="margin-left: 40px;">William F. Johnson, IV, County Board Chairperson</p> <p>Attest: _____  Carole T. Wondra, County Clerk</p> <p style="text-align: center;">Certification of Publication</p> <p>Ordinance No. __-16: Polk County Temporary Speed Limit Ordinance, was published pursuant to Wisconsin Statutes § 59.14(1) in the Inter-County Leader on the _____ day of _____, 2016.</p> <p>_____ Dated: _____  Carole T. Wondra, County Clerk</p>	

# Polk County Highway Department

518 Main Street ▪ PO Box 248 ▪ Balsam Lake WI 54810

Phone (715) 485-8700 ▪ Fax (715) 485-8702

Steve Warndahl, Commissioner

Jim Pankonien – Patrol Superintendent

Steve Mullenbach – Fleet Supervisor

Emil "Moe" Norby – Technical Support Manager

Kathy Bohn – Supervisor of Hwy Administration

## MONTHLY REPORT

Nov 2015

### CONSTRUCTION & RECONSTRUCTION OF COUNTY ROADS

#### CURRENT:

- Culvert on State 87 has be lined
- State has requested shouldering on State 35 south of Osceola
- The County has received a 250,000 CHIPD grant for County C
- The County also has been notified it has been awarded STP Rural funding for County M from NYE to the south County line foe 2,652,615 for 2018 construction

### ROAD MAINTENANCE & REPAIR

#### CURRENT:

- Spray patching is completed for the season
- Sand has been hauled in for mixing with salt
- Adopt a highway and roadside cleanup continues
- Law enforcement and Highway personnel have met and reviewed the ATV on County roads list and shared their concerns about the issue. Safety and enforcement were the two main concerns about mixing ATV's with highway speed traffic
- Sanders for trucks are being serviced for the upcoming winter season
- State trucks are prepared for winter

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## MONTHLY REPORT

Dec 2015

### CONSTRUCTION & RECONSTRUCTION OF COUNTY ROADS

#### CURRENT:

- No Construction or reconstruction to report

### ROAD MAINTENANCE & REPAIR

#### CURRENT:

- Full right of way brush mowing is being worked on between snow/storm events
- Sand has been hauled in for mixing with salt
- Adopt a highway and roadside cleanup continues
- All plow units are up and prepared for snow events
- Some members of the crew were trained in first aid/CPR
- Highway had a training/truck road-e-o Day

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## MONTHLY REPORT

Jan 2016 and Feb 2016

### CONSTRUCTION & RECONSTRUCTION OF COUNTY ROADS

#### CURRENT:

- Quantity estimates have been completed and Paving Dates (windows) have been sent to Monarch
- CTH C- CTH F TO STH 65 Pave and wedging 17,417 tons
- CTH K- CTH M to STH 65 Pave and wedging 9,851 tons

### ROAD MAINTENANCE & REPAIR

#### CURRENT:

- Full right of way brush mowing is being worked on between snow/storm events
- Sand has been hauled in for mixing with salt
- Salt shed coverall building has been emptied to make room for salt if needed
- Equipment specs are being worked on and several 2016 purchases are now ordered

OFFICE OF THE DISTRICT ATTORNEY  
Polk County Justice Center

District Attorney  
Daniel P. Steffen



Assistant District Attorneys  
Stephen C. Dorrance  
Daniel J. Tolan  
Kenneth Sortedahl II

Victim Coordinator/Office Manager  
Belinda C. Cash

December - Monthly Report

Prosecution:

- Diversion Program for first time offenders
- New caseload for November: 47 Felony cases, 48 Misdemeanor cases, 5 Criminal Traffic cases, and 4 Delinquency
- Discussions about creating Mental Health Court

Victim Witness:

- Update brochures/information for Law Enforcement and victims
- Shape Drug Endangered Children team
- Restitution configuration for ease of tracking and payout

Office Procedures / Staff:

- File Clean-Up old files, supplies and equipment
- Classify and categorize prison files

Administrative / Financial:

- 2016 budget preparation
- Orchestrating better equipment needed for better paperless processing
- Scan all administrative paper/files to paperless folders

