



# POLK COUNTY, WISCONSIN

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Sharon Jorgenson, County Clerk  
100 Polk Plaza, Suite 110, Balsam Lake, WI 54810  
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## MINUTES

### PUBLIC SAFETY AND HIGHWAY COMMITTEE

Justice Center Community Room  
Balsam Lake, WI 54810  
2:00 P.M. Tuesday, June 12, 2018

Meeting called to order by Chair Luke at 2:03 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; Pete Johnson, Sheriff; Dale Hall, Captain, Sheriff's Department; Jill Stoffel, Communications Administrator; Megan, Communications Supervisor; Kathy Poirier, Emergency Management Director; Joan Ritten, Clerk of Circuit Court; Brad Runeberg, GIS Supervisor -Zoning Department; Landon Strilzuk, Zoning Specialist; Mike Dorsey, St Croix Fire Department; EMS and Sheriff department representatives, members of the public and member of the press.

Committee members received training information for use of tablets from Todd Demers before the meeting was called to order. Committee members should contact IT Department to receive additional individual training.

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

**Approval of Minutes**- Chair Luke called for a motion to approve the minutes of the May 1, 2018 meeting minutes. **Motion** (Demulling/Jepsen) to approve the minutes. Supervisor Jepsen noted correction for minutes regarding election of Vice Chair of committee to add "Vice" in last sentence referencing election of John Bonneprise. Corrected sentence will read "Motion to elect Supervisor John Bonneprise to VICE chair of the committee carried by unanimous voice vote". Chair Luke called for a voice vote on the motion to approve and amend the minutes as stated. **Motion** to amend and approve minutes carried by unanimous voice vote.

#### Public Comment

Time was given for public comment. Public comment was received.

Committee received a tour of Dispatch and demonstration on use of 911 addressing system from Communications Director Jill Stoffel and Sheriff Pete Johnson. Committee received information regarding Polk County mapping and addressing system from Brad Runeberg, GIS Mapping Specialist.

Recommendation on Resolution No. 49-18: Resolution to Accept Ambulance and Monetary Donation for Mobile Command Center was discussed. Committee received information regarding resolution from Interim Administrator Fuge, Captain Dale Hall from the Sheriff's Department; and Sheriff Johnson.

**Motion** (Jepsen/Bonneprise) to approve donation from anonymous individual and recommend passage by the County Board. Chair Luke called for a voice vote on the motion to approve and recommend passage of Resolution No. 49-18 to the County Board. **Motion** to approve and recommend passage of Resolution No. 49-18 to the County Board carried by unanimous voice vote.

Recommendation on Resolution No 47-18: Resolution to Develop Uniform Rural Addressing and Road Numbering Ordinance was discussed. Committee reviewed proposed Ordinance No. 48-18 Polk County Uniform Rural Addressing and Road Numbering Ordinance. Committee discussed setting public hearing regarding uniform rural addressing system.

**Motion** (Route/Jepsen) 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 Resolution No. 47-18 to the County Board. Public hearing will be set up in regard to addressing. **Motion** (Jepsen/Demulling) to amend date on line 29 from June to October. **Motion** to amend date to October carried by unanimous voice vote.

**Motion** to approve and recommend passage of Resolution No. 47-18 as amended to the County Board carried by roll call vote with 3 voting yes and two voting no (Supervisors Luke and Bonneprise voting no).

### **Matters for Upcoming Meetings**

Next meeting: Tuesday, July 3, 2018 at 11:00 a.m. at Justice Center

July: Work plan items, Jail tour

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 3:52 p.m.

Respectfully submitted,

Sharon Jorgenson, County Clerk



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### AGENDA AND NOTICE OF MEETING

#### **PUBLIC SAFETY & HIGHWAY COMMITTEE**

Justice Center, 1005 West Main Street, Balsam Lake, WI 54810

Community Room

Tuesday June 12, 2018 at 2 p.m.

A quorum of the County Board may be present

At 2:00 p.m., and prior to the business meeting, members will convene to receive training on the use of computer tablets.

