



POLK COUNTY, WISCONSIN

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

MINUTES

PUBLIC SAFETY AND HIGHWAY COMMITTEE

Polk County Highway Department Conference Room
900 Pheasant Lane, Balsam Lake, WI 54810
2:00 P.M. Tuesday, October 9, 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; Andrea Jerrick, Employee Relations Director/Deputy Administrator; Chad Roberts, Chief Deputy; Rob Rorvick, Deputy; Maggie Wickre, Finance Director; Jason Kjeseth, Zoning Administrator; members of the public and member of the press.

Approval of Agenda-Chair Luke called for a motion to approve the agenda. **Motion** (Bonneprise/Jepsen) 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 September 4, 2018 meeting. **Motion** (Demulling/Route) to approve the minutes. **Motion** to approve the September 4, 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 received by the committee.

Committee received information regarding awards bestowed by the Sheriff's Department and the selection process of award recipients from Sheriff Johnson. The Lifesaving Award of Honor was presented by Sheriff Pete Johnson to Deputy Rorvick for lifesaving measures he provided to a citizen who was found nonresponsive in November 2017. The citizen expressed his gratitude to Deputy Rorvick.

Committee received a PowerPoint presentation and update regarding the Rural Bridge Program and interaction with the State of Wisconsin from Highway Commissioner Norby.

Committee received a status report and updates from Emil Norby, Highway Commissioner regarding the Highway Facility project and demolition of the old facility. Finishing touches and the final punch list items of the highway facility project are being completed, along with resolution of minor Wi-Fi issues and completion of final details of Information Technology items. Trucks are filling the salt shed. Demolition of the old highway building will be complete by November 16.

Committee received 2019 Budget packets for the functional areas under the Public Safety & Highway Committee including: Clerk of Court, District Attorney, Law Enforcement, and Highway Department. Committee received 2019 Budget information presentation and recommendations from Interim Administrator Fuge.

Motion (Jepsen/Demulling) for the Public Safety & Highway Committee to recommend that the County Board adopt those budgets of the functions and programs assigned to said committee as contained and presented in the Administrator's recommendation for the 2019 Operating and Capital Budget. Chair Luke called for a voice vote on said motion. **Motion** to recommend that the County Board adopt those budgets of the functions and programs assigned to said committee as contained and presented in the Administrator's recommendation for the 2019 Operating and Capital Budget carried by unanimous voice vote.

Recommendation on 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 was discussed. Chair Luke called upon Zoning Administrator Kjeseth to address the committee regarding issues caused by the rural addressing moratorium. Information regarding the rural addressing system was received by the committee from Sheriff Johnson and Interim Administrator Fuge.

Chair Luke called for a recess at 2:47 p.m. Chair Luke called the committee back in session at 2:53 p.m.

Motion (Route/Jepsen) to approve Resolution No. 76-18 and recommend for passage to the County Board.

Motion (Jepsen/Demulling) to amend Resolution No. 76-18 by striking lines 20 and 21 and lines 32 thru 34. Chair Luke called for a voice vote on said amendment. **Motion** to amend Resolution No. 76-18 striking lines 20 and 21 and lines 32 through 34 carried by unanimous voice vote.

Motion to approve 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 County Board as amended and recommend for passage to the County Board carried by majority voice vote with one opposed.

Recommendation on Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance was discussed. **Motion** (Route/Jepsen) to approve Ordinance No. 48-18 and recommend for passage to the County Board. Chair Luke called for a voice vote on said motion. **Motion** to approve

Ordinance No. 48-18 and recommend for passage to the County Board carried by majority voice vote with 2 opposed.

Revise Committee Workplan

Add to workplan: Annual Budget Amendments – November meeting

Monthly department program reviews

Develop 2019 work plan – December meeting

Matters for Upcoming Meetings

Next meeting: November 6, 2018 at County Board Room

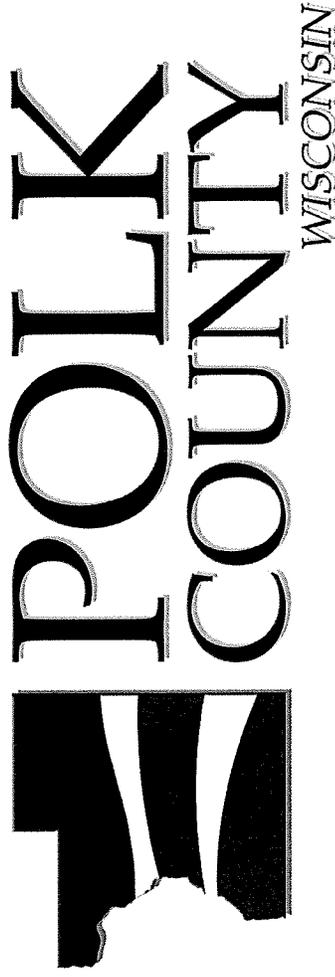
November: Budget Amendment Recommendations, Monthly department program review, Force to Force Training Demo

Chair Luke called for a motion to adjourn. **Motion** (Bonneprise/Route) to adjourn. **Motion** carried by unanimous voice vote. Chair Luke declared meeting adjourned at 3:56 p.m.

Respectfully submitted,

Sharon Jorgenson, County Clerk

Public Safety and Highway



Department of Law Enforcement

Peter M. Johnson, Sheriff

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

To provide law enforcement services, emergency 911 communication services, jail facilities and emergency management services to the entire county population.

MISSION:

To provide professional, ethical and respectful law enforcement services to the citizens and visitors of Polk County. We believe that the best way to achieve a safe environment is through a cooperative partnership with our community. We, the men and women of the Polk County Sheriff's Department, pledge to serve our community with integrity, honor and courage.

LINK TO COUNTY BOARD STRATEGIC GOALS:

Promoting safe communities provides an attractive enforcement of economic development and business growth. Law enforcement presence in the primary schools promotes higher quality educational environment. Strong law enforcement presence promote voluntary compliance with traffic laws resulting in safer communities.

