



# POLK COUNTY, WISCONSIN

[WWW.CO.POLK.WI.US](http://WWW.CO.POLK.WI.US)

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

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## MINUTES

### PUBLIC SAFETY AND HIGHWAY COMMITTEE

County Board Room, Balsam Lake, WI 54810

2:00 P.M. Tuesday, January 8, 2019

Meeting called to order by Chairman 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; Joshua Kelch, Highway Operations Manager; Brent Waak, Polk County Sheriff; Chad Roberts, Chief Deputy; Jason Kjeseth, Zoning Administrator; Debbie Peterson, Director of Parks & Buildings; member of the public and member of the press. Supervisor Bonneprise joined meeting at 2:05 p.m.

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

#### Public Comment

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

**Receipt of Information from Supervisors Not Seated as Committee Members:** No information was received by the committee.

Committee received introduction to newly elected Sheriff Brent Waak.

Committee received a printed status report and updates regarding the Highway Department and the upcoming Wisconsin County Highway Association Winter Road School Conference from Joshua Kelch, Highway Operations Manager.

Committee discussed ATV/UTV ordinance and the possibility of winter ATV/UTV usage on County designated routes.

**Motion** (Route/Jepsen) to amend ATV/UTV Ordinance to open county roads for ATV/UTV winter use effective immediately upon publication. Chair Luke called for a voice vote on said motion. **Motion** to open county roads for ATV/UTV winter use effective upon publication carried by unanimous voice vote.

Committee reviewed proposed Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance.

Committee received information from Interim Administrator Fuge regarding proposed Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance. Committee received information regarding proposed Ordinance No. 48-18 from Jason Kjeseth, Zoning Administrator.

Committee discussed options for wording Ordinance No. 48-18 to allow for possibility of dual naming of addresses, or possibility of intergovernmental agreements with towns who would resolve addressing change issues at the town level.

**Motion** (Route/Jepsen) to approve Ordinance No. 48-18 to allow Zoning to do their job and recommend to County Board for passage.

Chair Luke called for a roll call vote on said motion. **Motion** to approve and recommend to County Board failed by roll call vote with 3 voting against recommendation, and two voting for recommendation of Ordinance No. 48-18 (voting for recommendation: Supervisors Route and Demulling). Ordinance No. 48-18 will remain in committee for further consideration.

Committee reviewed and discussed proposed Resolution No. 76-18: Resolution to Rescind Moratorium on the Administration of County Rural Road/Address Numbering System and to call for the Vote on Proposed Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance.

**Motion** (Route/Bonneprise) to recommend defeat of Resolution No. 76-18 and recommend for passage to the County Board a separate resolution to repeal/rescind Resolution No. 65-18: Resolution Providing for a Moratorium on the Administration of County Rural Road/Address Numbering System.

Chair Luke called for a voice vote on said motion. **Motion** to defeat Resolution No. 76-18 and recommend for passage to the County Board carried by unanimous voice vote.

### **Matters for Upcoming Meetings**

Next agenda items: Monthly department program review, Develop 2019 Work plan, Further consideration of Ordinance No. 48-18.

Chair Luke called for a motion to adjourn. **Motion** (Demulling/Bonneprise) to adjourn. **Motion** carried by unanimous voice vote. Chair Luke declared meeting adjourned at 3:51 p.m.

Respectfully submitted,

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, January 8, 2019 at 2:00 p.m.  
A quorum of the County Board may be present

Packet: Agenda/Notice of Meeting; Minutes of November 6, 2018 Meeting;  
Highway Report and Update; Staff Report and Working Draft of Proposed Polk  
Uniform Rural Addressing and Road Numbering Ordinance; and Staff Report  
and Proposed Resolution No. 76-18

<sup>1</sup> Subject Matters added by Amended Notice of Meeting

#### Order of Business

1. Call to Order-Chairman Luke
2. Approval of Agenda
3. Approval of Minutes for November 6, 2018 Meeting
4. Public Comment (3 minutes)
5. Receipt of Information from Supervisors Not Seated as Committee Members
6. Introduction of Sheriff Brent Waak
  
7. Highway Report and Update - January/February Work Plan; Surface Transportation Program-Rural; WCHA Winter Road School; and <sup>1</sup>Winter ATV/UTV Usage on County Designated Routes.
  