Materials: May 1, 2018 Minutes; Proposed Resolutions and Staff Reports

1. Call to Order-Chairman Luke
2. Approval of Agenda
3. Approval of Minutes for May 1, 2018
4. Public Comment (3 minutes)
5. Receipt of Information from Supervisors Concerning Matters Noticed
6. Tour of Dispatch and Demonstration on Use of 911 Addressing System
7. Action/Discussion Items
  - A. Recommendation on Proposed Resolution to Accept Ambulance and Monetary Donation for Mobile Command Center
  - B. Recommendation Regarding Resolution No. 47-18: Resolution to Develop Uniform Rural Addressing and Road Numbering Ordinance
8. Identify Subject Matters for Upcoming Meetings
9. 2018 Work Plan-Continued Development or changes/additions
10. Adjourn

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Items on the agenda not necessarily presented in the order listed. 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, May 1, 2018

Meeting called to order by County Board Chair Johansen 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 Dean Johansen, County Board Chairman; Sharon Jorgenson, County Clerk; Jeff Fuge, Interim County Administrator; Emil Norby, Highway Commissioner; Pete Johnson, Sheriff; Jill Stoffel, Communications Administrator; members of the public and member of the press.

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

**Approval of Minutes**- Chair Johansen called for a motion to approve the minutes of the April 3, 2018 meeting minutes. **Motion** (Jepsen/Luke) to approve the minutes. **Motion** carried by unanimous voice vote.

County Board Chair Johansen declared nominations open for election of committee chair.

**Motion** (Bonneprise/Route) to nominate Supervisor Jay Luke as Chair of the committee. **Motion** (Jepsen/Bonneprise) to close nominations and cast unanimous ballot for Jay Luke for Chair. Chair Johansen called for a voice vote on said motion. **Motion** to elect Supervisor Jay Luke to chair of the committee carried by majority voice vote with one voting no (voting no – Supervisor Luke). County Board Chair Johansen turned meeting over to newly elected Chair Luke. Newly elected Chair Luke assumed Committee Chair duties for remainder of meeting.

**Motion** (Demulling/no second) to nominate Supervisor Doug Route to Vice Chair of the committee.

**Motion** (Route/Jepsen) to nominate Supervisor John Bonneprise to Vice Chair of the committee.

Supervisor Route requested his name withdrawn from nomination for Vice Chair. **Motion** (Jepsen/Bonneprise) to close nominations and cast unanimous ballot for John Bonneprise to Vice Chair of committee. Chair Luke called for a voice vote on said motion. **Motion** to elect Supervisor John Bonneprise to chair of the committee carried by unanimous voice vote.

## **Public Comment**

Time was given for public comment. Public comment was received regarding possible address changes from residents on Homes Lake, Osceola.

Committee received copy of short interval project schedule and status report/updates from Emil Norby, Highway Commissioner regarding Highway Facility project. Construction of Salt shed building scheduled for June. Lead testing on old highway building scheduled for Friday, 5/4/18.

**Overview of Committee Process and Assigned Functions:** Committee received handout outlining committee duties and responsibilities from Administrator Fuge and information regarding legislative process for committees.

Recommendation on Resolution No. 37-18: Resolution to Develop Uniform Rural Addressing and Road Name Ordinance was discussed. Administrator Fuge provided overview of Resolution No. 37-18 and addressing system implemented in 1978. By committee consensus no action will be taken on Resolution No 37-18 until further information is received by the committee from entities that routinely utilize 911 system, such as Dispatch, Emergency Medical Services, Fire, and Law Enforcement Agencies.

**E911 Rural Addressing/Grid System:** Committee will seek information regarding 911 system from various entities, including Dispatch, Law Enforcement, Emergency Medical Services, and Fire personnel. A tour of Dispatch to view system will be scheduled.

## **Review & Recommendation of Transfer of Right-of-way to WisDOT:**

Recommendation on transfer of surplus right-of-way of part of parcel 006-0741-0001 (located at intersection of Highway 46 and US Highway 8) to WisDot was discussed. **Motion** (Jepsen/Bonneprise) to approve and recommend transfer of said right of way to WisDOT. Chair Luke called for a voice vote on the motion to approve and recommend transfer of said right-of-way. **Motion** carried by unanimous voice vote.

## **Setting 2018 Committee Work Plan:**

Possibly add/schedule presentations and reviews by each department.

## **Matters for Upcoming Meetings**

Next meeting: June 12, 2018 at 2:00 p.m.

June: Work plan items, dispatch tour.

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 3:39 p.m.

Respectfully submitted,

Sharon Jorgenson, County Clerk

Staff Report

Public Safety and Highway Committee – June 12, 2018

By: Jeff Fuge, Interim County Administrator/ Corporation Counsel

**Subject:** Ambulance and Monetary Donation for Polk County Sheriff Command Center

**Summary:**

Osceola Hospital has offered as a donation a 2006 ambulance for the purpose of a mobile command center after it is remodeled. To provide for conversion of the ambulance, the Robert C. Brown Irrevocable Trust has offered a donation of \$10,000.

