



POLK COUNTY, WISCONSIN

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Sharon Jorgenson, County Clerk
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*AMENDED AGENDA AND NOTICE OF MEETING

PUBLIC SAFETY & HIGHWAY COMMITTEE

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

County Board Room

Tuesday May 1, 2018 at 2 p.m.

A quorum of the County Board may be present

Materials: April 3rd Minutes, 2018 work plan

1. Call To Order– County Board Chair Dean Johansen
 - a. Approval of Agenda
 - b. Approval of Minutes for April 3, 2018
2. Election of Committee Officers
 - a. Elect Committee Chair
 - b. Elect Committee Vice-Chair
3. Public comment (3 minutes)
4. Highway Facility Update
5. Overview of Committee Process and Assigned Functions
6. Review of Dispatch/911 in Wisconsin
7. *Recommendation on Resolution No. 37-18: Resolution to Develop Uniform Rural Addressing and Road Name Ordinance
8. E911 Rural Addressing/Grid System
9. Review and Recommend Transfer of Title to WisDOT - Transfer Right-of-Way to WisDOT.
10. Setting 2018 Committee Work Plan
11. Identify Subject Matters for Upcoming Meetings
12. 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. Tuesday, April 3, 2018

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; Jeff Fuge, Interim County Administrator; Emil Norby, Highway Commissioner; Jason Kjeseth, Zoning Administrator; Pete Johnson, Sheriff; and Jill Stoffel, Communications Administrator.

Approval of Agenda-Chair Luke called for a motion to approve agenda. **Motion** (Bonneprise/Route) 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 March 6, 2018 meeting minutes. **Motion** (Jepsen/Demulling) to approve the minutes. **Motion** carried by unanimous voice vote.

Public Comment

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

Committee received information regarding E911 Rural Addressing/Grid System (initiated in 1980) from Interim Administrator Fuge. Citizen concerns regarding changes of addresses on Homes Court on Big Lake were noted. Chairman Luke called upon Zoning Administrator Jason Kjeseth to update committee on addressing plan for Big Lake & need for reliable address grid system for 911 calls. Committee received map from Zoning – Kjeseth showing location of Homes Court and affected address change area. Chairman Luke called for a motion to assign Kjeseth/Fuge with drafting an ordinance in regard to the E911 Rural Addressing/Grid System. **Motion** (Demulling/Jepsen) to have Kjeseth/Fuge draft an ordinance regarding Rural Addressing/Grid System. Chairman Luke called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Committee received status report/updates from Emil Norby, Highway Commissioner regarding Highway Facility project. Salt shed inspections and report on inspections provided to state will now be done by the County. Recently identified as an endangered species by the DNR, protection of the Rusty patched bumblebee will affect some practices of county highway operations.

Committee received information from Supervisor Jepsen regarding Wisconsin County Highway Association hosting NACE (National Association of County Engineers) annual conference April 22-26, 2018 that will be held in Wisconsin Dells, Wisconsin.

Review and recommendation on Policy 7A-1a: Access Control Policy and Procedures –Polk County Highway Department was discussed. Chairman Luke called for a motion to recommend the following changes to said Access Control Policy:

Section 7 – Add J. Agricultural related drives may be allowed to provide a second access where agricultural equipment is too large for the exiting driveway providing the second access point would provide for safer movement of traffic/equipment in the opinion of the Highway Commissioner.

Section 8(a) – Delete: “shall be equipped with wheel guards”.

Motion (Bonneprise/Route) to recommend said updates/changes to Policy 7A-1a: Access Control Policy and Procedures. **Motion** to recommend changes to Policy 7A-1a: Access Control Policy and Procedures carried by **unanimous** voice vote.

Motion (Jepsen/Bonneprise) to approve and adopt stated changes to Policy 7A-1a: Access Control Policy and Procedures. **Motion** carried by unanimous voice vote.

Committee received a copy of Ordinance No. 32-18: Amendment to the Polk County ATV and UTV Route Ordinance which includes ATV/UTV route updates to Section 3.01 of Ordinance No. 46-17.

Recommendation on Ordinance No. 32-18 was discussed. **Motion** (Route/Bonneprise) to approve and recommend passage by the County Board. Chair Luke called for a voice vote on the motion to approve and recommend passage of Ordinance No. 32-18 to the County Board. **Motion** to approve and recommend passage of Ordinance No. 32-18 to the County Board carried by unanimous voice vote.

Matters for Upcoming Meetings

Next meeting: Tuesday, May 1, 2018 at 2:00 p.m.

