



POLK COUNTY, WISCONSIN

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Sharon Jorgenson, County Clerk
100 Polk Plaza, Suite 110, Balsam Lake, WI 54810
Phone (715) 485-9226 Email Sharon.Jorgenson@co.polk.wi.us

MINUTES

PUBLIC SAFETY AND HIGHWAY COMMITTEE

County Board Room
Balsam Lake, WI 54810
2:00 P.M. Thursday, September 7th, 2017

Meeting called to order by Chair Luke at 2:00 p.m.

Committee Members Present:

Attendee Name	Title	Status
Jay Luke	Chair	Present
John Bonneprise	Vice Chair	Present
Doug Route	Supervisor	Present
Joe Demulling	Supervisor	Present
Larry Jepsen	Supervisor	Present

Also present Sharon Jorgenson, County Clerk; Dana Frey, County Administrator; Malia Malone, Assistant Corporation Counsel; Judge Jeffery Anderson, Branch 2 Circuit Court Judge; Emil Norby, Highway Commissioner; Pete Johnson, Sheriff; and member of the press.

Approval of Agenda-Chair Luke called for a motion to approve agenda. **Motion** (Jepsen/Demulling) to approve the agenda. **Motion** carried by unanimous voice vote.

Approval of Minutes- Chair Luke called for a motion to approve the minutes of the August 1st, 2017 meeting minutes. **Motion** (Jepsen/Route) to approve the minutes. **Motion** carried by unanimous voice vote.

Public Comment

Time was given for public comment. No public comment was received.

Announcements and Committee Information

Committee received information and announcements from Administrator Frey.

Discussion Items

- A. Committee received presentation and information on Resolution 57-17: Resolution Delegating to Highway Commissioner Approval Authority for Functional Classification Changes from Emil Norby, Highway Commissioner for review only. Resolution will be presented to County Board for first reading at September 19th meeting, then presented to the committee in October for recommendation.

- B. Committee received budget presentation, timeline, and recommendations from Administrator Frey. Administrator Frey answered questions regarding budget.
- C. Committee received status report/updates from Emil Norby, Highway Commissioner regarding Highway Facility.
- D. Committee received presentation regarding Drug Endangered Children (DEC) from Assistant Corporation Counsel Malia Malone. DEC helps coordinate law enforcement and social worker efforts when calls come in regarding endangered children. DEC is a collaboration of several entities with a variety of resources including grants available to assist individuals with recovery from drug abuse.
- E. Committee received presentation concerning proposed legislation creating additional Judgeship from Judge Jeffery Anderson. Judgeship bill will be submitted in October. Need resolution passed by County Board showing support of creation of judgeship in order to qualify for consideration for additional Judge.
- F. Committee received information regarding proposed Resolution 61-17: Resolution Affirming Support of Proposed Judgeship Legislation to Establish Third Branch of Polk County Circuit Court which supports legislation creating additional Judgeship and adding a third branch to the Polk County Circuit Court. **Motion** (Jepsen/Luke) to accept and move Resolution 61-17: Resolution Affirming Support of Proposed Judgeship Legislation to Establish Third Branch of Polk County Circuit Court to County Board for review and approval. **Motion** to approve and move Resolution 61-17 to County Board carried by unanimous voice vote.

Matters for Upcoming Meetings

October: Next meeting: Tuesday, October 3rd, 2017 at 2:00 p.m.

Budget

Road school –highway conference set for January 2018 at Chula Vista, Wisconsin Dells, WI

Chair Luke called for a motion to adjourn. **Motion** (Bonneprise/Route) to adjourn. **Motion** carried by unanimous voice vote. Chair Luke declared meeting adjourned at 3:09 p.m.

Respectfully submitted,

Sharon Jorgenson, County Clerk



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AGENDA AND NOTICE OF MEETING

PUBLIC SAFETY & HIGHWAY COMMITTEE

Government Center, 100 Polk County Plaza, Balsam Lake, WI 54810
County Board Room

Thursday September 7th, 2017 at 2 p.m.