8. Proposed Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance – Discussion and Recommendation
  
9. Proposed Resolution No. 76-18: Resolution to Rescind Moratorium on the Administration of County Rural Road/Address Numbering System and to Call for the Vote on Proposed Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance – Discussion and Recommendation
  
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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A quorum of the County Board may be present

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#### Order of Business

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2. Approval of Agenda
3. Approval of Minutes for November 6, 2018 Meeting
4. Public Comment (3 minutes)
5. Receipt of Information from Supervisors Not Seated as Committee Members
6. Introduction of Sheriff Brent Waak
7. Highway Report and Update - January/February Work Plan; Surface Transportation Program-Rural; and WCHA Winter Road School
8. Proposed Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance – Discussion and Recommendation
9. Proposed Resolution No. 76-18: Resolution to Rescind Moratorium on the Administration of County Rural Road/Address Numbering System and to Call for the Vote on Proposed Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance – Discussion and Recommendation
10. Adjourn

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2:00 P.M. Tuesday, November 6, 2018

Meeting called to order by Chairman 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; Pete Johnson, Polk County Sheriff; and Chad Roberts, Chief Deputy/Sheriff's Department. Supervisor Kim O'Connell joined meeting at 2:25 p.m.

**Approval of Agenda**-Chair Luke called for a motion to approve the agenda. **Motion** (Demulling/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 October 9, 2018 meeting. **Motion** (Jepsen/Demulling) to approve the minutes. **Motion** to approve the October 9, 2018 minutes as published carried by unanimous voice vote.

#### Public Comment

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

**Receipt of Information from Supervisors Not Seated as Committee Members:** No information was received by the committee.

Committee received information and a Force to Force Training demonstration from Sheriff's Department Personnel, Chad Roberts and Pete Johnson.

Committee received a report on the annual jail inspection from Chad Roberts. The jail received a good report overall with 3 minor procedural areas slated for improvement.

Committee received a status report and updates from Emil Norby, Highway Commissioner regarding the Highway Facility project and demolition of the old facility. Some buildings at the old facility have been completely removed/demolished and the roof of the old building is nearly gone on the former highway

site. No soil issues were found on the old site where fuel tanks were removed. Door relays are under completion on the new facility. Final paving for the new facility at Loon & Pheasant will be completed in the spring of 2019 due to weather issues.

Committee received an update regarding the Wisconsin County Highway Association from Supervisor Jepsen. Highway Association will be advocating for increased legislation with the goal of improving the safety of highway workers/flaggers and preventing fatalities of road workers.

Committee received 2019 Budget information regarding the Highway Department Budget and recommendations from Interim Administrator Fuge regarding a technical amendment.

**Motion** (Bonneprise/Jepsen) to amend the highway budget per technical amendment #11 increasing state aids received by \$46,634.00 and increasing construction materials (asphalt) by \$46,634.00 in 2019.

Chairman Luke called for a voice vote on said motion. **Motion** to amend highway budget increasing state aids received by \$46,634.00 and Increasing construction materials (asphalt) by \$46,634.00 in 2019 carried by unanimous voice vote.

Committee received information regarding the Jail Controller Project from Interim Administrator Fuge and Chief Deputy Chad Roberts.

Recommendation on Resolution No. 86-18: Resolution to Re-Establish the Criminal Justice Collaborating Council was discussed. Chair Luke called upon Interim Administrator Fuge to address the committee regarding the resolution. **Motion** (Jepsen/Bonneprise) to approve Resolution No. 86-18 and recommend for passage to the County Board.

Chair Luke called for a voice vote on said motion. **Motion** to approve Resolution No. 86-18 and recommend for passage to the County Board carried by unanimous voice vote.

Committee received information from Interim Administrator Fuge regarding the status of the pending Supreme Court case in Marathon County and any affect it may have in regards to proposed Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance.

Committee reviewed proposed Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance.

Committee requested options for wording Ordinance No. 48-18 to allow for possibility of dual naming of addresses, or possibility of intergovernmental agreements with towns who would then resolve addressing issues within the town.