STRATEGIC PRIORITIES:

Continue to develop and plan for a permanent site for use of force and firearms training. Expand our Crisis Intervention Program and training. Implement video visitation in the Jail. Enterprise Software upgrade in Dispatch.

PROGRAM OVERVIEW

To provide law enforcement services, emergency 911 communication services, jail facilities and emergency management services to the entire county population.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

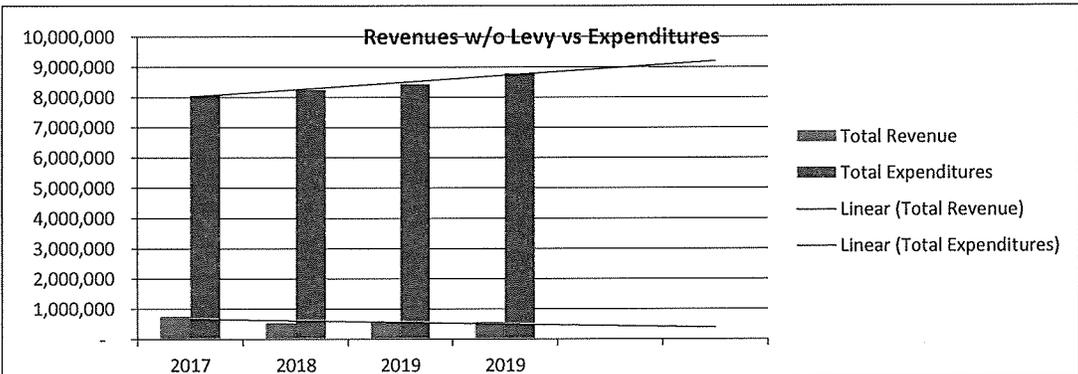
Field Services - Patrol, Emergency Response, Transports, Court Security, Recreation Patrol, Investigations, Civil Process.
Communications: 911 calls, non-emergency calls, radio communications, paging, weather alerts. **Corrections:** Safety and security of inmates and staff, some transports, Inmate healthcare, food, and laundry, Huber, taking inmates to court, library service, inmate programming. **Emergency Management:** Emergency planning, preparation, and training, Debris plan, coordination between state and local emergency services, grant management.

Department of Law Enforcement

Peter M. Johnson, Sheriff

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION				
	2017 Actual	2018 Budget	2019 Estimate	2019 Administrator's Budget
Revenue				
General Property Tax	7,278,378	7,695,108	7,878,875	8,051,471
State Aids	208,183	132,915	132,915	151,323
Public Charge for Services	331,399	271,850	277,287	257,374
Intergovernmental Revenue	133,976	62,000	63,240	85,172
Misc Revenue	50,144	39,500	39,500	39,500
Other Financing Sources	25,000	25,000	25,000	25,000
Total Revenue	8,027,079	8,226,373	8,416,817	8,609,840
Expense				
Personnel Services	6,727,434	6,598,311	6,770,343	6,932,084
Contractual Services	717,078	870,904	883,968	935,350
Supplies & Expenses	359,304	447,007	453,712	420,036
Fixed Charges	396	4,060	4,060	4,060
Grants, Contributions, Indem	518	2,750	2,750	2,750
Capital Outlay	174,087	299,141	297,785	476,360
Cost Reallocation	72,026	4,200	4,200	4,200
Total Expenditures	8,050,843	8,226,374	8,416,817	8,774,840
Net Revenue and Expenditures	(23,764)	(1)	(0)	(165,000)

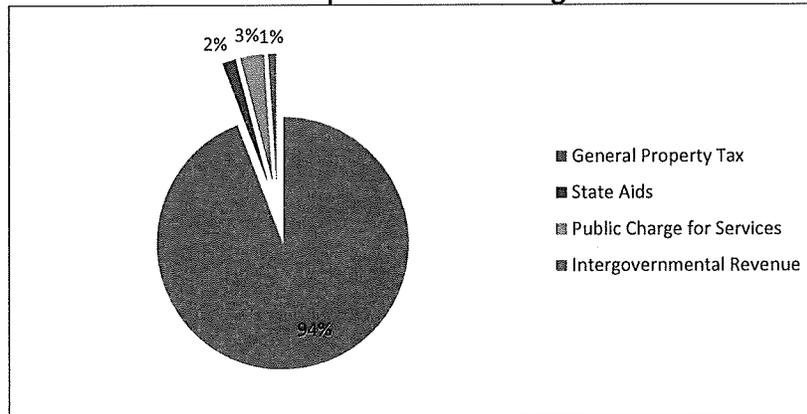
EMPLOYMENT BY JOB CLASSIFICATION				
	2017 Budget	2018 Budget	2019	2019
FTE Employees				
Officials/Administrators	1	1	1	1
Professionals			0	
Technicians/Para-Professionals	11.65	11.65	11.65	11.65
First/Mid Level Officials and Managers	5	5	5	5
Administrative Support	5	5	5	5
Skilled Craft/Service Maintenance			0	
Protective Service Workers	55.44	55.44	55.44	58.44
Total	78.09	78.09	78.09	81.09



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	7,878,875	8,051,471	172,596	
State Aids	132,915	151,323	18,408	
Public Charge for Services	277,287	257,374	(19,913)	
Intergovernmental Revenue	63,240	85,172	21,932	
Misc Revenue	39,500	39,500	-	
Other Financing Sources	25,000	25,000	-	
Total Revenue	8,416,817	8,609,840	193,023	
Expense				
Personnel Services	6,770,343	6,932,084	161,741	
Contractual Services	883,968	935,350	51,382	
Supplies & Expenses	453,712	420,036	(33,676)	
Fixed Charges	4,060	4,060	-	
Grants, Contributions, Indem	2,750	2,750	-	
Capital Outlay	297,785	476,360	178,575	
Cost Reallocation	4,200	4,200	-	
Total Expenditures	8,416,817	8,774,840	358,023	
Net Revenue and Expenditures	(0)	(165,000)	(165,000)	