The Polk County Sheriff has tentatively accepted the donation. Once conversion has been completed, the mobile command center would provide a more useful option for a command center to the motorhome command vehicle presently in use. It is contemplated that the Highway Department would undertake the conversion. Donated sums would be expended towards material needs and equipment in converting the ambulance.

Donations of this type require acceptance of the County Board with re-allocation of the monetary donation.

**Requested Action:** At the instance of the Sheriff, it is requested that the committee recommend passage of a resolution to accept the donation of the ambulance and \$10,000 and to re-allocate such sums for the purpose of converting the ambulance into a mobile command center.

Because the donated moneys are received mid-year and an expenditure for the conversion is contemplated in 2018, reallocation would be an amendment to the 2018 Operating and Capital Budget.

1 Resolution No. 49-18

2 Resolution to Accept Ambulance and Monetary Donation for Mobile Command Center

3  
4 TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY BOARD OF  
5 THE COUNTY OF POLK:

6 Ladies and Gentlemen:

7 WHEREAS, the Osceola Hospital has offered to donate a 2006 ambulance, having received a new  
8 ambulance from Robert C. Brown, Jr.; and

9  
10 WHEREAS, Robert C. Brown, Jr., through the Robert C. Brown, Jr. Revocable Trust, has offered  
11 Polk County a monetary donation of \$10,000 to convert the ambulance into a mobile command  
12 center; and

13  
14 WHEREAS, the Polk County Sheriff has a need for a mobile command center that provides for  
15 greater use than the mobile home that is presently in service for such purposes.

16  
17 NOW, THEREFORE, BE IT RESOLVED, the Polk County Board of Supervisors is appreciative to  
18 the Robert C. Brown for the generous monetary donation of \$10,000 offered through the referenced  
19 trust.

20  
21 BE IT FURTHER RESOLVED, the Polk County Board of Supervisors accepts on behalf of Polk  
22 County the monetary donation the Robert C. Brown, Jr. Revocable Trust in the sum of \$10,000.

23  
24 BE IT FURTHER RESOLVED, pursuant to Section 65.90, Wis. Stats., the Polk County Board of  
25 Supervisors amends the 2018 Operating and Capital Budget to reallocate the donated sum of \$10,000  
26 to the departmental budget of the Polk County Sheriff's Department and to authorize the expenditure  
27 of such sum for the purpose of converting the 2006 ambulance into a mobile command center.

28  
29 BE IT FURTHER RESOLVED that this resolution is effective upon passage provided timely  
30 publication in accordance with law.

*Fiscal Impact Note:* The resolution accepts a monetary donation in the sum stated and amends the budget of the current budget to provide for the reallocation and expenditure for the purpose for which the donation was made.

*Legal Impact Note:* The resolution lawfully provides for the acceptance of the ambulance and monetary donations and sufficiency applies each donation consistent with the purpose for which the same were made.

Resolution No. 49-18  
Resolution to Accept Ambulance and Monetary Donation for Mobile Command Center

Offered on the 19<sup>th</sup> day of June, 2018.

Signed and sponsored by:

BY: \_\_\_\_\_  
Brad Olson, Supervisor, District #1  
\_\_\_\_\_  
Doug Route, Supervisor, District #2  
\_\_\_\_\_  
Dean Johansen, Chair,  
Supervisor, District #3,  
\_\_\_\_\_  
Chris Nelson, Supervisor, District #4  
\_\_\_\_\_  
Tracy LaBlanc, Supervisor, District #5  
\_\_\_\_\_  
Brian Masters, Supervisor, District #6  
\_\_\_\_\_  
Michael Prichard, Supervisor, District #7

\_\_\_\_\_  
James Edgell, Supervisor, District #8  
\_\_\_\_\_  
Kim O'Connell, Supervisor, District #9  
\_\_\_\_\_  
Larry Jepsen, Supervisor, District #10  
\_\_\_\_\_  
Jay Luke, 1<sup>st</sup> Vice Chair,  
Supervisor, District #11  
\_\_\_\_\_  
Michael Larsen, Supervisor, District #12  
\_\_\_\_\_  
Russell Arcand, Supervisor, District #13  
\_\_\_\_\_  
John Bonneprise, 2<sup>nd</sup> Vice Chair,  
Supervisor, District #14  
\_\_\_\_\_  
Joe DeMulling, Supervisor, District #15