Supervisor Jepsen requested clarity on the addressing moratorium as to whether it is helpful or a hindrance overall. Committee will readdress moratorium at December meeting. Chairman Luke called upon Supervisor O'Connell who provided clarification regarding the moratorium on addressing.

Interim Administrator Fuge asked committee to review the language of proposed Ordinance No. 48-18 between now and the December committee meeting.

Committee received information regarding a DOT issued letter to Polk County regarding the Stower Trail Master Plan and possible paybacks owed if trail is motorized.

**Revise Committee Workplan**

Monthly department program reviews

Develop 2019 work plan – December meeting

**Matters for Upcoming Meetings**

Next meeting: December 4, 2018 at County Board Room

December agenda items: Monthly department program review, Review proposed Ordinance No. 48-18

Chair Luke called for a motion to adjourn. **Motion** (Bonneprise/Luke) to adjourn. **Motion** carried by unanimous voice vote. Chair Luke declared meeting adjourned at 3:19 p.m.

Respectfully submitted,

Sharon Jorgenson, County Clerk



## Polk County Highway Department

900 Pheasant Lane ▪ 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

Administrator Jeff Fuge

### Update for the Public Safety and Highway Committee Meeting

1. STP Rural Bridge – Polk County has four bridges in the program, they are in the Town of Apple River, Town of Beaver, Town of Clear Lake and the Town of McKinley. I have gone out for Request for Qualifications for engineering design services which were due back December 27<sup>th</sup>, 2018. We have received RFQ's from 11 engineering firms. Next step they RFQ's will be scored by the Selection Committee, which has the Town Chairman from each of the Towns with a bridge in the program and the Chairman of the PSH Committee. The selection process will be completed in the next month. Once a firm is selected for each bridge the state, WISDOT, will negotiate a three party contract with the firm.
2. **THIS IS WHAT WAS SIGNED INTO LAW BY THE GOVERNOR ON DECEMBER 14, 2018 ON THE BRIDGE PROGRAM: NOT SURE HOW THIS WILL AFFECT OUR CURRENT PROJECTS. JUST A FYI**  
SECTION 18. 86.51 of the statutes is created to read:  
**86.51 Requirements for local projects. (1)** In this section:
  - (a) "Local bridge" means a bridge that is not on the state trunk highway system or on marked routes of the state trunk highway system designated as connecting highways.
  - (b) "Local roads" means streets under the authority of cities or villages, county trunk highways, or town roads.
  - (c) "Political subdivision" means a county, city, village, or town.
  - (d) "Project" means the development, construction, repair, or improvement of a local road or a local bridge.

**(2)** If the department disburses aid to a political subdivision for a project, the department shall notify the political subdivision whether the aid includes federal moneys and which project components must be paid for with federal moneys, if any.

**(3)** For any project meeting all of the following criteria, the department may not require a political subdivision to comply with any portion of the department's facilities development manual other than design standards:

  - (a) The project proposal is reviewed and approved by a professional engineer or by the highway commissioner for the county in which the project will be located.
  - (b) The project is conducted by a political subdivision with no expenditure of federal money.

**(4)** Any local project funded in whole or in part with state funds under the surface transportation urban program, the surface transportation rural program, or the local bridge program shall be let through competitive bidding and by contract to the lowest responsible bidder as provided in s. 84.06 (2).
3. STP Rural Highway- This is the CTH M project From CTH Y to the south County line. Project is on track as the pavement design was submitted and approved. Ayres is our design engineer on the project. Paving still on track for 2020. There will be a public information meeting coming in January that will be held at the Alden Town Hall. I will forward information as it becomes available.
4. The WCHA Winter Road School in coming up January, January 14, 15 and 16 at the Chula Vista Resort in the Dells. Attached is the following information.
  - a. Draft Agenda
  - b. Proxy Voting Form
  - c. Statement letter on appointment of Craig Thompson as Secretary of Transportation
  - d. Board of Directors agenda
  - e. Executive Committee Agenda
  - f. Legislative Committee Agenda



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Emil "Moe" Norby, Commissioner  
Steve Mullenbach – Fleet Supervisor    Kathy Bohn – Supervisor of Hwy Administration  
Josh Kelch – Operations Manager

- 
- g. CHAPPS Committee Agenda
  - h. Business Meeting Agenda
  - i. Committee Chairs Agenda
  - j. New Commissioners session agenda
  - k. WCHA Events Schedule for 2019

Sincerely,

A handwritten signature in blue ink, appearing to read "Emil Norby", is written over the "Sincerely," text.