Operations Funding



Notes:

Revenue

General Property Tax	Increased for payroll adjustments
State Aids	Increased State Aid
Public Charge for Services	Sheriff Fees Decreased per historical revenues
Intergovernmental Revenue	Increase in Reimbursement for services
Misc Revenue	
Other Financing Sources	
Total Revenue	

Expense

Personnel Services	Increase in Personnel costs
Contractual Services	Increase in phone service, maintenance agreements, and food/laundry service
Supplies & Expenses	Decrease in estimated fuel costs
Fixed Charges	
Grants, Contributions, Indem	
Capital Outlay	2019 Jail Control Project part 2 installation of cameras
Cost Reallocation	
Total Expenditures	
Net Revenue and Expenditures	Fund balance used for continued Jail Control upgrades

Department of Clerk of Circuit Court

Joan Ritten, Clerk of Circuit Court

DEPARTMENT DESCRIPTION:

The Clerk of Court's Office performs administrative duties for the court, including jury management, court financial management, court record management, recording of judgments, collections and enforcement of all court ordered financial obligations. The Clerk of Court is to follow all Wisconsin Statutes. The department disseminates information to the public on procedures to file small claims, divorce actions, restraining orders, civil matters, and other case filings. The Clerk of Court's Office is charged with all record keeping, monitoring and scheduling of court cases including but not limited to small claims, civil, family, criminal, traffic, and appeals. A Court Commissioner is also appointed in each county and is included in the Clerk of Court Department. A Court Commissioner is a judicial official who has powers similar to a Circuit Court Judge. The Court Commissioner handles a variety of civil, family, traffic/forfeiture, criminal and probate matters.

MISSION:

It is the mission of the Clerk of Court's Office to serve Polk County in the most efficient and complete manner possible, while adhering to Wisconsin Statute and local rules. We strive to make the judicial system accessible to all and to treat all persons fairly, with dignity and respect.

Our Vision is:

Our vision for Polk County Clerk of Court's Office is to continue to streamline court operations to increase access and convenience for all users. We strive to offer the highest level of service to court users while responsibly using and accounting for our county funded resources.

LINK TO COUNTY BOARD STRATEGIC GOALS:

To serve the Court and the public with integrity and professionalism.

STRATEGIC PRIORITIES:

PROGRAM OVERVIEW

The Clerk of Circuit Court Office is the official record management for Polk County Court System. We perform many administrative duties including, jury management, financial management, record management, collection and enforcement of all court ordered financial obligations. Provide general information to the public regarding small claims, family, and civil filings, as well other procedural information requested.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Assist Court with scheduling

Daily court clerking

Provide service to public regarding proper filing and assist in filing

Assist with setting up payment plans

Provide information to collection agencies regarding past due accounts

Assist other departments and Legal Firms on balances of court ordered obligations

Some of the departments/services that we deal with on a daily basis are: Public Health, Child Protections, Other Counties and Circuit Courts, Administration, Corp Counsel, Sheriffs Department, etc.

Department of Clerk of Circuit Court

Joan Ritten, Clerk of Circuit Court

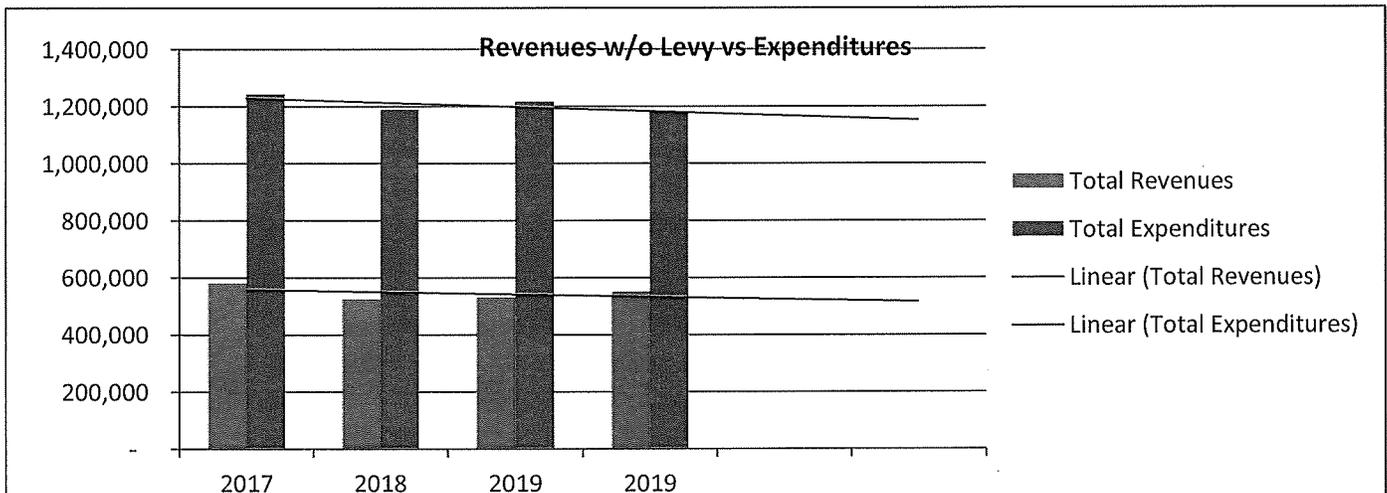
PROGRAM SUMMARY

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	670,867	663,819	685,227	631,887
State Aids	185,996	174,705	174,705	186,705
Fine and Forfeitures	180,356	175,000	177,700	177,700
Public Charge for Services	204,408	174,272	177,711	185,711
Misc. Revenue	685			
Other Financing Sources	8,929			
Total Revenue	1,251,242	1,187,796	1,215,343	1,182,003
Expense				
Personnel Services	723,826	734,113	756,054	752,714
Contractual Services	361,667	299,119	303,606	321,544
Supplies & Expenses	39,502	34,564	35,083	37,145
Fixed Charges	25		-	
Grants, Contributions, Indem	50,000	50,000	50,000	
Cost Reallocation	67,294	70,000	70,600	70,600
Total Expenditures	1,242,314	1,187,796	1,215,343	1,182,003
Net Revenue and Expenditures	8,928		-	-