A quorum of the County Board may be present

Materials: August 1st, 2017 Minutes
Functional Classification information

- | | | |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 2:00PM | 1. Call to order | Chair Luke |
| | A. Approval of agenda | |
| | B. Approval of minutes for August 1st, 2017 | |
| 2:05PM | 2. Public comment (3 minutes) | |
| 2:10PM | 3. Announcements and committee information | Dana Frey |
| 2:20PM | 4. Discussion Items: | |
| | A. Functional Classification Resolution | Moe Norby |
| | B. Budget presentation and Recommendation | Dana Frey |
| | C. Highway Facility update | Moe Norby |
| | D. Presentation of the Drug Endangered Children | Malia Malone |
| | E. Presentation Concerning Proposed Legislation Creating Additional Judgeship | Judge Anderson |
| | F. Recommendation on Proposed Resolution in Support of Legislation Creating Additional Judgeship and Adding Third Branch to the Polk County Circuit Court | |
| 2:45PM | 5. Identification of Subject Matters for Upcoming Meetings | Dana Frey |
| 3:00PM | 6. 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.



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MINUTES

PUBLIC SAFETY AND HIGHWAY COMMITTEE

County Board Room
Balsam Lake, WI 54810
2:00 P.M. Wednesday, August 1st, 2017

Meeting called to order by Chair Luke at 2:01 p.m.

Committee Members Present:

Attendee Name	Title	Status
Jay Luke	Chair	Present
John Bonneprise	Vice Chair	Present
Doug Route	Supervisor	Present
Joe Demulling	Supervisor	Present
Larry Jepsen	Supervisor	Present

Also present Sharon Jorgenson, County Clerk; Dana Frey, County Administrator; Malia Malone, Assistant Corporation Counsel; Judge Jeffery Anderson, Branch 2 Circuit Court Judge; Ken Sortedahl, Assistant District Attorney; Dave Williams, Victim Witness Assistant; Michelle Gullickson, Restorative Justice; Kathy Bohn, Supervisor of Highway Administration; Emil Norby, Highway Commissioner, Ashley Bechtold, District Attorney office; and member of the press.

Approval of Agenda-Chair Luke called for a motion to approve agenda. **Motion** (Jepsen/Bonneprise) to approve the agenda. **Motion** carried by unanimous voice vote.

Approval of Minutes- Chair Luke called for a motion to approve the minutes of the July 12th, 2017 meeting. **Motion** (Bonneprise/Jepsen) to approve the minutes. **Motion** carried by unanimous voice vote.

Public Comment

Time was given for public comment. No public comment was received.

Announcements and Committee Information

Committee received information and announcements from Administrator Frey. Emil Norby, Highway Commissioner and Malia Malone will assist with agenda preparation for Public Safety & Highway Committee.

Discussion Items

- A. Committee received current fee schedules from Administrator Frey. **Motion** (Bonneprise/Route) to move fee schedules to County Board for review and approval. **Motion** carried by unanimous voice vote.
- B. Committee received report/updates from Emil Norby, Highway Commissioner regarding Highway Department road projects for 2017. Norby reported on numerous projects that have been completed, as well as detailing projects slated for future completion. Norby also updated committee on status of Highway Facility project.
- C. Committee received update on Stillwater bridge project. Ribbon cutting celebration of opening of bridge will be held on August 2nd, 2017 at 10:00 a.m.
- D. Committee received copies of proposed new ordinances and information regarding the ordinances from Ken Sortedahl, Assistant District Attorney. Proposed updated County Ordinances will incorporate existing state statutes. **Motion** (Luke/Bonneprise) recommending corrections of scrivener's errors on existing ordinances and recommending newly proposed ordinances moved to County Board meeting on August 15th for review and approval. **Motion** carried by unanimous voice vote.
- E. Committee received information from Kathy Bohn regarding highway department procedures on fuel handling and shop overhead charges. Procedures used by highway department for shop overhead and fuel handling are based on Department of Transportation accounting standards.
- F. Committee received information from Judge Jeffery Anderson regarding treatment court, which involves several phases of evaluation. Polk County is involved in the TAD Grant program (Treatment, Alternatives and Diversion). Statistics regarding treatment court were provided by Michelle Gullickson from Restorative Justice.
- G. Committee received information regarding Criminal Justice Coordinating Council from Michelle Gullickson, Restorative Justice; Judge Jeffery Anderson, Branch 2 Circuit Court Judge; and Malia Malone, Assistant Corporation Counsel. CJCC was established in 2008, oversees treatment court and related diversion programs, and is the only 501C-3 non-profit CJCC organization in the state of Wisconsin. Diversion program is being widely used.
- H. Committee received information regarding security in the Judicial Assistants' offices from Judge Jeffery Anderson. Office set-up makes it possible for individuals to enter over the counter area. Security issues will be addressed in upcoming budget per Administrator Frey.