Emil "Moe" Norby  
Polk County Highway Commissioner

Public Safety and Highway Committee – January 8, 2019

### **Informational Memo**

**Subject:** Pending Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance

**Overview:**

The pending ordinance, Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance, remains in the committee. The County Board referred the pending ordinance to the committee to develop additional language that would allow road name changes to number a road and retain the historical name; allow towns to have greater decision making authority on road and address changes; and define “rural”.

At its meeting on November 6, 2018, the committee requested additional language towards leaving in place historical road names in those occasions where the road numbering system required a change of road name to a road number. The committee made a requested staff to develop language that promotes a road name change to road number/historic name.

The committee also requested staff to develop language that allows towns to enter into agreements with the County for opting into the ordinance and road/address numbering system.

The working draft of the ordinance contains those provisions. Staff has developed additional language in the working draft to include:

- A definition for “Rural” as found in Section 3, in response to concerns raised in the Marathon County court case presently before the Wisconsin Supreme Court.
- Revision to the fee provision found at Section 6, placing the responsibility of setting fees with the Land Use Division – Zoning Administration.
- Revision to the enforcement provision found in Section 8 to clarify that only certain violations of the ordinance are subject to enforcement.

**Requested Action:** To discuss the language of the ordinance and to make a recommendation to the County Board.

1 POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NUMBERING  
2 ORDINANCE  
3

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Ordinance No. 48-18/\_\_\_-19

POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NUMBERING ORDINANCE

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

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

## Section 1.0 General Provisions

### 1.1 Authority

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

### 1.2 Title

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

### 1.3 Jurisdiction

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

- A) A town has the ability to withdraw from the uniform county addressing system by filing a resolution with the County Clerk and Governing Committee at least one year prior to the effective date of the withdrawal. The town would then be responsible for administering their own address system.

### 1.4 Purpose

This ordinance is to promote and aid in timely and efficient response of law enforcement services, fire protection services, emergency services, and civil defense through proper coordination of 911/GIS data. This ordinance promotes public health and safety and welfare by providing an orderly and uniform addressing and road numbering system for principal structures and properties in the unincorporated areas of Polk County.

1   1.5   **History**

2

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

6

7   1.6   **Severability**

8

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

12

13   **Section 2.0 Definitions**

14

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

16

17   **“Address”** means a physical number for a principal structure or driveway access point for  
18   an unimproved lot as assigned by the county addressing authority.

19   **“Addressing Authority”** means the Polk County Land Information Department-Division  
20   of Zoning.

21   **“Address Sign”** means an individual address plate placed at a required location on a  
22   numbered road or driveway identifying the location of a principal structure or lot.

23   **“Application Form”** means the form required for assignment of a new address or a  
24   replacement sign. The owner or their agent shall complete and submit the form to the Polk  
25   County Land Information Department-Division of Zoning.

26   **“Driveway”** means a private road serving no more than two principal structures or lots.

27   **“Driveway Access Point”** means the point where the driveway or private road intersects  
28   a public roadway. This location is used to determine the correct address.

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

32   **“Principal Structure”** means the building used for the main use of the property. A  
33   principal structure may be used for residential, commercial, industrial, recreational, or other  
34   purposes.

35   **“Private Road”** means a named private driveway, which complies with the uniform road  
36   numbering system, leading to two or more driveways or principal structures. Private roads  
37   are maintained by the landowners who are also responsible for all the costs associated.

38   **“Right-of-Way”** means the land covered by an established or recorded public roadway  
39   easement.

40   **“Road”** means a public road which affords primary means of access by vehicles to adjacent  
41   properties. The town, county, or state are responsible for the maintenance of their own  
42   roads.