EMPLOYMENT BY JOB CLASSIFICATION

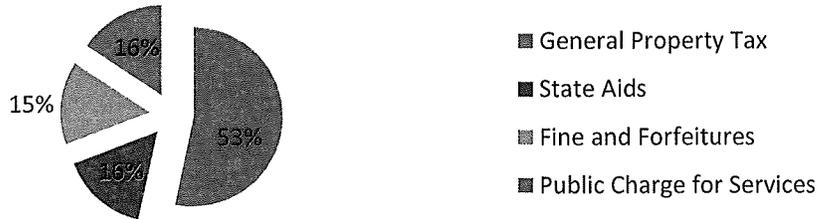
	2017 Budget	2018 Budget	2019 Estimated Budget	2019 Administrator's
FTE Employees				
Officials/Administrators	1	1	1	1
Professionals	1	1	1	1
Administrative Support	10	10	10	10
Total	12	12	12	12



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	685,227	631,887	(53,340)	
State Aids	174,705	186,705	12,000	
Fine and Forfeitures	177,700	177,700	-	
Public Charge for Services	177,711	185,711	8,000	
Misc. Revenue	-	-	-	
Other Financing Sources	-	-	-	
Total Revenue	1,215,343	1,182,003	(33,340)	
Expense				
Personnel Services	756,054	752,714	(3,340)	
Contractual Services	303,606	321,544	17,938	
Supplies & Expenses	35,083	37,145	2,062	
Fixed Charges	-	-	-	
Grants, Contributions, Indem	50,000	-	(50,000)	
Cost Reallocation	70,600	70,600	-	
Total Expenditures	1,215,343	1,182,003	(33,340)	
Net Revenue and Expenditures	-	-	-	

Operations Funding



Notes:

Revenue

General Property Tax	Decreased due to CJCC payment
State Aids	Increased
Fine and Forfeitures	
Public Charge for Services	Increased
Misc. Revenue	
Other Financing Sources	
Total Revenue	

Expense

Personnel Services	Slight decrease
Contractual Services	Increased due to court appointed attorneys
Supplies & Expenses	slight increase
Fixed Charges	
Grants, Contributions, Indem	Eliminated CJCC payment
Cost Reallocation	
Total Expenditures	
	Levy decrease by 33,340

Department of Clerk of Circuit Court

Joan Ritten, Clerk of Circuit Court

Program name:
Circuit Court : Case filing and management

Program objective: Prompt and accurate filing of all information necessary for the functioning of the court system and the Clerk of Court Office.

Link to Board Priority: Updating county services for the future and improving services

PROGRAM PERFORMANCE INFORMATION
KEY PROGRAM STRATEGIES 2019

1. Mandatory e-filing of all case types.
2. Continue procedure of scanning old files and purging of all case types.
3. Continue collections on owed monies along with continuation of tax intercept.

KEY PROGRAM STRATEGIES 2020

1. Mandatory e-filing of all case types.
2. Continue procedure of scanning old files and purging of all case types.
3. Continue collections on owed monies along with continuation of tax intercept.

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Number of Case files	5,482	5,448	7,119	6,573
Family	256	241	285	302
Civil	385	423	473	492
Criminal (CM,CF,CT)	1,050	973	1,153	1,222
Paternity	16	10	15	16
Juvenile	155	135	160	170
Small Claims	859	873	1,038	1,101
Traffic	2,761	2,793	3,138	3,270
Forfeitures	434	420	483	507
Group Files	340	325	374	393

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Number of re-opened cases due to Clerk error	0	0	24,000	24,500
Number of approx. calls received yearly on case filings	19,050	14,700	24,000	24,500

Assumptions and factors affecting program performance:

The Clerk of Court's Office is unable to predict the amount of incoming cases, or state mandated costs such as guardian ad litem, court appointed attorney, or interpreter fees. The Clerk of Court's Office also can not predict how many jury trials will take place in a given year.

Department of District Attorney and Victim/Witness Services

Jeff Kemp, District Attorney

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

This department prosecutes criminal cases, assists in the administration of justice, and delivers victim rights through two divisions: The District Attorney's Office and Victim/Witness Services.

MISSION:

To administer justice while delivering high quality public service to all citizens in an effective, professional, and efficient manner.

LINK TO COUNTY BOARD STRATEGIC GOALS:

To strengthen law enforcement's relations with the public; enhancing the quality of life for the citizens of Polk County. Ensure crime victims are treated with sensitivity, fairness, compassion, and respect.

STRATEGIC PRIORITIES:

To serve and represent the public with integrity.