Matters for Upcoming Meetings

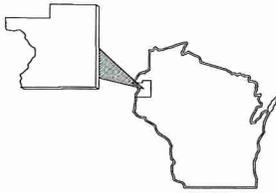
September: Next meeting: Tuesday, September 5th, 2017 at 2:00 p.m.

Budget recommendations

Chair Luke called for a motion to adjourn. **Motion** (Bonneprise/Route) to adjourn. **Motion** carried by unanimous voice vote. Chair Luke declared meeting adjourned at 3:28 p.m.

Respectfully submitted,

Sharon Jorgenson, County Clerk



Polk County Highway Department

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

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

Emil "Moe" Norby, Commissioner

Steve Mullenbach – Fleet Supervisor Kathy Bohn – Supervisor of Hwy Administration

Josh Kelch – Operations Manager

To: Dana Frey

Subject: First reading for Public Safety and Highway Committee

WISDOT FUNCTIONAL CLASSIFICATION POLICY UPDATE

The Department of Transportation (WisDOT) has recently updated the policy for Functional Highway Classification change approvals and request including addressing the review time period by the Department of those changes.

The following has direct impact on how WisDOT handles functional classification changes. The attached memorandum describes two new policies, including the effective start date. Please review the policies for information regarding functional classification.

Please review the policies attached memorandum and policies about the changes. A functional classification was recently done by WisDOT for our community. By passing this resolution it will prepare us for future updates.

The Federal Highway Administration, per 23 Code of Federal Regulations ss.470.103 and ss.470.105, has required an update by the local approval authority for Functional Classification changes. Federal regulations state that County Boards and City Councils are the approving or requesting body for any changes. However, authority may be assigned by resolution designating a position within the local government that can approve the Functional Classification changes. Depending upon the level of government, that position has typically been either the County Highway Committee or County Highway Commissioner and the Director of Public Works/City Engineer or City Community Development Director/Planner.

A sample resolution is attached as reference or use if so desired.

Emil "Moe" Norby
Polk County Highway Commissioner

Approval of Functional Classification and Urban Area Boundary Changes

Version: *June 2016*

Background:

The Wisconsin Department of Transportation (WisDOT) and the Federal Highway Administration (FHWA) have historically accepted approval of functional classification changes and urban area boundary changes (hereafter referred to as function/boundary changes) by a local technical expert, such as but not limited to the county highway commissioner, planning/community development director, or city/village public works director. Approval of function/boundary changes in urbanized areas, Wisconsin's 14 MPOs, follow a separate process and are not included in this policy.

WisDOT now recognizes that the Code of Federal Regulations (CFR) requires that principal elected officials (city council/village board/county board) approve functional classification changes (23 CFR §§ 470.103 and 470.105), as follows:

23 CFR 470.103

Responsible local officials means—(2) In rural areas and urban areas not within any urbanized area, principal elected officials of general purpose local governments.

23 CFR 470.105

The State shall cooperate with responsible local officials, or appropriate Federal agency in the case of areas under Federal jurisdiction, in developing and updating the functional classification.

Purpose:

To align with federal regulations, WisDOT will now ensure that, in urban areas, the city council/village board (hereafter referred to as municipal board) will approve all function/boundary changes. In rural areas, the county board will approve all functional classification changes.

Overview:

Consistent with current practice (in urban or rural areas), an appropriate local technical expert(s) or committee (hereafter referred to as local expert(s)) should review proposed function/boundary changes. After concurrence is reached—between the local expert(s), the Division of Transportation Systems Development (DTSD) Region, and Bureau of Planning and Economic Development (BPED) staff—the local expert(s) will recommend approval of changes to the city council/village board/county board.

Delegation

In urban areas, the municipal board may delegate approval authority of function/boundary changes, via municipal resolution, to an appropriate qualified local expert(s) within the municipal organizational structure (not a consultant or contractor).

[Policy document online](#)

In rural areas, the county board may delegate approval authority of functional classification changes to an appropriate local expert(s) within the county organizational structure (not a consultant or contractor) via county resolution.

Upon establishing a designated delegate(s), the city municipal board/county board should notify WisDOT about the appointment for internal tracking. WisDOT has provided sample resolutions at the end of this document for your consideration.