Reviewed By County Administrator:  
Approved as to Form and Execution:

\_\_\_\_\_  
Jeffrey B. Fuge  
Interim County Administrator/Corporation Counsel

Excerpt of Minutes

31           At its regular business meeting on the \_\_\_ day of June 2018 the Polk County Board of Supervisors  
32 acted upon Resolution No. 49-18: Resolution to Accept Ambulance and Monetary Donation for  
33 Mobile Command Center as follows:

- Adopted by two-thirds majority of the members of the board of supervisors by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.
- Adopted by unanimous voice vote.
- Defeated: \_\_\_\_\_
- Other: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_  
Dean Johansen, County Board Chairperson

ATTEST: \_\_\_\_\_  
Sharon Jorgenson, County Clerk

Staff Report

Public Safety and Highway Committee – June 12, 2018

By: Jeff Fuge, Interim County Administrator/ Corporation Counsel

**Subject:**

- Recommendation Regarding Resolution No. 47-18: Resolution to Develop Uniform Rural Addressing and Road Numbering Ordinance
- Sponsored Draft Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance

**Summary:**

Pursuant to County Board Rule, the Committee recommendation is requested on the sponsored proposed resolution, Resolution No. 47-18: Resolution to Develop Uniform Rural Addressing and Road Numbering Ordinance.

The sponsored draft ordinance, Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance, incorporated in the resolution is attached. The sponsored draft ordinance will be considered by the committee depending on passage or defeat of the resolution.

**Background:**

In 1978, the County implemented a rural address and road numbering system. Implementation was supported by legislation found in the public protection provisions of the County Chapter, Chapter 59 of the Wisconsin Statutes.

The County opted to implement the system without first enacting an ordinance. Recently, the system has received considerable debate in response to its implementation on Homes Court and other rural roads. In previous meeting, the committee received a similar draft resolution and similar draft ordinance, neither of which were sponsored. The committee decided then to defer consideration. Now, under applicable County Board Rule, the committee does not have at the discretion to postpone consideration of the sponsored resolution and sponsored draft ordinance.

Corporation Counsel recommends adoption of the resolution to provide for considerable public input in the development of the ordinance. Corporation Counsel has recommended the County enact an ordinance to establish standardized process for administering the system; and to provide constituents due process and a course of relief in those instances where implementation of the system may fall short of the public safety purposes recognized as the public policy by Wisconsin Legislation.

The sponsored proposed resolution will be noticed for consideration for the June 19, 2018 County Board meeting.

If adopted, the resolution would establish a process to develop the proposed draft ordinance. The process considered under the resolution would bring back to the committee the draft ordinance for public hearing. At the conclusion of the public hearing, the committee would provide the County Board a recommendation to enact the proposed ordinance as presented; enact the proposed ordinance with recommended revisions; or defeat passage of the proposed ordinance.

**Requested Action:** To forward to the County Board the sponsored proposed resolution, Recommendation Regarding Resolution No. 47-18: Resolution to Develop Uniform Rural Addressing and Road Numbering Ordinance, with a committee recommendation as it may determine.

As noted above, no committee action is sought on the sponsored draft ordinance at this time.

Resolution to Develop Uniform Rural Addressing and Road Numbering 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 numbering 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

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors determines there is a continuing public safety need to establish an ordinance for the administration of a rural addressing and road numbering system in towns so as to aid in fire protection, emergency services and civil defense.

BE IT FURTHER RESOLVED that Polk County Board of Supervisors has received the draft Uniform Rural Addressing and Road Numbering 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 the Public Safety and Highway Committee is directed to conduct a public hearing by June and 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. 47-18  
Resolution to Develop Uniform Rural Addressing and Road Numbering Ordinance

Signed and sponsored by:

BY: Brad Olson

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, 2<sup>nd</sup> Vice Chair,  
Supervisor, District # 10

Chris Nelson, Supervisor, District #4

Jay Luke, 1<sup>st</sup> Vice Chair,  
Supervisor, District #11

Tracy LaBlanc, Supervisor, District #5

Kate Isaacson, Supervisor, District #12

Brian Masters, Supervisor, District #6

Russell Arcand, Supervisor, District #13

Michael Pritchard, Supervisor, District #7

John Bonneprise, 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 \_\_\_\_\_ day of May, 2018, the Polk County Board of Supervisors adopted Resolution No. 47-18: Resolution to Develop Uniform Rural Addressing and Road Numbering 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