1 **"Rural"** means all lands within the unincorporated towns of Polk County.

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

## 4

### 5 **Section 3.0 Rural Addresses**

#### 6 **3.1 Address Assignment**

- 7
- 8
- 9 1. A lot created after adoption of the ordinance may be assigned a physical
- 10 property address according to the rural address numbering system adopted in
- 11 this ordinance.
- 12 2. New construction for a principal structure authorized by a land use permit,
- 13 sanitary permit, or town building permit shall be required to have a physical
- 14 property address.
- 15 3. Existing principal structures or businesses associated with a lot that was not
- 16 previously addressed shall be assigned a new physical property address.
- 17 4. Addresses shall be assigned to conform to the existing address grid system of
- 18 Polk County according to the following:
- 19
- 20 a. The starting origin for address numbers running east to west begins along
- 21 the east boundary of Polk County; the starting origin for numbers running
- 22 south to north begins at the south county boundary. Addresses will
- 23 increase as you travel north and west from the southeast corner of Polk
- 24 County.
- 25 b. The address numbers shall consist of up to four (4) digits providing 100
- 26 address numbers per section mile.
- 27 c. The grid system shall follow the public land survey system (PLSS) section
- 28 lines.
- 29 d. All lots on the east side of north-south roads and the south side of the
- 30 east-west roads shall be assigned even numbers.
- 31 e. All lots on the west side of the north-south roads and the north side of
- 32 east-west roads shall be assigned odd numbers.
- 33 f. Addresses shall be assigned at the location of the driveway access point
- 34 off a public or private road.
- 35 g. Assignment of prefix or suffix alpha characters or sub numbers shall not
- 36 be permitted.
- 37 h. If pre-existing surrounding addresses make it impossible to assign an
- 38 address that conforms to the county's grid system, the addressing
- 39 authority shall change the required addresses to conform to the county's
- 40 grid system.
- 41 1) **If such address change affects an existing named road, the**
- 42 **road name may be kept on the road sign at the towns discretion**



### 3.3 Sign Placement

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

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

### 3.4 Sign Maintenance

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

## Section 4.0 Road Numbering System

Roads shall be numbered according to their alignment:

- a. Roads aligned from east/west shall be avenues.
- b. Roads aligned from north/south shall be streets.
- c. For a road that does not travel in a straight direction north/south or east/west it will be determined by the greater of the two distances whether it will be considered an east/west road or a north/south road or as determined by the county addressing authority.
- d. All roads, including private roads, shall have a road sign displayed.
- e. Road signs shall comply with state standards and be installed by the municipality.

- 1 f. The county addressing authority shall have the authority to change pre-  
2 existing road names in order to comply with the purpose and intent of this  
3 ordinance.

4 1) A historic road name may be kept on the road sign with the  
5 new road name/number, listing first the new road number followed  
6 by the historical road name. (Example: 180<sup>th</sup> Ave/ Polk County  
7 Drive).

## 9 Section 5.0 Administration

- 10
- 11 1. It shall be the duty of the county addressing authority to assign a rural address  
12 upon receipt of a rural address application. The address application and fee  
13 must accompany a state sanitary permit application if the property doesn't have  
14 an address.
  - 15 2. A digital copy of the county rural addressing map shall be kept and maintained  
16 by the Land Information Department.
  - 17 3. The Land Information Department will be responsible for ordering the address  
18 signs, and notifying the respective town officials when the county receives the  
19 signs.
  - 20 4. The applicant shall provide the following information on the uniform address  
21 application form:
    - 22 a. Name of Property owner;
    - 23 b. Current address/telephone number;
    - 24 c. Name of Municipality;
    - 25 d. Tax Parcel Number;
    - 26 e. Legal description of property (Volume-Page, CSM, Plat etc.);
    - 27 f. Road which property/building will be accessed to/from;
    - 28 g. Side of the road the property/building is located (N, S, E, or W);
    - 29 h. Distance (in feet) from center of owner's driveway to nearest  
30 existing/known address number, road intersection, or property line;
    - 31 i. Location of principal structure on the property;
    - 32 j. Signed by owner or agent;
  - 33 5. The Polk County Land Information Department shall forward all assigned  
34 addresses to relevant emergency services and the post office within 30 calendar  
35 days.
  - 36 6. Incorrect assignment of an address due to incomplete or incorrect information on  
37 the application form shall be corrected immediately and the applicant shall be  
38 responsible for all associated costs.
  - 39 7. Any rural address not assigned from the county shall be deemed in violation of  
40 this ordinance.
  - 41 8. At the discretion of the addressing authority, a physical address may be removed  
42 from the digital address maps if there are no buildings or address sign present.