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Polk County Justice Center

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Daniel P. Steffen

Victim Coordinator/Office Manager  
Belinda C. Cash



Assistant District Attorneys  
Stephen C. Dorrance  
Daniel J. Tolan  
Kenneth Sortedahl II

January 2016 - Monthly Report

Prosecution:

- New caseload for December: 30 Felony cases, 27 Misdemeanor cases, 10 Criminal Traffic cases, and 6 Delinquency
- Building Mental Health Court
- Hire full-time ADA to replace Steve Dorrance

Victim Witness:

- Update brochures/information for Law Enforcement and victims
- Shape Drug Endangered Children team
- Restitution configuration for ease of tracking and payout
- Train assistant on reports
- Update V/W room

Office Procedures / Staff:

- File Clean-Up old files, supplies and equipment
- Classify and categorize prison files
- Cross train
- Computer software training

Administrative / Financial:

- Orchestrating better equipment needed for better paperless processing
- Scan all administrative paper/files to paperless folders

1005 West Main Street • Suite 700 • Balsam Lake, WI 54810  
Phone (715) 485-9231 • Fax (715) 485-9153

OFFICE OF THE DISTRICT ATTORNEY  
Polk County Justice Center

District Attorney  
Daniel P. Steffen

Victim Coordinator/Office Manager  
Belinda C. Cash



Assistant District Attorneys  
Stephen C. Dorrance  
Daniel J. Tolan  
Kenneth Sortedahl II

March 2016 - Monthly Report

Prosecution:

- New caseload for January: 37 Felony cases, 41 Misdemeanor cases, 8 Criminal Traffic cases, and 7 Delinquencies
- Build Mental Health Court
- Hire full-time ADA to replace Steve Dorrance

Victim Witness:

- Update brochures/information for Law Enforcement and victims
- Shape Drug Endangered Children team
- Restitution configuration for ease of tracking and payout
- Train assistant on reports
- Update V/W room

Office Procedures / Staff:

- File Clean-Up old files, supplies and equipment
- Classify and categorize prison files
- Scan Prison Files into Protect
- Cross train
- Computer software training

Administrative / Financial:

- Scan all administrative paper/files to paperless folders
- Budget review

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**MINUTES**  
**PUBLIC SAFETY AND HIGHWAY COMMITTEE**  
Government Center County Board Room  
Balsam Lake, WI 54810  
2:00 p.m. Tuesday March 1<sup>st</sup>, 2016

**Meeting called to order by Committee Chair Jay Luke at 2:03 P.M.**

**Members present**

Attendee Name	Title	Status
Jay Luke	Chair	Present
John Bonneprise	Vice Chair	Present
William Johnson	Supervisor	Present
Marvin Caspersen	Supervisor	Present
Larry Jepsen	Supervisor	Present

Also present Carole Wondra, County Clerk, Dana Frey, County Administrator and Hon. Jeffery L. Anderson

**Approval of Agenda-** Chairman called for a motion to approve agenda. **Motion** (Caspersen/Bonneprise) to approve agenda. Motion carried by unanimous vote.

**Approval of Minutes-** Chairman called for a motion to approve the minutes of the November 3<sup>rd</sup>, 2015. **Motion** (Jepsen/ Bonneprise) to approve the minutes. Motion carried by unanimous vote.

**Public Comment – None**

**New Business**

Chair Jay Luke asked for any questions or concerns with regard to the monthly reports.

Administrator Frey discussed the Recommendation on Resolution to Designate the Week of April 11-15, 2016 as Work Zone Awareness Week in Polk County. **Motion** (Jepsen/Johnson) to approve and send to County Board. Motion carried by unanimous vote.

Mr. Frey also spoke on the Recommendation on the Proposed Polk County Temporary Speed Limit Ordinance. **Motion** (Johnson/ Caspersen) to send to County Board. Motion carried by unanimous vote.

Honorable Jeffery L. Anderson presented a Presentation and Discussion Concerning Revision and Updating of Public Safety, Law Enforcement and Traffic Ordinances.

Future meeting and items: The next meeting is April 5th, 2016 @ 2:00PM; discuss the consideration of opening town roads to ATV traffic and meet the new Highway Commissioner.

**Motion** (Bonneprise/ Jepsen) to adjourn. Meeting adjourned 2:50PM.