May: Work plan items, Jail tour, Review of dispatch/911 in Wisconsin, Review Ordinance regarding 911 addressing system.

May 17, 2018 9:30 a.m.– meeting in Hayward

June 4-6, 2018: Wisconsin County Highway Association Conference held at Chula Vista Resort, Wisconsin Dells, WI

Chair Luke called for a motion to adjourn. **Motion** (Bonneprise/Jepsen) to adjourn. **Motion** carried by unanimous voice vote. Chair Luke declared meeting adjourned at 3:30 p.m.

Respectfully submitted,

Sharon Jorgenson, County Clerk

PUBLIC SAFETY & HIGHWAY COMMITTEE
2018 WORK PLAN

Date	Scheduled Agenda Items	Program Evaluation and Upcoming Issues
January	Finalize 2018 work plan	
February	ATV route recommendations	
March		Highway Access Control policy Review and revision
April	Consideration/reconsideration of County Board priorities in transportation and public safety	
May	Jail tour Review of dispatch/911 in Wisconsin	
June		
July	Annual reports	Highway Utility Policy Review
August	Review and recommendations on fee schedule	Tour of New Highway Facility
September	Annual budget review	
October	Annual budget amendments	
November	Budget technical amendments	
December	Develop 2019 work plan	

Resolution No. 37-18

Resolution to Develop Uniform Rural Addressing and Road Naming Ordinance

TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, in 1978, the County Board established, as authorized by the Wisconsin Legislature, a countywide rural numbering system for the purpose of aiding in fire protection, emergency services, and civil defense; and

WHEREAS, in 1990, the County Board recognized in Resolution 90-94 that the County has invested in a gridded rural addressing system and resolved that future streets, avenues and addresses conform to the numbered grid system previously established by the County Board; and

WHEREAS, approximately 60 percent of the rural roads and rural addresses within Polk County conform to the rural addressing system;

WHEREAS, the Polk County rural addressing system has been developed without an ordinance that would otherwise clarify the public purposes of the rural addressing system, the responsibilities of land owners, the administration of the rural addressing system, and provide for a process for seeking exceptions or amendments to the ordinance provisions; and

WHEREAS, the Public Safety and Highway Committee recommends to the County Board that the County prepare and present for public hearing a proposed ordinance for the implementation and administration of the County's Rural Addressing and Road Naming System.

NOW THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors receives the draft Uniform Rural Addressing and Road Naming Ordinance ("Ordinance"), attached hereto and incorporated herein.

BE IT FURTHER RESOLVED that said draft Ordinance is referred to the Public Safety and Highway Committee for review and public hearing.

BE IT FURTHER RESOLVED that, after public hearing, the Public Safety and Highway Committee shall file a committee report that contains the recommendation of the committee to enact the Ordinance as drafted or with revisions or modifications, as appropriate.

BE IT FURTHER RESOLVED that this resolution is effective on passage.

Fiscal Note: This resolution and its implementation do not require additional appropriation from the General Fund for the 2018 fiscal year. The costs to carry out the resolution can be covered with the budget of the County Board.

Legal Note: The resolution presents no legal impact.

Resolution No. 37-18
Resolution to Develop Uniform Rural Addressing and Road Naming Ordinance

Signed and sponsored by:

BY: _____ Brad Olson, Supervisor, District #1	_____ James Edgell, Supervisor, District #8
_____ Doug Route, Supervisor, District #2	_____ Kim O'Connell, Supervisor, District #9
_____ Dean Johansen, Chair, Supervisor, District #3,	_____ Larry Jepsen, Supervisor, District #10
_____ Chris Nelson, Supervisor, District #4	_____ Jay Luke, 1 st Vice Chair, Supervisor, District #11
_____ Tracy LaBlanc, Supervisor, District #5	_____ Michael Larsen, Supervisor, District #12
_____ Brian Masters, Supervisor, District #6	_____ Russell Arcand, Supervisor, District #13
_____ Michael Prichard, Supervisor, District #7	_____ John Bonneprise, 2 nd Vice Chair, Supervisor, District #14
	_____ Joe DeMulling, Supervisor, District #15

Reviewed and Approved as to Form:



Jeffrey B. Fuge, Interim County Administrator/Corporation Counsel

At its regular business meeting on the 15th day of May, 2018, the Polk County Board of Supervisors adopted Resolution No. 37-18: Resolution to Develop Uniform Rural Addressing and Road Naming Ordinance, as follows:

- Adopted by majority voice vote
- Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Defeated: _____
- Other: _____

SIGNED BY:

Dean Johansen, County Board Chairperson
Attest: _____
Sharon Jorgenson, County Clerk

Draft Proposed Polk County Uniform Rural Addressing and Road Naming Ordinance

Ordinance No. 38-18

Polk County Uniform Rural Addressing and Road Naming Ordinance

Introduced: May 15, 2018; Public Hearing:

Enacted: _____; Published: _____;

Effective Date: _____

2 **POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NAMING**
3 **ORDINANCE**

4 **Table of Contents.....1**

5 **Section 1.0 General Provisions 2**

6 1.1 Authority.....2

7 1.2 Title.....2

8 1.3 Jurisdiction.....2

9 1.4 Purpose.....2

10 1.5 History.....2

11 1.6 Severability.....3

12 **Section 2.0**

13 **Definitions.....3**

14 **Section 3.0 Rural Addresses 4**

15 3.1 Address Assignment.....4

16 3.2 Sign Standards.....5

17 3.3 Sign Placement.....5

18 3.4 Sign Maintenance.....5

19 **Section 4.0 Road Naming.....6**

20 **Section 5.0 Administration 7**

21 **Section 6.0 Fees 7**

22 **Section 7.0 Amendment/Exceptions 7**

23 **Section 8.0 Enforcement and Penalties 7**

24 **POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NAMING**
25 **ORDINANCE**

26 *THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF POLK DO ORDAIN AS*
27 *FOLLOWS:*

28 **Section 1.0 General Provisions**

29 1.1 **Authority**

30 This ordinance is adopted pursuant to authorization in Section 59.54(4) and
31 59.54(4m) of the Wisconsin Statutes.

32 1.2 **Title**

33 This ordinance shall be known as the "Polk County Uniform Rural Addressing and
34 Road Naming Ordinance," hereinafter referred to as "this ordinance."

35 1.3 **Jurisdiction**

36 This ordinance shall establish a county-wide rural address numbering system for
37 the unincorporated areas of Polk County, Wisconsin.

38 1.4 **Purpose**

39 This ordinance is to promote public health, safety, convenience and welfare by
40 providing an orderly and uniform addressing and road naming system for principal
41 structures and properties in the unincorporated areas of Polk County. This system
42 will aid in:

- 43 A) Timely and efficient emergency response to all rural residents including
44 police, fire, and ambulances through proper coordination of 911/GIS data.
45 B) Reducing the loss of mail/goods and inconvenience to visitors and delivery
46 services due to poor or inaccurate addresses.

47 1.5 **History**

48 The Polk County rural addressing grid system was adopted on August 19, 1980.
49 The Polk County Land Information Department-Division of Zoning administers
50 the rural addressing system with the support of emergency services.

51 1.6 **Severability**

52 Should any section, clause, provision, or portion of this ordinance be declared
53 unconstitutional or invalid by a court of competent jurisdiction, the remainder of
54 this ordinance shall not be affected thereby.

55 **Section 2.0 Definitions**

56 Certain terms or words used herein are defined as follows:

57 **"Address"** means a physical number for a principal structure or driveway access point for
58 an unimproved lot as assigned by the county addressing authority.

59 **"Addressing Authority"** means the Polk County Land Information Department-Division
60 of Zoning.

61 **"Address Sign"** means an individual address plate placed on a named road or driveway
62 identifying the location of a principal structure or lot.

63 **"Application Form"** means the form required for assignment of a new address or a
64 replacement sign. The owner or their agent shall complete and submit the form to the
65 Polk County Land Information Department-Division of Zoning.

66 **"Driveway"** means a private road serving no more than two principal structures or lots.

67 **"Driveway Access Point"** means the point where the driveway or private road
68 intersects a public roadway. This location is used to determine the correct address.

69 **"LOT"** means a parcel of land occupied or designed to provide space necessary for one
70 principal building and its accessory buildings or uses. A lot may be a parcel designated
71 in a plat or described in a conveyance recorded in the office of the Register of Deeds.

72 **"Principal Structure"** means the building used for the main use of the property. A
73 principal structure may be used for residential, commercial, industrial, recreational, or
74 other purposes.

75 **"Private Road"** means a named private driveway, which complies with the uniform road
76 naming system, leading to two or more driveways or principal structures. Private roads
77 are maintained by the landowners who are also responsible for all the costs associated.

78 **"Right-of-Way"** means the land covered by an established or recorded public roadway
79 easement.

80 **"Road"** means a public road which affords primary means of access by vehicles to
81 adjacent properties. The town, county, or state are responsible for the maintenance of
82 their own roads.

