



POLK COUNTY, WISCONSIN

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

MINUTES

PUBLIC SAFETY AND HIGHWAY COMMITTEE

County Board Room, Balsam Lake, WI 54810

2:00 P.M. 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

Highway Department

Emily Norby, Highway Commissioner

Public Safety Committee

Technical Amendment #11: Highway Budget, November 13, 2018

We received a notice that State General Transportation Aids received in 2019 increased by \$46,634

These additional funds would be used for construction materials (asphalt) in 2019.

	Published 2019	Administrator 2019	Different	Amended 2019	
Revenue					
General Property Tax	3,330,167	3,330,167	-	-	
State Aids	1,787,064	1,959,774	172,710	46,634	2,006,408
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)	46,634	2,452,474
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)			

Adjustment Notes:

Revenue	
General Property Tax	
State Aids	Increase State Transportation Aids by \$46,634
Intergovernmental Revenue	
Misc. Revenue	
Other Financing Sources	
Total Revenue	
Expense	
Operating Expense	
Personnel Services	
Contractual Services	
Supplies & Expenses	Increase construction materials (asphalt) by \$46,634
Fixed Charges	
Other Grant Contributions	
Capital Outlay	
Cost Reallocation	
Total Expenditures	
Net Revenue and Expenditures	



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AGENDA AND NOTICE OF MEETING

PUBLIC SAFETY & HIGHWAY COMMITTEE

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

County Board Room

Tuesday, November 6, 2018 at 2:00 p.m.

A quorum of the County Board may be present

Materials: October 9, 2018 Minutes; Proposed Polk Uniform Rural Addressing and Road Numbering Ordinance, Proposed Resolution, Workplan

Order of Business

1. Call to Order-Chairman Luke
2. Approval of Agenda
3. Approval of Minutes for October 9, 2018
4. Public Comment (3 minutes)
5. Receipt of Information from Supervisors Not Seated as Committee Members
6. Force to Force Training Demonstration – Sheriff's Department Personnel
7. Report on Annual Jail Inspection
8. Update on Highway Facility and Demolition of Old Highway Facility
9. Wisconsin County Highway Association Update
10. Action/Discussion Items
 - a. Develop Recommendations Concerning the Proposed 2019 Budget, specific to programs, services and functions assigned to committee: Highway Department, Sheriff Department, District Attorney, Clerk of Circuit Courts and Circuit Court.
 - i. Highway State Aid
 - ii. Jail Controller Project
 - b. Recommendation regarding Resolution No. 86-18: Resolution to Re-Establish the Criminal Justice Collaborating Council
 - c. Develop Revisions to Proposed Ordinance No. 48-18: Polk County Uniform Rural Addressing and Road Numbering Ordinance
11. Review and Revise 2018 Committee Work Plan
12. Develop 2019 Committee Work Plan
13. Identify Subject Matters for December Meeting
14. 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

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

1 Resolution No. 86-18
2 Resolution to Re-Establish the Criminal Justice Collaborating Council

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

5 Ladies and Gentlemen:

6 WHEREAS, in August 2007 Polk County established the Polk County Criminal Justice
7 Collaborating Council as a steering mechanism for collaboration between stakeholders to
8 improve the effectiveness of Polk County's Criminal Justice System;

9
10 WHEREAS, in October 2011 Polk County dissolved the Polk County Criminal Justice
11 Collaborating Council to facilitate the organization and establishment of the Polk County
12 Criminal Justice Collaborating Council, Inc., a private non-profit corporation, whose mission
13 was to deliver programming of collaborative criminal justice, restorative justice and
14 drug/treatment courts; and

15
16 WHEREAS, since its inception, the Polk County Criminal Justice Collaborating Council, Inc.,
17 relied on county tax levy and grant funding to deliver such programming without the financial
18 oversight by either the County Board or a standing committee; and

19
20 WHEREAS, in 2018, Polk County was informed that Polk County Criminal Justice
21 Collaborating Council, Inc. was no longer sustainable as on-going concern because as a private
22 non-profit corporation, Polk County Criminal Justice Collaborating Council, Inc. was no longer
23 eligible for grants that funded collaborative criminal justice, restorative justice and treatment
24 alternative diversion programs; and