PROGRAM OVERVIEW

Prosecution of Criminal Cases

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Prosecution of Criminal, Juvenile, and Traffic Cases; Serve Victims of Crime

Department of District Attorney and Victim/Witness Services

Jeff Kemp, District Attorney

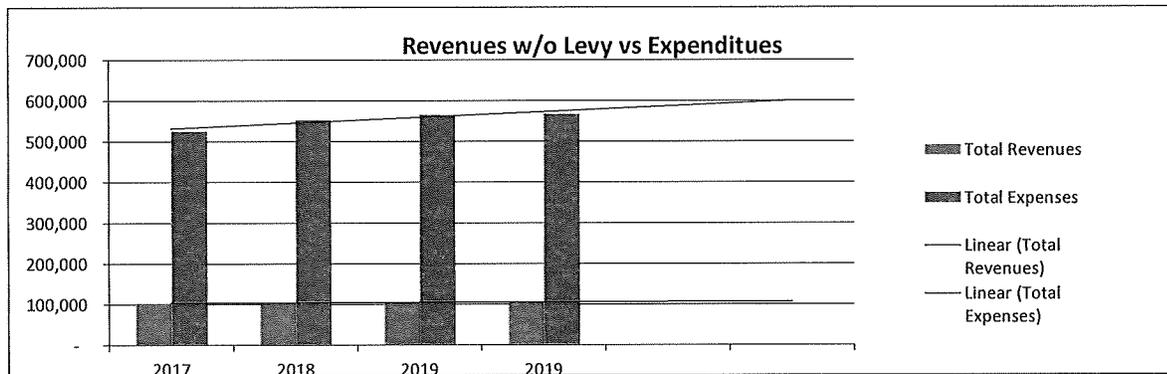
PROGRAM SUMMARY

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	419,755	447,709	459,197	461,203
State Aids	72,951	65,791	65,791	65,791
Fine and Forfeitures	5,163	2,050	2,091	591
Public Charge for Services	24,447	36,455	37,185	38,684
Other Financing Sources				
Total Revenue	522,316	552,006	564,264	566,269
Expense				
Personnel Services	465,904	489,849	501,187	502,011
Contractual Services	21,778	24,988	25,362	26,544
Supplies & Expenses	36,308	36,369	36,915	36,914
Fixed Charges	525	800	800	800
Total Expenditures	524,515	552,006	564,264	566,269
Net Revenue and Expenditures	(2,199)	-	-	-

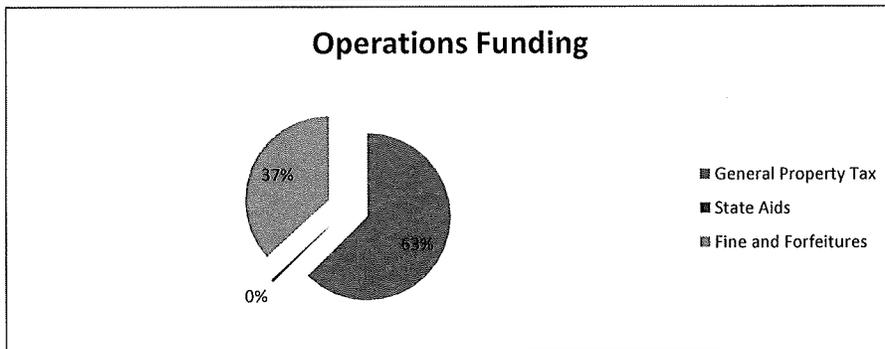
EMPLOYMENT BY JOB CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated	2019 Admin
FTE Employees				
Officials/Administrators				
Administrative Support	4	4	4	4
Professionals				
First/Mid Level Officials and Managers	1	1	1	1
Technicians/Para-Professionals	2	2	2	2
Total	7	7	7	7



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	459,197	461,203	2,006	
State Aids	65,791	65,791	(0)	
Fine and Forfeitures	2,091	591	(1,500)	
Public Charge for Services	37,185	38,684	1,499	
Total Revenue	564,264	566,269	2,005	
Expense				
Personnel Services	501,187	502,011	824	
Contractual Services	25,362	26,544	1,182	
Supplies & Expenses	36,915	36,914	(1)	
Fixed Charges	800	800	-	
Total Expenditures	564,264	566,269	2,005	
Net Revenue and Expenditures	-			



Notes:

Revenue	
General Property Tax	Slight levy adjustment
State Aids	
Fine and Forfeitures	
Public Charge for Services	
Misc. Revenue	
Other Financing Sources	
Total Revenue	

Expense	
Personnel Services	Slight adjustments
Contractual Services	Slight adjustments
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	
Cost Reallocation	
Total Expenditures	
Net Revenue and Expenditures	Only slight adjustments

Highway Department

Emily Norby, Highway Commissioner

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

The department provides all highway services for 662 lane miles of county roads and 364 lane miles of state highway. These services include; construction, winter/ice/snow activities, surface maintenance, drainage, signs, woody vegetation, material inventory, equipment maintenance, and record keeping.

MISSION:

To serve our customers and community more effectively than anyone else by treating our customers and co-workers as we, personally, would like to be treated, and to make a difference in their lives within Polk County by developing and maintaining a safe, efficient and environmentally sound county and state road system.

LINK TO COUNTY BOARD STRATEGIC GOALS:

Responsive transportation system
Upgraded road network

STRATEGIC PRIORITIES:

Decrease the volume of deficient roads proportionate to available funding. Extend the life, maintain the integrity and enhance the safety of all county roads.

PROGRAM OVERVIEW

The department provides all highway services for 662 lane miles of county roads and 364 lane miles of state highway. Provides construction and maintenance activities to other Municipalities as requested.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Services include; construction, winter/ice/snow activities, surface maintenance, drainage, signs, woody vegetation, material inventory, equipment maintenance, and record keeping.