## 1    **Section 6.0       Fees**

2       The application fee for a rural address sign shall be established and set by  
3       addressing authority. Application fees set or revised shall be effective upon  
4       publication. A property owner shall pay the application fee when submitting a  
5       signed application to request a rural address sign.

## 6    **Section 7.0 Amendment and Exceptions**

### 7    **7.1 Amendments**

8           This ordinance shall be subject to amendment considerations as deemed  
9           necessary by the Polk County Board of Supervisors. A petition to amend this  
10          ordinance can be brought to the Board of Supervisors by a member of the board,  
11          town, or by any member of the public. The Public Safety & Highway Committee  
12          is to consider the amendment, and hold at least one public hearing to obtain and  
13          incorporate any public input deemed appropriate. The committee shall then  
14          provide a recommendation on any amendments to the Polk County Board of  
15          Supervisors for action.

### 16   **7.2 Exceptions**

17          Persons may seek an exception to the implementation of the Ordinance by filing  
18          with the County Clerk a written petition. Such Petition must identify the road and  
19          address for which the exception is sought, a statement describing the reasons in  
20          which the implementation of the Ordinance on the subject property or affected  
21          road would not aid law enforcement, fire protection, emergency services and civil  
22          defense; and be accompanied by a statement signed by all residents or owners of  
23          property on the subject road that demonstrates all residents or owners are in  
24          support of the petition. The Public Safety and Highway Committee shall consider  
25          such petition, review the same for completeness, and make a recommendation to  
26          the County Board to approve or disapprove the petition. Said committee may  
27          recommend approval only if it finds that implementation of the ordinance on the  
28          subject property or affected road would not aid law enforcement, fire protection,  
29          emergency services, and civil defense. The committee shall file with the clerk a  
30          report contacting its findings and recommendation. The County Board shall take  
31          final action to either approve or deny the petition. Persons aggrieved by the  
32          determination of the County Board may seek circuit court review within 30 days of  
33          such final action.

34

## 1 Section 8.0 Enforcement and Penalties

2 As authorized by Wisconsin Statute Chapter 66, the Zoning Administrator or the  
3 county addressing authority, shall issue citations for any violations of this  
4 ordinance as enumerated below. Any person, firm, association, or corporation  
5 who violates or refuses to comply with any of the provisions of this ordinance shall  
6 be subject to a forfeiture of not less than two-hundred (\$200.00) dollars nor more  
7 than one-thousand (\$1000.00) dollars per offense, together with the taxable costs  
8 of action. Each day of continued violation shall constitute a separate offense.  
9

10 The following are violations of this ordinance and subject to enforcement:

- 11 a. Damaging, altering, disfiguring, removing, or relocating an address sign.
- 12 b. Utilizing a rural address number not assigned by the county addressing  
13 authority as the current physical property address.
- 14 c. Failure to remove any address sign from a structure, utility pole, fence, or  
15 other illegal location within 30 days.
- 16 d. Failure to remove or install a new address sign within 30 days after written  
17 notification from the addressing authority is received.  
18

19 Notwithstanding the above, the County may enforce the provisions of this  
20 ordinance by filing a civil action seeking monetary forfeitures or injunctive relief or  
21 both.

(History: Enacted as Ordinance No. 48-18; \_\_\_\_-19

Public Safety and Highway Committee – January 8, 2019

### **Informational Memo**

**Subject:**

Proposed Resolution No. 76-18: Resolution to Rescind Moratorium on the Administration of County Rural Road/Address Numbering System and to Call for the Vote on Proposed Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance

**Overview:**

The proposed resolution is before the Public Safety and Highway Committee for recommendation as referred by the County Board at its October 16, 2018 meeting.