Effective date:

WisDOT began adhering to this policy on January 1, 2016. Proposed function/boundary changes submitted after this date are subject to these approval requirements. Function/boundary reviews or approvals initiated before January 1, 2016 may continue to follow the earlier practice that allowed the local expert(s) to approve proposed function/boundary changes without specific action or delegation by the municipal board/county board.

NOTE:

- *This policy pertains to final approval of proposed function/boundary changes. WisDOT has a separate policy that addresses the timeframe for review of functional classification and boundary changes.*
- *To see how the review and approvals fit into the overall process, the functional classification and boundary update process flowchart can be found at the following location:*

[Link to Functional Classification Review Flow Chart](#)

URBAN AREAS (CITIES AND VILLAGES)

Approval of Function/Boundary Changes

Function/boundary changes must be approved by the municipal board.

Urban Areas with multiple municipalities

For urban areas comprising more than one incorporated city or village, the municipal board from each municipality must approve function/boundary changes within their municipal boundary. If the urban area has a committee of members representing the various communities, this committee may approve function/boundary changes for the entire urban area. Each municipality in the urban area may appoint a person to approve function/boundary changes within its jurisdictional boundary. If a municipality is unaffected by the changes proposed within the urban area, approval by the unaffected municipal board is not required. However, WisDOT encourages adjacent municipalities to consult with one another as appropriate during the review process.

Delegation of Approval Authority

A municipal board may delegate approval authority for function/boundary changes to an appropriately qualified local expert or committee (e.g., streets committee or transportation committee) within the municipal organizational structure. The committee must have a majority of members who are within the municipal organizational structure. (A quorum of the committee should include a majority of members who are within the municipality.) Approval authority cannot be solely delegated to a consultant or contractor for function/boundary changes.

The municipal board must pass a resolution authorizing the designee(s) to act on its behalf for the purpose of approving function/boundary changes. The resolution authorizing this delegation of authority should identify the designee(s) by title rather than by name so that changes in personnel do not require further action by the municipal board.

In the event the designated delegate(s) is unable to fulfill their duties for approving function/boundary changes because of extended leave of 30 days or more, or because the position(s) has been vacant, approval authority for function/boundary changes reverts to the municipal board. This continues until the municipal board designates a new delegate(s) for function/boundary approval authority.

Notice of Approval

If a designated delegate(s) or committee approves function/boundary changes, notice must be given to municipal board (as reflected in the council/board meeting agenda) and acknowledged by the municipal board at a formal council/board meeting and be reflected in the meeting minutes.

See Attachment 1: Sample Resolution for Delegation of Approval Authority for Functional Classification and Boundary Changes in Urban Areas

Review of Function/Boundary Changes

Local review of proposed function/boundary changes, as distinct from local approval thereof, should continue to be carried out by a qualified local expert(s) (e.g., public works director, city engineer or planner, etc.), committee (e.g., streets committee, transportation committee, etc.), or consultant/contractor. The reviewer(s) should notify the municipal board of recommended

[Policy document online](#)

function/boundary changes immediately upon completion of the review. The municipal board should acknowledge the recommendation and follow up immediately with any questions for the reviewer(s).

When an urban area comprises multiple municipalities, and all proposed function/boundary changes are within the boundary of one municipality, the council/board has the authority to approve such changes. The board should promptly notify the other municipalities of the approved changes.

If proposed function/boundary changes cross municipal boundaries, the council/board for each municipality may appoint a lead person to coordinate the reviews and approvals for the impacted municipalities. A municipality may defer review of function/boundary changes to a local expert(s) from an adjacent community.

If only a portion of all proposed changes have been reviewed and/or approved at the time of a municipal board meeting, subsequent review and approvals may be acknowledged at subsequent council/board meetings until the review/approval process is complete.

Communication of Approved Function/Boundary Changes to WisDOT

The municipal board must notify WisDOT Region staff by email when any function/boundary changes have been approved. If review/approval carries over to multiple council/board meetings, communication to WisDOT should wait until all approvals are finalized and can be sent in one notice.

RURAL AREAS (COUNTIES)

Approval of Functional Classification Changes

Functional classification changes not included in an urbanized or urban area must be approved by the county board. If a designated delegate(s) or committee (stated below) approves functional classification changes, the approved changes must be identified as an item on a full county board meeting agenda, acknowledged by the board at a formal meeting, and reflected in the meeting minutes. If approval has been delegated, there is no need for further action by the board to approve the changes.