25
26 WHEREAS, pursuant to Resolution No. 60-18, the County Administrator has submitted a
27 proposed 2019 budget that includes staffing and monetary allocations sufficient for the County to
28 assume the delivery of collaborative criminal justice services, restorative justice programs and
29 drug/treatment court initiatives; and

30
31 NOW, THEREFORE, BE IT RESOLVED that, effective upon passage of this resolution, the
32 Polk County Board of Supervisors establishes the Polk County Criminal Justice Collaborating
33 Council, which will possess neither authority to order changes to the Polk County criminal
34 justice system nor the authority to incur expenses, but may bring about change to the criminal
35 justice system through collaboration by participating stakeholders.

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37
38
39 (Continued on Page 2)
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41
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43

44 BE IT FURTHER RESOLVED that the Polk County Criminal Justice Collaborating Council
45 shall serve only in an advisory role and its initial voting membership be composed of the
46 following members:
47

- 48 1. Presiding Judge for Polk County
- 49 2. County Administrator or designee
- 50 3. County Board Chairperson or designee
- 51 4. Sheriff or designee
- 52 5. Jail Captain
- 53 6. Clerk of Circuit Courts
- 54 7. District Attorney
- 55 8. Representative of the State Public Defender
- 56 9. Victim Witness Coordinator
- 57 10. Department of Corrections, Probation and Parole
- 58 11. Community Services Division Director
- 59 12. Corporation Counsel
- 60

61 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors directs the Polk County
62 Criminal Justice Collaborating Council to hold an organizational meeting for the purpose of
63 developing for County Board approval at its December 2018 meeting proposed by-laws and a
64 delivery of service plan.
65

66 BE IT FURTHER RESOLVED the authorization and funding for positions and expenses
67 associated with the delivery of criminal justice collaborative programs and services, with levy
68 and grant funding, will be considered and determined in the resolution to adopt the 2019 County
69 Operating and Capital Budget and from time to time as the County Board may determine.

Offered on the 13th day of November, 2018.

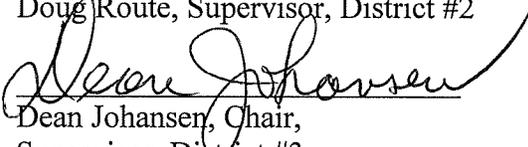
BY:

Brad Olson, Supervisor, District #1

James Edgell, Supervisor, District #8

Doug Route, Supervisor, District #2

Kim O'Connell, Supervisor, District #9



Dean Johansen, Chair,
Supervisor, District #3,

Larry Jepsen, Supervisor, District #10

Chris Nelson, Supervisor, District #4

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

Tracy LaBlanc, Supervisor, District #5

Michael Larsen, Supervisor, District #12

Brian Masters, Supervisor, District #6

Russell Arcand, Supervisor, District #13

Michael Prichard, Supervisor,
District #7

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

Joe DeMulling, Supervisor, District #15

Fiscal Impact: The resolution presents no fiscal impact. Financial impacts related to the delivery of criminal justice collaborative programs and services are addressed and contained in the proposed 2019 County Operating and Capital Budget, adopted by separate resolution.

Reviewed By County Administrator:

Jeffrey B. Fuge
Interim County Administrator

Approved as to Form and Execution:

Malia T. Malone, Interim Corporation Counsel

Legal Impact Note: The resolution re-establishes the Polk County Criminal Justice Collaborating Council as an advisory committee and requires the CJCC to develop a proposed set of bylaws and a proposed delivery of services plan. Further legal impacts will be addressed in the resolution to approve the CJCC by-laws that is submitted to the County Board at its December 2018 meeting.

Excerpt of Minutes

At its regular business meeting on the 13th day of November 2018, the Polk County Board of Supervisors acted upon Resolution No.86-18: Resolution to Re-Establish the Criminal Justice Collaborating Council, 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

Administrator's Summary: Uniform Rural Addressing and Road Numbering Ordinance

Legislative Process:

The County Board has referred the ordinance to the Public Safety and Highway Committee for the purpose of developing recommendations for revisions to the language of the ordinance.