83 **"Sign Post"** means a post permanently affixed in the ground used solely for display of
84 the address sign.

85 **Section 3.0 Rural Addresses**

86 **3.1 Address Assignment**

- 87 1. All new parcels created after adoption of the ordinance may be assigned a
88 physical property address according to the rural address numbering system
89 adopted in this ordinance.
- 90 2. All new construction for principal structures authorized by a land use permit,
91 sanitary permit, or town building permit shall be required to have a physical
92 property address.
- 93 3. Any existing principal structures or businesses not associated with a parcel
94 previously addressed shall be assigned a new physical property address.
- 95 4. All addresses shall be assigned to conform to the existing address grid system of
96 Polk County according to the following:
 - 97 a. The starting origin for address numbers running east to west begins along
98 the east boundary of Polk County; the starting origin for numbers running
99 south to north begins at the south county boundary. Addresses will
100 increase as you move north and west from the southeast corner of Polk
101 County.
 - 102 b. The addresses shall consist of up to four (4) digits providing 100
103 addresses per section mile.
 - 104 c. The grid system shall follow the public land survey system (PLSS) section
105 lines.
 - 106 d. All properties on the east side of north-south roads, and all properties on
107 the south side of the east-west roads shall be assigned even numbers.
 - 108 e. All properties on the west side of the north-south roads and all properties
109 on the north side of east-west roads shall be assigned odd numbers.
 - 110 f. All addresses shall be assigned at the location of the driveway access
111 point off a public or private road.
 - 112 g. Assignment of address number prefix or suffix alpha characters or sub
113 numbers shall not be permitted.
 - 114 h. If pre-existing surrounding addresses make it impossible to assign an
115 address that conforms to the county's grid system, the addressing
116 authority shall change the required addresses to conform to the county's
117 grid system.

- 118 i. All principal structures shall be assigned a rural address. One physical
119 address number shall be assigned to apartment buildings, mobile home
120 parks, and campgrounds. Individual units in such complexes shall be
121 referred to by apartment number or unit number. Each unit or apartment
122 shall clearly indicate the unit/apartment number by the entrance.
123 j. Twin homes or side by side condos shall each be assigned individual rural
124 address numbers.
125 k. An address shall only be assigned to an accessory building if it is the only
126 structure on the property.
127 l. Utility substations and telecommunication facilities shall have a physical
128 property address.
129 m. Addresses shall be assigned to locations that are publicly accessible
130 including but not limited to: Cemeteries, parks, recognized public land
131 access points, recognized trail access points, boat landings, public parking
132 locations, nonmetallic mine access points, or any other location deemed
133 important to public safety.
134 n. If the location of an existing driveway access point changes, the current
135 address may remain unless the addressing authority determines the
136 address is no longer in compliance with the county's grid system.
137 o. If the driveway access point changes from one road to another, the
138 property owner shall be responsible for obtaining a new address and the
139 associated costs.
140 p. The new address assigned to a property shall become the official address
141 of the property and replace any prior address of the property.
142 q. Wherever practicable, the county shall cooperate with the town
143 governments of the county consistent with Wis. Stat. § 59.54(4m).

144 3.2 Sign Standards

145 All new rural address signs shall meet the requirements below; however, these
146 provisions are not retroactive to existing signs.

- 147 a. A rural address sign shall be double sided and installed perpendicular to
148 the roadway.
149 b. The address sign shall include the address number, street name, street
150 prefix or suffix directional, street type (e.g. street/avenue), and town.
151 c. The address sign shall be of highly reflective material.
152 d. The address number shall be a minimum of 4 inches tall.

153 3.3 Sign Placement

154 All address signs will be installed by the town in which the property is located.
155 Each town shall receive \$25 for every sign installed except for address
156 corrections. The sign shall be placed according to the following:

- 157 a. The rural address sign shall be installed within 20 feet of the driveway
158 access point and within 10 feet of the road right-of-way.
- 159 b. The sign shall be affixed to a post and shall not be attached to any
160 buildings.
 - 161 a. Signs shall be attached to posts at a height of four feet, measured
162 from the ground surface to the center of the sign.
- 163 c. The sign must be visible from the roadway from both directions.
- 164 d. In the case where more than two addresses are served by a private
165 driveway, each address shall be double signed. The first sign will be
166 placed at the driveway access point, and the second sign will be placed
167 where the individual driveway separates from the shared driveway. The
168 property owner is responsible for the cost of the additional rural address
169 sign.