Delegation of Approval Authority

A county board may delegate approval authority for functional classification changes to an appropriately qualified local expert or committee within the county organizational structure. The committee must have a majority of members who are within the county structure. (A quorum of the committee must include a majority of members who are within the county structure.) The county board must pass a resolution authorizing the designated delegate(s) to act on its behalf for approving functional classification. The resolution authorizing this delegation of authority should identify the designee(s) by title rather than by name so that changes in personnel do not require further action by the county board.

In the event the designated delegate(s) is unable to fulfill their duties—approving functional classification changes—because of extended leave of 30 days or more, or because the position(s) has been vacated, approval authority for functional classification reverts to the county board. This authority remains in effect until the county board designates authority for approving functional classification changes to a new delegate(s).

Notice of Approval

If a designated delegate(s) or committee approves functional classification changes, notice must be given to municipal board (as reflected in the council/board meeting agenda) and acknowledged by the municipal board at a formal council/board meeting and be reflected in the meeting minutes.

See Attachment 2: Sample Resolution for Delegation of Approval Authority for Functional Classification Changes in Rural Areas

Review of Functional Classification Changes

Local *review* of proposed functional classification changes, as distinct from local *approval* thereof, should continue to be carried out by a qualified local expert(s) (e.g., highway commissioner), committee (e.g., highway committee), or consultant/contractor and then approved by the county board. The reviewer(s) should notify the county board of recommended functional classification changes immediately upon completion of the review. The county board should acknowledge the recommendation and, if they have outstanding questions or need for clarification, contact the reviewer(s) for a response.

Communication of Approved Functional Classification Changes to WisDOT

The county board must promptly notify staff in the respective WisDOT Region by email after the functional classification changes have been approved.

[Policy document online](#)



WisDOT / Division of Transportation Investment Management

www.dot.wisconsin.gov

DATE: September 26, 2016

TO: Metropolitan Planning Organizations (MPO), Municipal Boards (within urban areas), and County Boards

CC: City or Village Clerk, Engineer, Public Works Director, Administrator, County Clerk, & County Highway Commissioners

FROM: Donna Brown-Martin, Director
Bureau of Planning and Economic Development

SUBJECT: System Planning Policies Now In Effect

In summer 2016, WisDOT began implementing two policies: Functional Classification and Boundary Approval Authority and Review Timeframes for Functional Classification & Boundary Changes. These two policies describe how WisDOT will coordinate Functional Classification and Boundary updates throughout the state. These policies will ensure we are following Code of Federal Regulations set forth by Federal Highway Administration (FHWA) and assist in streamlining the process.

For any municipality (urban area) or county that has already completed functional classification and boundary updates, we request that you review the attached policies now, and consider streamlining your current review and approval processes prior to the next update.

We request that MPOs notify the municipalities within your respective urbanized areas about these policies including any changes to your review and approval processes.

Summary of the Policies

#1 Functional Classification and Boundary Approval Authority

Approval

To align with federal regulations, WisDOT is now ensuring that, in urban areas, the city council/village board (hereafter referred to as municipal board) approves all function/boundary changes. In rural areas, the county board is required to approve all functional classification changes.

Review by Technical Expert

Consistent with current practice (in urban or rural areas), an appropriate local technical expert(s) or committee (hereafter referred to as local expert(s)) should review proposed function/boundary changes. After concurrence is reached—between the local expert(s), the Division of Transportation Systems Development (DTSD) Region, and Bureau of Planning and Economic Development (BPED) staff—the local expert(s) will recommend approval of changes to the city council/village board/county board.

Delegation of approval authority

In urban areas, the municipal board may delegate approval authority of function/boundary changes, via municipal resolution, to an appropriate qualified local expert(s) within the municipal organizational structure (not a consultant or contractor).

In rural areas, the county board may delegate approval authority of functional classification changes to an appropriate local expert(s) within the county organizational structure (not a consultant or contractor) via county resolution.

Reviews already in progress

Function/boundary reviews or approvals initiated before January 1, 2016 may continue to follow the earlier practice that allowed the local expert(s) to approve proposed function/boundary changes without specific action or delegation by the municipal board/county board.