In October 2018, the County Board received information concerning the rural grid addressing system and inter-relationship with the functions of the Communications Unit of Sheriff's Department to dispatch law enforcement and emergency services to all agencies throughout the County. Additionally, the Board received an opinion from the office of Corporation Counsel concerning litigation a similar ordinance in Marathon County on the issue of definition of "rural" as used in the ordinance. The litigation has moved to the Wisconsin Supreme Court. The office of Corporation Counsel recommended to the County Board to hold off on enactment of the proposed ordinance until the Marathon County case reached a final decision by the Wisconsin Supreme Court. The office of Corporation Counsel reasoned that because the proposed Polk County ordinance lacked a definition on the same term, "rural", there would be uncertainty on whether the ordinance, if enacted, could be lawfully administered.

The County Board also received information concerning modifications to the ordinance that could address the balance of the public need for safety, the control of towns in making address changes, and the inconvenience that the ordinance would bring to property owners who had to change addresses because adjacent properties were required to change address under the application of the ordinance and rural address grid system. One solution offered to the County Board was to have roads named with both current name and road number when a change is needed. Another solution offered was to modify the ordinance to allow the road and address changes when requested by the town or where a town opts in to the county's system, much like a town may do when considering a zoning ordinance.

The office of Corporation Counsel provided the recommendation that such policy recommendations by the committee irrespective of the pending Marathon County case and that the ordinance with all language recommendations could then come back to the County Board once the Supreme Court issued its decision on the Marathon County case sometime in 2019.

As a related matter, the County Board has determined that the moratorium on the continued implementation of the rural addressing system will remain in effect despite the practical difficulty the moratorium has on the issuance of zoning permits.

Administrator's Recommendation:

The Administrator has recommended that the committee consider as a recommendation with removal of the exception provision found at Section 7.2. The Administrator also has recommended and has requested the committee develop and make policy recommendations that the committee may determine as being in the interest of the County and address the related concerns of public safety, the differing position of the towns to either hold off on address changes while other towns have requested address changes, and the inconvenience that road and address changes bring to property owners.

No fiscal impact note and legal impact note are necessary at this time. The ordinance remains in committee and when the committee refers the ordinance back to the county board a fiscal impact note and a legal impact note will be issued.

Action Requested:

The County Board requests the committee work to develop recommendations on language modifications to the ordinance and move the ordinance to the County Board at a time consistent with recommendations of the office of Corporation Counsel.

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**

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Ordinance No. ____-18

26 POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NUMBERING ORDINANCE

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

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

29 **Section 1.0 General Provisions**

30 1.1 **Authority**

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

33 1.2 **Title**

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

36 1.3 **Jurisdiction**

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

39 1.4 **Purpose**

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

47
48
49

50 1.5 **History and Administration**

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

54 1.6 **Severability**

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

58 **Section 2.0 Definitions**

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

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

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

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

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

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

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

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

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

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

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

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

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

88 **Section 3.0 Rural Addresses**

89 **3.1 Address Assignment**

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

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

147 **3.2 Sign Standards**

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

156 **3.3 Sign Placement**

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

173 **3.4 Sign Maintenance**

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

179 **Section 4.0 Road Numbering System**

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

193 **Section 5.0 Administration**

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

227 **Section 6.0 Fees**

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

232 **Section 7.0 Amendment**

233 **7.1 Amendments**

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

242 **7.2 Exceptions**

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

260 **Section 8.0 Enforcement and Penalties**

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

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

Offered this _____ day of _____, 2018.

BY: Brad Olson
Brad Olson, Supervisor, District #1

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

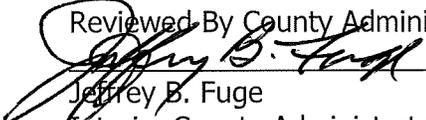
John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

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.

Sharon Jorgenson, County Clerk

**PUBLIC SAFETY & HIGHWAY COMMITTEE
2018 WORK PLAN**

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