Highway Department

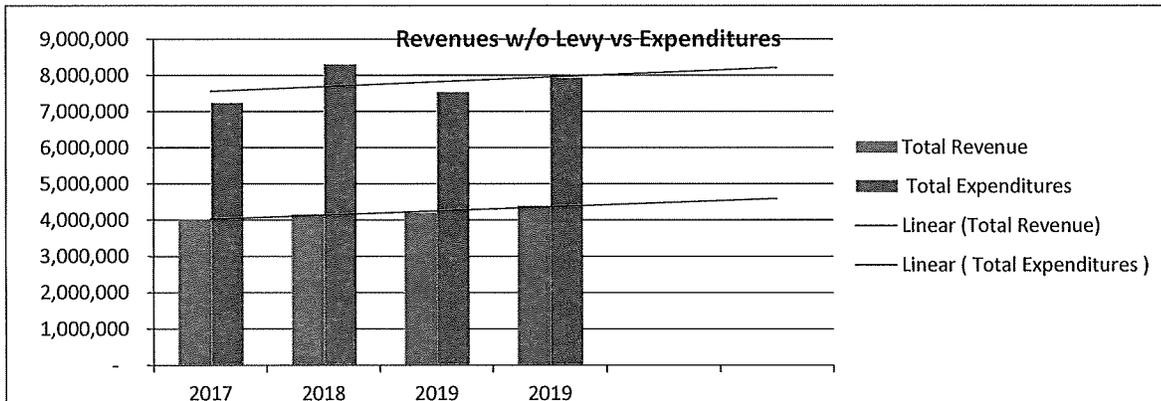
Emily Norby, Highway Commissioner

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	3,167,470	3,235,955	3,330,167	3,330,167
State Aids	1,596,831	1,787,064	1,787,064	1,959,774
Intergovernmental Revenue	2,378,956	2,319,976	2,366,375	2,382,266
Misc. Revenue	48,006	49,200	49,200	48,200
Other Financing Sources	1,106,220	-	-	-
Total Revenue	8,297,484	7,392,195	7,532,806	7,720,407
Expense				
Operating Expense	-	10,000	10,000	-
Personnel Services	2,592,806	2,646,279	2,728,681	2,723,419
Contractual Services	1,552,269	1,106,207	1,122,800	1,185,759
Supplies & Expenses	1,787,714	2,774,404	2,816,020	2,405,840
Fixed Charges	954,721	749,210	749,210	1,423,260
Other Grant Contributions	135,258	-	-	-
Capital Outlay	19,138	910,000	-	-
Cost Reallocation	190,094	106,095	106,095	186,742
Total Expenditures	7,232,000	8,302,195	7,532,806	7,925,020
Net Revenue and Expenditures	1,065,484	(910,000)	-	(204,613)

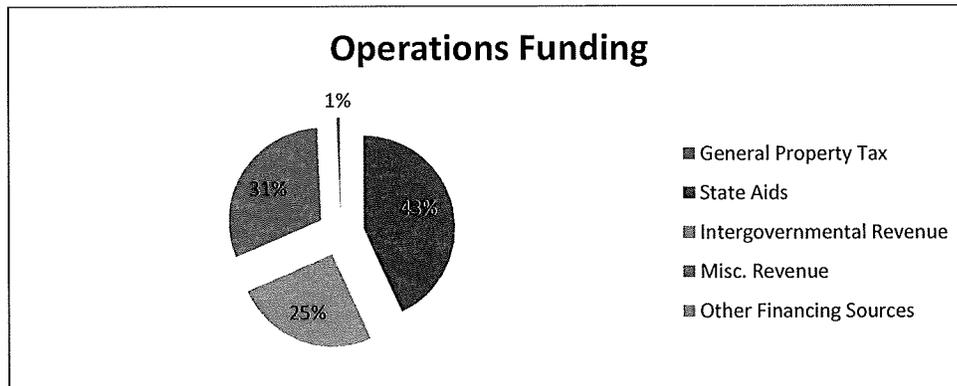
EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Estimated	2019
FTE Employees				
Officials/Administrators	1	1	1	1
Professionals				
Technicians/Para-Professionals				
First/Mid Level Officials and Managers	3	3	3	3
Administrative Support	1	1	1	1
Skilled Craft/Service Maintenance	32.45	32.45	32.45	32.45
Total	37.45	37.45	37.45	37.45



2019 Budget Presentation

	Published 2019	Administrator 2019	Different	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	3,330,167	3,330,167	-	
State Aids	1,787,064	1,959,774	172,710	
Intergovernmental Revenue	2,366,375	2,382,266	15,891	
Misc. Revenue	49,200	48,200	(1,000)	
Other Financing Sources	-	-	-	
Total Revenue	7,532,806	7,720,407	187,601	
Expense				
Operating Expense	10,000	-	(10,000)	
Personnel Services	2,728,681	2,723,419	(5,262)	
Contractual Services	1,122,800	1,185,759	62,959	
Supplies & Expenses	2,816,020	2,405,840	(410,180)	
Fixed Charges	749,210	1,423,260	674,050	
Other Grant Contributions	-	-	-	
Capital Outlay	-	-	-	
Cost Reallocation	106,095	186,742	80,647	
Total Expenditures	7,532,806	7,925,020	392,214	
Net Revenue and Expenditures	-	(204,613)		



Notes:

Revenue

General Property Tax	No change
State Aids	Increased 172,710
Intergovernmental Revenue	Increased 15,891
Misc. Revenue	
Other Financing Sources	
Total Revenue	

Expense

Operating Expense	Decreased
Personnel Services	Slight decrease
Contractual Services	Slight increase
Supplies & Expenses	Decreased 410,180
Fixed Charges	Increased 674,050
Other Grant Contributions	
Capital Outlay	
Cost Reallocation	
Total Expenditures	
Net Revenue and Expenditures	



POLK COUNTY, WISCONSIN

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

AGENDA AND NOTICE OF MEETING

PUBLIC SAFETY & HIGHWAY COMMITTEE

Polk County Highway Department, 900 Pheasant Lane, Balsam Lake, WI 54810

Highway Conference Room

Tuesday, October 9, 2018 at 2:00 p.m.

A quorum of the County Board may be present

Materials: September 4, 2018 Minutes; Proposed Resolutions/Ordinance(s)

Order of Business

1. Call to Order-Chairman Luke
2. Approval of Agenda
3. Approval of Minutes for September 4, 2018
4. Public Comment (3 minutes)
5. Receipt of Information from Supervisors Not Seated as Committee Members
6. Award Presentation by Sheriff Pete Johnson
7. Update on Highway Facility and Demolition of Old Highway Facility
8. Update on Rural Bridge Program
9. Action/Discussion Items
 - a. 2019 Budget Presentation and Recommendation
 - b. 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
 - c. Develop Recommendations Concerning Enactment or Revision of Proposed Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance
10. Review and Revise 2018 Committee Workplan
11. Identify Subject Matters for November Meeting
12. Adjourn

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, September 4, 2018

Meeting called to order by Chairman Luke at 2:02 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/Corporation Counsel; Emil Norby, Highway Commissioner; Maggie Wickre, Finance Director; Jason Kjeseth, Zoning Administrator; members of the public and member of the press.