**Proposed  
Polk County Uniform Rural  
Addressing and Road Numbering  
Ordinance**

**Ordinance No. 48-18**

**Polk County Uniform Rural Addressing and Road Numbering  
Ordinance**

**Introduced: \_\_\_\_\_; Enacted: \_\_\_\_\_  
Published: \_\_\_\_\_; Effective Date: \_\_\_\_\_**

2 **POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NUMBERING**  
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.....6

19 **Section 4.0 Road Numbering .....6**

20 **Section 5.0 Administration .....7**

21 **Section 6.0 Fees.....7**

22 **Section 7.0 Amendments and Exceptions .....7**

23 7.1 Amendments.....7

24 7.2 Exceptions.....8

25 **Section 8.0 Enforcement and Penalties.....8**

Ordinance No. \_\_\_\_-18

26 POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NUMBERING ORDINANCE

The Honorable Ladies and Gentlemen of the County Board of Supervisors for the County of Polk:

27 *NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF POLK*  
28 *DOES ORDAIN, AS FOLLOWS:*

29 **Section 1.0 General Provisions**

30 1.1 **Authority**

31 This ordinance is adopted pursuant to authorization in Section 59.54(4) and  
32 59.54(4m) of the Wisconsin Statutes.

33 1.2 **Title**

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

36 1.3 **Jurisdiction**

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

39 1.4 **Purpose**

40 This ordinance is to promote and aid in timely and efficient response of law  
41 enforcement services, fire protection services, emergency services and civil defense.  
42 This ordinance promotes public health and safety and welfare by providing an orderly  
43 and uniform addressing and road numbering system for principal structures and  
44 properties in the unincorporated areas of Polk County. This system will aid the timely  
45 and efficient emergency response to all rural residents including police, fire, and  
46 ambulances through proper coordination of 911/GIS data.

47  
48  
49

50 1.5 **History and Administration**

51 The Polk County rural addressing grid system was adopted on June 27, 1978.  
52 The Polk County Land Information Department-Division of Zoning administers  
53 the rural addressing system with the support of emergency services.

54 1.6 **Severability**

55 Should any section, clause, provision, or portion of this ordinance be declared  
56 unconstitutional or invalid by a court of competent jurisdiction, the remainder of  
57 this ordinance shall not be affected.

58 **Section 2.0 Definitions**

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

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

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

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

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

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

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

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

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

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

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

83 **"Road"** means a public road which affords primary means of access by vehicles to adjacent

84 properties. The town, county, or state are responsible for the maintenance of their own  
85 roads.  
86 **"Sign Post"** means a post permanently affixed in the ground used solely for display of the  
87 address sign.

## 88 **Section 3.0 Rural Addresses**

### 89 **3.1 Address Assignment**

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

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

### 147 **3.2 Sign Standards**

- 148 All new rural address signs shall meet the requirements below; however, these  
149 provisions are not retroactive to existing signs.  
150 a. A rural address sign shall be double sided and installed perpendicular to  
151 the roadway.  
152 b. The address sign shall include the address number, street name, street  
153 prefix or suffix directional, street type (e.g. street/avenue), and town.  
154 c. The address sign shall be of highly reflective material.  
155 d. The address number shall be a minimum of 4 inches tall.

### 156 **3.3 Sign Placement**

157 All address signs will be installed by the town in which the property is located.  
158 Each town shall receive \$25 for every sign installed except for address  
159 corrections. The sign shall be placed according to the following:  
160 a. The rural address sign shall be installed within 20 feet of the driveway  
161 access point and within 10 feet of the road right-of-way.  
162 b. The sign shall be affixed to a post and shall not be attached to any  
163 buildings.  
164 a. Signs shall be attached to posts at a height of four feet, measured  
165 from the ground surface to the center of the sign.  
166 c. The sign must be visible from the roadway from both directions.  
167 d. In the case where more than two addresses are served by a private  
168 driveway, each address shall be double signed. The first sign will be  
169 placed at the driveway access point, and the second sign will be placed  
170 where the individual driveway separates from the shared driveway. The  
171 property owner is responsible for the cost of the additional rural address  
172 sign.