At its July 2018 meeting, the County Board passed Resolution No. 65-18, which placed a moratorium on address changes until the County Board enacted proposed Ordinance No. 48-18. Resolution No. 65-18 also directed the Land Information Department to reverse any road and address numbering change, retroactively to January 1, 2018, that has been made and for which the County has received a complaint or objection.

The proposed resolution seeks to lift the moratorium and to call for the vote on the proposed ordinance. If the resolution is adopted, administration of the rural road and address numbering system will continue, irrespective of the fate of the proposed ordinance.

Similarly, the moratorium would be lifted if the County Board enacts proposed Ordinance No. 48-18. The County Board could take up the proposed ordinance without first considering the proposed resolution. Consideration of the resolution becomes unnecessary if the County Board chooses to first enact the proposed ordinance.

At the October 9, 2018 committee meeting, the Land Information Department provided information concerning the impacts that the moratorium had on issuing permits. The Zoning Administrator returns to provide updated data to the committee to assist in making its recommendation.

**Requested Action:** To discuss the resolution and to make a recommendation to the County Board on its disposition.

Resolution No. 76-18

Resolution to Rescind Moratorium on the Administration of  
County Rural Road/Address Numbering System and to Call for the Vote on Proposed  
Ordinance No. 48-18: Polk County 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, on June 19, 2018, the Polk County Board of Supervisors received proposed Ordinance  
No; 48-18, Polk County Uniform Rural Addressing and Road Numbering Ordinance; and referred  
said proposed ordinance to the Public Safety and Highway Committee for public hearing and  
recommendation; and

WHEREAS, on July 17, 2018, the Polk County Board of Supervisors adopted Resolution No. 65-18,  
placing a moratorium on the administration of rural road and address numbering system that has  
been in place since 1978; and

WHEREAS, on August 7, 2018, the Polk County Public Safety and Highway Committee had  
conducted a public hearing concerning proposed Ordinance No. 48-18: Polk County Uniform Rural  
Addressing and Road Numbering Ordinance; and

WHEREAS, said committee has deferred making a recommendation on the proposed ordinance,  
despite finding no issue with the language contained in the ordinance; and

WHEREAS, continued administration of the rural road and address numbering system is vital to the  
safety of the citizens, who rely on fire protection and emergency services; and

WHEREAS, the moratorium is contrary to the interest of the Polk County.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors repeals Resolution  
No. 65-18, providing for a moratorium on the administration of the County Rural Road/Addressing  
System.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors calls the proposed Ordinance  
No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance out of the Public  
Safety and Highway Committee for the purpose of debate and action by the County Board.

Resolution to Rescind Moratorium on the Administration of  
County Rural Road/Address Numbering System and to Call for the Vote on Proposed  
Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance

Offered and Submitted on this \_\_\_\_ day of \_\_\_\_, 2018.

BY: Brad Olson  
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

Resolution to Rescind Moratorium on the Administration of  
County Rural Road/Address Numbering System and to Call for the Vote on Proposed  
Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance

Reviewed By County Administrator:

  
Jeffrey B. Fuge  
Interim County Administrator

*Fiscal Impact Note:* The resolution presents no financial impact.

Approved as to Form and Execution:

  
Malia T. Malone, Assistant Corporation Counsel

*Legal Impact Note:*

Excerpt of Minutes

At its regular business meeting on the \_\_\_\_ day of \_\_\_\_\_, 2018, the Polk County Board of Supervisors acted upon Resolution No. ~~76~~-18: Resolution to Rescind Moratorium on the Administration of County Rural Road/Address Numbering System and to Call for the Vote on Proposed Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance, as follows:

- Adopted by a majority of the members present by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.
- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Defeated
- Other: \_\_\_\_\_

Insert amendment to resolution according to minutes:

SIGNED BY:

ATTEST:

\_\_\_\_\_  
Dean Johansen, County Board Chairperson

\_\_\_\_\_  
Sharon Jorgenson, County Clerk

Legislative History: PSH - Recommended Passage, October 9, 2018  
County Board- Referred Back to Committee, October 16, 2018