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

Approval of Minutes- Chair Luke called for a motion to approve the minutes of the August 7, 2018 meeting. **Motion** (Jepsen/Demulling) to approve the minutes. **Motion** to approve the August 7, 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 Concerning Matters Noticed: No information received by the committee.

Recommendation on Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance was discussed. **Motion** (Bonneprise/Jepsen) to postpone any action on Ordinance No. 48-18 until March 2019 pending receipt of more information. Committee requests more information regarding electronic or other technology available that has the possibility to replace the rural addressing system in the future. Interim Administrator Fuge addressed committee regarding information they are requesting in relation to the ordinance. Zoning Administrator Kjeseth provided information to the committee regarding the ordinance. Supervisor Demulling addressed Chair Luke to call the question. Chair Luke

called for a voice vote on said motion to postpone. **Motion** to postpone action on Ordinance No. 48-18 until March 2019 carried by majority voice vote with one opposed.

Committee received status report and updates from Emil Norby, Highway Commissioner regarding the Highway Facility project. Salt shed completion is underway, as well as finishing touches on facility. Mitigation of lead paint began 9/4 on old building before demolition will occur. Committee received article from Highway Commissioner Norby regarding bridge funding. Highway Facility Open House will be held on Saturday, September 29, 2018 from 10:00 a.m. to 2:00 p.m.

Committee received 2019 Budget Update from Interim Administrator/Corporation Counsel Fuge. Proposed budget will be presented at September 6 County Board meeting. Committee will review individual program budgets at October meeting. Budget amendments will be proposed at or before November meeting.

October 9, 2018 committee meeting will be held at the new Highway Facility Conference room.

Matters for Upcoming Meetings

Next meeting: October 9, 2018 at new Highway Facility

October: Budget Recommendations, Force to Force Training Demo

Chair Luke called for a motion to adjourn. **Motion** (Jepsen/Bonneprise) to adjourn. **Motion** carried by unanimous voice vote. Chair Luke declared meeting adjourned at 3:25 p.m.

Respectfully submitted,

Sharon Jorgenson, County Clerk

Subject Matter Summary

Subject Matter Description:

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

Legislative Process:

The proposed resolution is before the Public Safety and Highway Committee for recommendation. The notice of meeting for the October 16, 2018 County Board will give notice to the proposed resolution as an action item.

Summary:

The proposed resolution seeks to lift the moratorium placed upon the implementation of the rural road and address numbering system and call for the vote on the proposed Uniform Rural Addressing and Road Numbering Ordinance.

In May 2018, the County Board received the signed and sponsored proposed ordinance and referred the same to the Public Safety and Highway Committee for public hearing and recommendation. At its July 2018 meeting, the County Board passed Resolution No. 65-18, which placed a moratorium on address changes until the proposed ordinance is enacted. 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 repeal Resolution No. 65-18 and to call for the vote on the proposed ordinance. If adopted, the proposed resolution takes out of committee the proposed Uniform Rural Addressing and Road Numbering Ordinance and places the same on the floor of the County Board for debate and action. If the resolution is adopted, administration of the rural road and address numbering system will continue, irrespective of the fate of the proposed ordinance.

Administrator's Recommendation and Fiscal Impact Note: The Administrator has recommended that the County Board adopt the proposed resolution.

Adoption of the resolution will have no additional fiscal impact to county operations. The rural addressing and road numbering system has already been implemented and funds that have already been appropriated and allocated for that purpose will be expended in the administration of that system.

Legal Impact Note: Adoption of the resolution lifts the moratorium and allows the Land Information Department to resume assigning numerical road names and numerical addresses. The County Board has the legal authority and as matter of parliamentary procedure to adopt the resolution. Adoption of the resolution would have the parliamentary effect of taking the proposed ordinance out of committee and placing it on the floor of the County Board for debate and action.

Resolution No. 76-18

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

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

6 Ladies and Gentlemen:

7 WHEREAS, on June 19, 2018, the Polk County Board of Supervisors received proposed Ordinance
8 No; 48-18, Polk County Uniform Rural Addressing and Road Numbering Ordinance; and referred
9 said proposed ordinance to the Public Safety and Highway Committee for public hearing and
10 recommendation; and

11
12 WHEREAS, on July 17, 2018, the Polk County Board of Supervisors adopted Resolution No. 65-18,
13 placing a moratorium on the administration of rural road and address numbering system that has
14 been in place since 1978; and

15
16 WHEREAS, on August 7, 2018, the Polk County Public Safety and Highway Committee had
17 conducted a public hearing concerning proposed Ordinance No. 48-18: Polk County Uniform Rural
18 Addressing and Road Numbering Ordinance; and

19
20 WHEREAS, said committee has deferred making a recommendation on the proposed ordinance,
21 despite finding no issue with the language contained in the ordinance; and

22
23 WHEREAS, continued administration of the rural road and address numbering system is vital to the
24 safety of the citizens, who rely on fire protection and emergency services; and

25
26 WHEREAS, the moratorium is contrary to the interest of the Polk County.

27
28 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors repeals Resolution
29 No. 65-18, providing for a moratorium on the administration of the County Rural Road/Addressing
30 System.