#2 Review Timeframes for Functional Class & Boundary Changes

Review of proposed function/boundary changes is an iterative process. Unnecessary delays can occur while one party is waiting for another party to complete its phase of the review. Therefore, to help emphasize the importance of this process and to ensure that this work is given the priority it deserves, WisDOT is instituting a 60-day review timeframe for completion of the local review of proposed changes in urban and rural areas. First and foremost, WisDOT will hold itself accountable for timely review, response, and submittal of function/boundary changes in coordinating function/boundary changes. Other parties included in this process are: WisDOT's DTSD Region staff, local stakeholders, and the Federal Highway Administration (FHWA).

BPED initiates the review process by submitting proposed changes to Region staff. This may involve some initial discussion between BPED and the Region. The 60-day review timeframe begins on the date the Region first submits proposed changes to the local entity. The review timeframe ends on the date the Region receives a completed response from the local entity.

The response from the local entity may reflect its rejection of one or more of the proposed changes. The Region and BPED staff will conduct a subsequent review and discussion in a timely manner and resubmit the proposed changes to the local entity. The 60-day timeframe begins anew with the Region's subsequent submittal to the local entity. This iterative process will be repeated until all parties have reached concurrence on the proposed changes. On the date concurrence has been reached, BPED will record the date and initiate the approval process with FHWA.

The 60-day timeframe includes local review as described above, but not the local approval process. Local approval may commence after concurrence with Region and BPED planning staff. WisDOT recognizes that each urban and rural area has its own process for review of proposed functional/boundary changes.

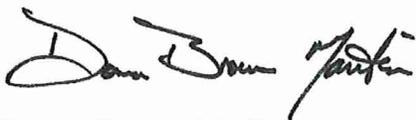
If the 60-day timeframe is exceeded, BPED staff will notify Region planning supervisors and coordinate with WisDOT management and FHWA to initiate further action to complete the review and approval of proposed changes. Each instance will be handled on a case-by-case basis.

- *To see how the review and approvals fit into the overall process, see the functional classification and boundary update process flowchart linked below:*

[Link to Functional Classification Review Flow Chart](#)

WisDOT recognizes that these policies may impact the way business is conducted throughout the state. These policies and improvements will allow us to track progress and streamline all future updates for functional classification. We look forward to working with you to implement these new policies as we continue to perform functional classification and boundary updates. Please direct any questions to Jennifer Sarnecki, Statewide Planning Chief at (608) 261-0260.