### 173 **3.4 Sign Maintenance**

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

### 179 **Section 4.0 Road Numbering System**

180 Roads shall be numbered according to their alignment:  
181 a. Roads aligned from east/west shall be avenues.  
182 b. Roads aligned from north/south shall be streets.  
183 c. For a road that does not travel in a straight direction north/south or  
184 east/west it will be determined by the greater of the two distances  
185 whether it will be considered an east/west road or a north/south road or  
186 as determined by the county addressing authority.  
187 d. All roads, including private roads, shall have a street sign displayed.  
188 e. Road signs shall comply with state standards and be installed by the  
189 municipality.  
190 f. The county addressing authority shall have the authority to change pre-  
191 existing road names in order to comply with the purpose and intent of this  
192 ordinance.

193 **Section 5.0 Administration**

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

227 **Section 6.0 Fees**

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

232 **Section 7.0 Amendment**

233 **7.1 Amendments**

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

242 **7.2 Exceptions**

243 Persons may seek an exception to the implementation of the Ordinance by filing  
244 with the County Clerk a written petition to seek an exception. Such petition must  
245 identify the road and address for which an exception is sought, a statement  
246 describing the reasons in which the implementation of Ordinance on the subject  
247 property or affected road would not aid in the law enforcement, fire protection,  
248 emergency services and civil defense; and be accompanied by a statement signed  
249 by all resident or owners of property on the subject road that demonstrates that all  
250 of such residents or owners are in support of the petition. The Public Safety &  
251 Highway Committee shall consider such petition, review the same for  
252 completeness, and make recommendation to the County Board to approve or  
253 disapprove the petition. Said committee may recommend approval only if it finds  
254 that implementation of the Ordinance on the subject property or affected road  
255 would not aid in the law enforcement, fire protection, emergency services and civil  
256 defense petition. The committee shall file with the Clerk a report containing its  
257 findings and recommendation. The County Board shall make final action to either  
258 approve or deny the petition. Persons aggrieved by the determination of the  
259 County Board may seek circuit court review within 30 days of such final action.

260 **Section 8.0 Enforcement and Penalties**

261 As authorized by Wisconsin Statute Chapter 66, the Zoning Administrator or the  
262 county addressing authority, shall issue citations for any violations of this  
263 ordinance. Any person, firm, association, or corporation who violates or refuses to  
264 comply with any of the provisions of this ordinance shall be subject to a forfeiture  
265 of not less than two-hundred (\$200.00) dollars nor more than one-thousand  
266 (\$1000.00) dollars per offense, together with the taxable costs of action. Each day  
267 of continued violation shall constitute a separate offense. The following are  
268 violations of this ordinance:

- 269 a. Damaging, altering, disfiguring, removing, or relocating an address sign.
- 270 b. Utilizing a rural address number not assigned by the county addressing  
271 authority as the current physical property address.
- 272 c. Failure to remove any address sign from a structure, utility pole, fence, or  
273 other illegal location within 30 days.
- 274 d. Failure to remove or install a new address sign within 30 days after written  
275 notification from the addressing authority is received.

Offered this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

BY: Brad Olson  
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<sup>st</sup> 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<sup>nd</sup> Vice Chair,  
Supervisor, District #14

\_\_\_\_\_  
Joe DeMulling, Supervisor, District #15

*Fiscal Impact Note: Enactment of this ordinance will have no fiscal impact. The rural addressing and road numbering system has already been implemented.*

*Legal Impact Note: Enactment of this ordinance establishes a regulatory ordinance that is administered by the Land Information Department. The ordinance establishes a formal administrative for the continued implementation of the rural addressing and road numbering system. The ordinance provides for a process for amendment of the ordinance and petitioning for an exception to the ordinance. The ordinance presents no legal impacts to the operation of the County outside the administration of such system.*

Reviewed By County Administrator and Approved as to Form and Execution:

\_\_\_\_\_  
Jeffrey B. Fuge  
Interim County Administrator/Corporation Counsel

Ordinance No. \_\_\_\_-18  
POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NUMBERING ORDINANCE

Excerpt of Minutes

At its regular business meeting on the \_\_\_\_ day of \_\_\_\_\_, 2018, the Polk County Board of Supervisors acted on Ordinance No. \_\_\_\_-18: POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NUMBERING ORDINANCE, as follows:

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

SIGNED BY:

ATTEST:

\_\_\_\_\_  
Dean Johansen, County Board Chairperson Sharon Jorgenson, County Clerk

Certification of Publication

Ord. No. \_\_\_\_-18, as enacted the \_\_\_\_ day of \_\_\_\_\_, 2018 was published in the Inter-County Leader on the \_\_\_\_ day of \_\_\_\_\_, 2018.

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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	Force to Force Training DEMO
November	Budget technical amendments	
December	Develop 2019 work plan	