31
32 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors calls the proposed Ordinance
33 No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance out of the Public
34 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

Klm O'Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

Jay Luke, 1st Vice Chair,
Supervisor, District #11

Michael Larsen, Supervisor, District #12

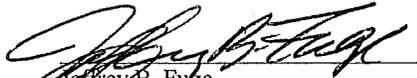
Russell Arcand, Supervisor, District #13

John Bonneprise, 2nd 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:

Dean Johansen, County Board Chairperson

ATTEST:

Sharon Jorgenson, County Clerk

Subject Matter Summary

Subject Matter Description:

Uniform Rural Addressing and Road Numbering Ordinance

Legislative Process:

In May 2018, the County Board received the signed and sponsored proposed ordinance and referred the same to the Public Safety and Highway Committee for public hearing and recommendation. the proposed ordinance remains in committee.

After public hearing at its August meeting, the committee postponed making a recommendation until it had received information concerning the implementation of the rural road numbering and addressing (Grid System) system. The committee has not considered any languages to the proposed ordinance as drafted.

The proposed ordinance will be noticed for action on the October 16, 2018 County Board meeting notice.

Summary:

Statutory law, Section 59.54(4) and (4m) give county boards the discretion to establish a rural naming or numbering system in towns for the purpose of aiding fire protection, emergency services and civil defense. The statute also authorizes county boards to appropriate and spend moneys for such systems. In 1978, the County Board adopted the present rural road and address system and did so without an ordinance that otherwise sets forth criteria on which the system would be administered.

The proposed ordinance identifies certain criteria on which the road numbering and addressing provisions become applicable. Enactment of the ordinance alone will not trigger the County to assign road numbers or address numbers. The proposed ordinance does not alter the manner in which the county has implemented the grid system. Similarly, the rural road and addressing system will continue irrespective of the fate of the ordinance.

The proposed ordinance standardizes the criteria on which roads and addresses are assigned. Under proposed ordinance language, assignment of a numeric road or numeric address is required on three specific circumstances:

1. New parcels created after enactment of the ordinance must receive a numerical address.
2. Existing parcels for which a land use permit is issued for new construction must also receive a numerical address.
3. Existing parcels which are adjacent to or along the same road as either a new parcel created after the ordinance is adopted or an existing parcel for which a land use permit for new construction are also required to be assigned a numeric road and numeric address.

The County has received public reaction both in support and in opposition of the proposed ordinance. Public reaction in support of the ordinance has cited that the ordinance and the grid system are necessary for law enforcement and emergency services to adequately respond to calls for such services. Public reaction in opposition to the ordinance has cited that costs of making numeric changes to

existing named roads and named addresses place an undue burden on the citizens which are required to update the addresses with numeric addresses consistent with the grid system standards contained in the ordinance. Public reaction in opposition to the proposed has also cited that the rural road and address numbering system is obsolete due to current and advancing technology and this technology would allow law enforcement and emergency services to appropriately and timely respond without changes to roads and addresses named with alphabetical characters. The County has also received input from towns in support of the ordinance and continuation of the rural road and address numbering system.

The committee has postponed making its recommendation until it has received information on whether the road and addressing system are obsolete. The committee has not undertaken a review of the language of the proposed ordinance for purposes of making a recommendation to the County Board concerning enactment of the ordinance.

Administrator's Recommendation and Fiscal Impact Note:

The Administrator has recommended that the County Board enact the ordinance with removal of the exception provision found at Section 7.2.

Enactment of this ordinance will have no additional fiscal impact to county operations. The rural addressing and road numbering system has already been implemented and funds have been appropriated and allocated for that purpose.

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 process 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.

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.

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- i. One physical address number shall be assigned to apartment buildings, mobile home parks, and campgrounds. Individual units in such complexes shall be referred to by apartment number or unit number. Each unit or apartment shall clearly indicate the unit/apartment number by the entrance.
 - j. Twin homes or side by side condos shall each be assigned individual rural address numbers.
 - k. An address shall only be assigned to an accessory building if it is the only structure on the property.
 - l. Utility substations and telecommunication facilities shall have a physical property address.
 - m. Addresses shall be assigned to locations that are publicly accessible including but not limited to: cemeteries, parks, recognized public land access points, recognized trail access points, boat landings, public parking locations, nonmetallic mine access points, or any other location deemed important to public safety.
 - n. If the location of an existing driveway access point changes, the current address may remain unless the addressing authority determines the address is no longer in compliance with the county's grid system.
 - o. If the driveway access point changes from one road to another, the property owner shall be responsible for obtaining a new address and the associated costs.
 - p. The new address assigned to a property shall become the official address of the property and replace any prior address of the property.
 - q. Wherever practicable, the county shall cooperate with the town 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 upon receipt of a rural address application or a state sanitary permit application. The address fee must accompany a state sanitary permit application if the property doesn't have an address. The rural address application is not required with the state sanitary permit application.

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2. A digital copy of the county rural addressing map shall be kept and maintained by the Land Information Department.

200

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3. The Land Information Department will be responsible for ordering the address signs, and notifying the respective town officials when the county receives the signs.

202

203

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4. The applicant shall provide the following information on the uniform address application form:

205

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 existing/known address number, road intersection, or property line;

214

i. Location of principal structure on the property;

215

j. Signed by owner or agent;

216

5. The Polk County Land Information Department shall forward all assigned addresses to relevant emergency services and the post office within 30 calendar days.

217

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6. Incorrect assignment of an address due to incomplete or incorrect information on the application form shall be corrected immediately and the applicant shall be responsible for all associated costs.

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221

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7. Any rural address not obtained from the county shall be deemed in violation of this ordinance.

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8. At the discretion of the addressing authority, a physical address may be removed from the address maps if there are no buildings or address sign present.

225

226

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Section 6.0 Fees

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

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230

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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**

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

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

Offered 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, 1st Vice Chair,
Supervisor, District #11

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

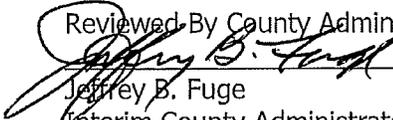
John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

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.

**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	