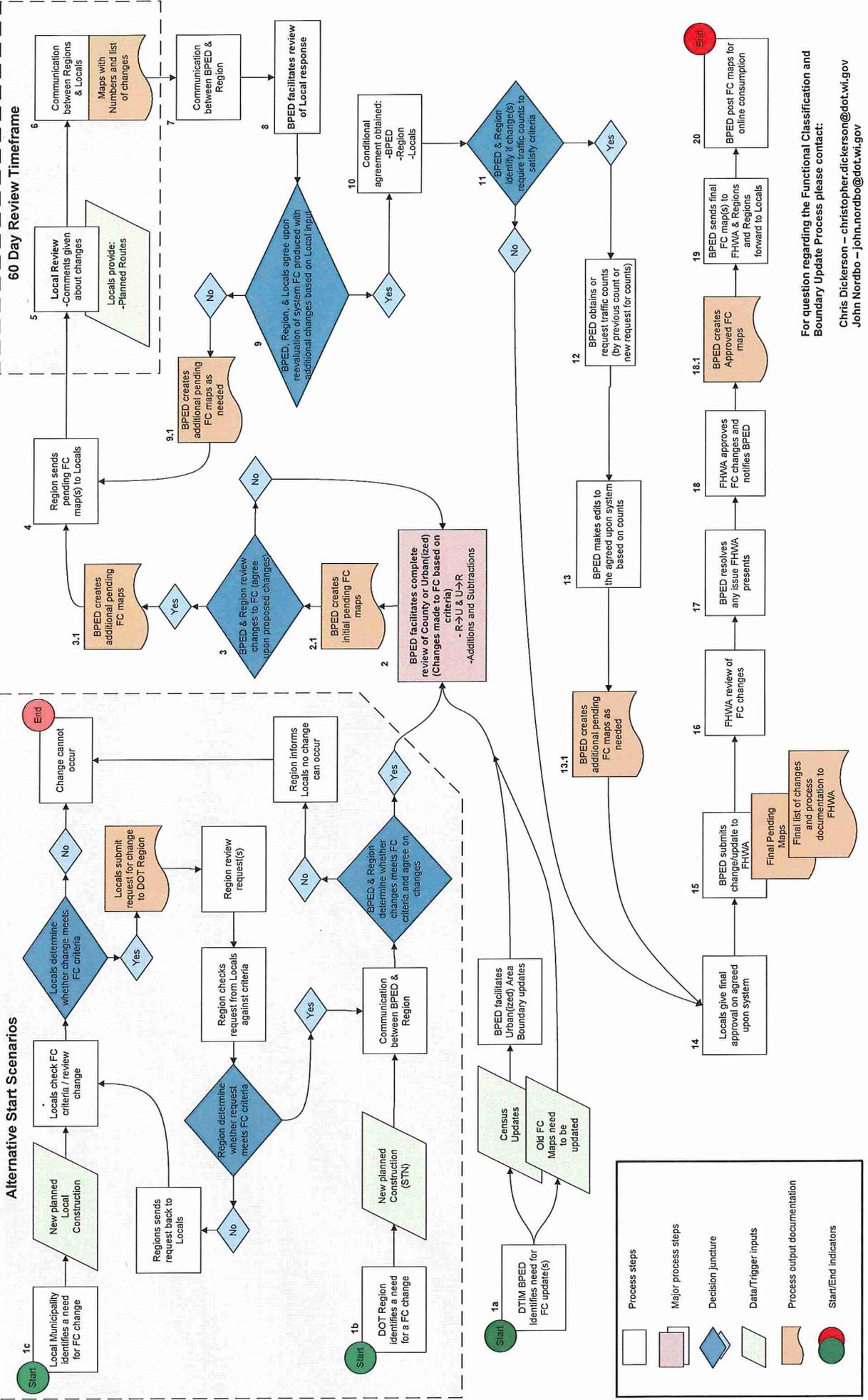
Sincerely,



Donna Brown-Martin
Director, Bureau of Planning and Economic Development

cc: DTIM Management
DTSD Region Planning Chiefs/Supervisors, Local Program Project Managers
Dwight McComb and Mary Forlenza (FHWA)

Functional Classification & Boundary Update Process



For question regarding the Functional Classification and Boundary Update Process please contact:

Chris Dickerson – christopher.dickerson@dot.wi.gov
John Nordbo – john.nordbo@dot.wi.gov

**Delegation of Approval Authority for Functional Classification Changes in Rural Areas
Resolution No.**

WHEREAS, a comprehensive functional classification system review is conducted across the state of Wisconsin after the decennial census update; and

WHEREAS, the Wisconsin Department of Transportation (WisDOT), Bureau of Planning and Economic Development (BPED) and Division of Transportation Systems Development (DTSD) conducts the functional classification review with the cooperation of county stakeholders; and

WHEREAS, the county stakeholder provides a qualified individual(s) to review proposed functional classification changes; and

WHEREAS, in accordance with federal regulation set forth by Federal Highway Administration (FHWA) under 23 CFR §§470.103 and 470.105, proposed changes to the functional classification system are required to be approved by a county board; and

NOW, THEREFORE BE IT RESOLVED: the **<INSERT TITLE OF BOARD>** is responsible for approving proposed functional classification changes; and

BE IT FURTHER RESOLVED: that the county board may delegate approval authority for functional classification to a qualified individual(s) by position title; and

BE IT FURTHER RESOLVED: that the county board delegates the functional classification approval authority to **<INSERT qualified individual(s) TITLE(S)>**; and

BE IT FURTHER RESOLVED: the delegation of the functional classification approval authority to the individual(s) possessing the job title of **<INSERT TITLE>**, must be adopted by the county board; and

BE IT FURTHER RESOLVED: after approval of a change to functional classification by delegate, the approver must notify the county board of the approved change, and the board's acknowledgement of the change must be reflected in the meeting minutes; and

BE IT FURTHER RESOLVED: once the functional classification proposal has been sent to the county board for review and discussion, the reviewer must abide by the Timeframes for Review of Functional Classification and Boundary Changes policy.