170 3.4 Sign Maintenance

171 It shall be the responsibility of the property owner to maintain the area around
172 the sign, so the sign can be easily seen from each direction. If at any time the
173 sign becomes illegible, damaged, or destroyed, it is the property owner's
174 responsibility to order a replacement sign. Any property with a rural address
175 shall be required to have a sign under this ordinance.

176 Section 4.0 Road Numbering System

177 Roads shall be numbered according to their alignment:

- 178 a. Roads aligned from east/west shall be Avenues.
- 179 b. Roads aligned from north/south shall be Streets.
- 180 c. For a road that does not travel in a straight direction North/South or
181 East/West it will be determined by the greater of the two distances
182 whether it will be considered an East/West road or a North/South road or
183 as determined by the county addressing authority.
- 184 d. All roads, including private roads, shall have a street sign displayed.
- 185 e. Road signs shall comply with state standards and be installed by the
186 municipality.
- 187 f. The Land Information Department shall have the authority to change pre-
188 existing road names in order to comply with the purpose and intent of this
189 ordinance.

190 **Section 5.0 Administration**

- 191 1. It shall be the duty of the county addressing authority to assign a rural address
192 upon receipt of a rural address application or a state sanitary permit application.
193 The address fee must accompany a state sanitary permit application if the
194 property does not already have an address. The rural address application is not
195 required with the sanitary permit application.
- 196 2. A digital copy of the county rural addressing map shall be kept and maintained
197 by the Land Information Department.
- 198 3. The Land Information Department will be responsible for ordering the address
199 signs and notifying the respective town officials when the county receives the
200 signs.
- 201 4. The applicant shall provide the following information on the uniform address
202 application form:
- 203 a. Name of Property owner;
 - 204 b. Current address/telephone number;
 - 205 c. Name of Municipality;
 - 206 d. Tax Parcel Number;
 - 207 e. Legal description of property (Volume-Page, CSM, Plat etc.);
 - 208 f. Road name which property/building will be accessed to/from;
 - 209 g. Side of the road the property/building is located (N, S, E, or W);
 - 210 h. Distance (in feet) from center of owner's driveway to nearest
211 existing/known address number, road intersection, or property line;
 - 212 i. Location of principal structure on the property;
 - 213 j. Signed by owner or agent;
- 214 5. The Polk County Land Information Department shall forward all assigned
215 addresses to relevant emergency services and the post office within 30 calendar
216 days.
- 217 6. Incorrect assignment of an address due to incomplete or incorrect information on
218 the application form shall be corrected immediately and the applicant shall be
219 responsible for all associated costs.
- 220 7. Any rural address not obtained from the county shall be deemed in violation of
221 this ordinance.
- 222 8. At the discretion of the addressing authority, a physical address may be removed
223 from the address maps if there are no buildings or address sign.

224 **Section 6.0 Fees**

225 The application fee for a rural address sign shall be established by the Polk
226 County Environmental Services Committee as part of the Land Information
227 Department fee schedule. A property owner shall submit a completed
228 application along with the required fee when requesting a rural address sign.

229 **Section 7.0 Amendment/Exceptions**

230 This ordinance shall be subject to amendment or special exception
231 considerations as deemed necessary by the Polk County Board of Supervisors. A
232 petition to amend this ordinance can be brought to the Board of Supervisors by a
233 member of the board, town, or by a petition of any member of the public. The
234 Public Safety & Highway Committee is to consider the amendment/special
235 exception, and hold at least one public hearing to obtain and incorporate any
236 public input deemed appropriate. The committee shall then provide a
237 recommendation on any amendments to the Polk County Board of Supervisors
238 for action.

239 **Section 8.0 Enforcement and Penalties**

240 As authorized by Wisconsin Statute Chapter 66, the Zoning Administrator or the
241 county addressing authority, shall issue citations for any violations of this
242 ordinance. Any person, firm, association, or corporation who violates or refuses
243 to comply with any of the provisions of this ordinance shall be subject to a
244 forfeiture of not less than two-hundred (\$200.00) dollars nor more than one-
245 thousand (\$1000.00) dollars per offense, together with the taxable costs of
246 action. Each day of continued violation shall constitute a separate offense. The
247 following are violations of this ordinance:

- 248 a. Damaging, altering, disfiguring, removing, or relocating an address sign.
- 249 b. Utilizing a rural address number not assigned by the county addressing
250 authority as the current physical property address.
- 251 c. Failure to remove any address sign from a structure, utility pole, fence, or
252 other illegal location within 30 days.
- 253 d. Failure to remove or install a new address sign within 30 days after
254 written notification from the addressing authority is received.