This resolution is hereby adopted by [county board] this ____ day of _____, 20 ____

Add necessary signature names, titles and date

Sample Resolution 2 [Resolution Number _____]

Delegation of Approval Authority for Functional Classification Changes in Rural Areas

WHEREAS, a comprehensive functional classification system review is conducted across the state of Wisconsin after the decennial census update; and

WHEREAS, the Wisconsin Department of Transportation (WisDOT), Bureau of Planning and Economic Development (BPED) and Division of Transportation Systems Development (DTSD) conducts the functional classification review with the cooperation of county stakeholders; and

WHEREAS, the county stakeholder provides a qualified individual(s) to review proposed functional classification changes; and

WHEREAS, in accordance with federal regulation set forth by Federal Highway Administration (FHWA) under 23 CFR §§470.103 and 470.105, proposed changes to the functional classification system are required to be approved by a county board; and

NOW, THEREFORE BE IT RESOLVED: the [INSERT TITLE OF BOARD] is responsible for approving proposed functional classification changes; and *Polk County Board*

BE IT FURTHER RESOLVED: that the county board may delegate approval authority for functional classification to a qualified individual(s) by position title; and

BE IT FURTHER RESOLVED: that the county board delegates the functional classification approval authority to [qualified individual(s) TITLE(S)]; and *Highway Commissioner*

BE IT FURTHER RESOLVED: the delegation of the functional classification approval authority to the individual(s) possessing the job title of [INSERT TITLE], must be adopted by the county board; and *Highway Commissioner*

BE IT FURTHER RESOLVED: after approval of a change to functional classification by delegate, the approver must notify the county board of the approved change, and the board's acknowledgement of the change must be reflected in the meeting minutes; and

BE IT FURTHER RESOLVED: once the functional classification proposal has been sent to the county board for review and discussion, the reviewer must abide by the Timeframes for Review of Functional Classification and Boundary Changes policy.

This resolution is hereby adopted by [county board] this ____ day of _____, year__

Name, title

Name, title

Polk County Board of Supervisors
Resolution No. ___-17
Resolution Delegating to Highway Commissioner Approval Authority for Functional
Classification Changes

WHEREAS, Functional Classification is the process by which streets and highways are grouped into classes according to the character of service they are intended to provide; and

WHEREAS, the Wisconsin Department of Transportation (WisDOT) uses functional classification for general transportation planning, to reference highway and street construction standards, and to determine eligibility for the rural or urban surface transportation program;

WHEREAS, the Wisconsin Department of Transportation (WisDOT), Bureau of Planning and Economic Development (BPED) and Division of Transportation Systems Development (DTSD) conducts the functional classification review with the cooperation of county and municipal governments; and

WHEREAS, the review of functional classifications by local governments is conducted by a qualified individual(s); and

WHEREAS, in accordance with federal regulations, county boards are required to approve proposed changes to the functional classification system are required to be approved by a county board; and

WHEREAS, in June 2016, WisDOT had issued a policy that clarifies that the approval authority for functional classification of county board may by resolution be delegated to a committee or a local expert consistent with the county's organizational structure; and

WHEREAS, pursuant to Wisconsin Statute Sections 83.01(7)(b) and 83.015(2)(b), in counties with a county highway commissioner appointed and supervised by a county administrator, the highway commissioner performs all duties required under law of the county board and highway committee and the highway committee performs policy making functions.

NOW, THEREFORE BE IT RESOLVED that the Polk County Board of Supervisors delegates to the Polk County Highway Commissioner its authority to approve proposed functional classification changes.

BE IT FURTHER RESOLVED, the Polk County Board of Supervisors directs that the Polk County Highway Commissioner shall:

1. Conduct review and approval of the functional classification proposal consistent with the Timeframes for Review of Functional Classification and Boundary Changes policy.
2. Submit to the Polk County Board of Supervisors written notification of the approved changes at its regular meeting held following the approved change.

BE IT FURTHER RESOLVED that upon presentation of the written notification of the approved functional classification changes the same shall be acknowledged and received by formal resolution of the Polk County Board of Supervisors and be reflected in the meeting minutes.

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	First Reading: September 19, 2017 Second Reading: October 17, 2017
Submitted By: _____	_____ _____
Review By County Administrator: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only <input type="checkbox"/> _____ 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	
<p>At its regular business meeting on the ____ of _____ 2017, the Polk County Board of Supervisors adopted the above resolution, Resolution No. __-17: Resolution Delegating to Highway Commissioner Approval Authority for Functional Classification Changes.</p> <p>SIGNED BY:</p> <p>_____</p> <p>Dean Johansen, County Board Chairperson</p> <p>Attest: _____</p> <p>Sharon Jorgenson, County Clerk</p>	