

COUNTY FOREST COMPREHENSIVE LAND USE PLAN

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CHAPTER 200

GENERAL ADMINISTRATION

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200 GENERAL ADMINISTRATION

Objectives

1. To comply with and implement the provisions of the County Forestry Ordinance.
2. To administer and manage the County Forest in accordance with s. 28.11, Wis. Stats.
3. To cooperate with the Department of Natural Resources and other agencies and organizations in the interest of furthering the optimum management of the forest on a sustainable basis.
4. To provide adequate financial support for the program by using county designated revenues and appropriations, along with funds available from federal and state sources.
5. To maintain an adequate system of accounts, records and reports for the orderly administration of the forest, and evaluation of program needs and implementation.
6. To facilitate the administration of the forest by authorizing personnel, equipment and facilities necessary to assist the Committee and the Administrator in carrying out their duties.

205 ROLES

The County Administrator of Chippewa County is the Chief Administrative Officer of the County. The County Administrator is responsible for administering and coordinating the overall operations of all of the non-elected departments of the County and for providing staff assistance to the County Board of Supervisors and its officers, under the guidance and supervision of the County Board, as provided for in Chapter 59.18 Wisconsin State Statutes and Chippewa County Code Section 2-220.

The County and the Department have a mutual interest in administration of the County Forest. It shall be the policy of the County Board, through the Land Conservation & Forest Management Committee, to cooperate with County and Department personnel in carrying out the program on the County Forest. The County/Department roles are further defined in the Public Forest Lands Handbook, 2460.5.

205.1 COUNTY BOARD OF SUPERVISORS

Powers of the Chippewa County Board, relative to the management of County Forest lands, are defined in s.28.11(3) and additional authority may include:

- Annual Budget and Work Plan
- Grants/Loans
- Land acquisitions

205.1.1 Land Conservation & Forest Management Committee

The Board of Supervisors assigns the administration of the County Forest to the Land Conservation & Forest Management Committee as detailed below:

1. Preparation of an annual work plan and a proposed budget for the ensuing calendar year to be presented to the County Administrator for approval, and presentation the County Board for final approval.
2. Establishment and maintenance of the facilities necessary to conduct forest operations.
3. To direct and facilitate the Forest Administrator's negotiations for and acquisition of lands necessary to further the objectives of the County Forest Comprehensive Land Use Plan.
4. Review and approval of all proposed recreation projects on the County Forest lands.
5. Cooperation with the Department of Natural Resources on all matters pertaining to natural resource management on the County Forest.
6. Participation in all other activities involved in the execution and administration of forestry operations in the County Forest program.
7. Recommend personnel to the County Administrator for the administration and implementation of the County Forest program.
8. Hold Committee meetings as necessary to carry out the above duties.

205.1.2 Forest Administrator

1. The Forest Administrator will act as the agent of the Committee and County Administrator to carry out the Committee's policies, as well as execute assignments outlined in the comprehensive plan and annual plans, all within the framework outlined in s. 28.11, Wis. Stats.
2. The Forest Administrator or designee, in cooperation with the Department Head, will prepare an agenda under the authority of the Committee Chairman and will be present at all Land Conservation & Forest Management Committee meetings.
3. The Forest Administrator, in cooperation with the Department Head, will record minutes of each meeting and distribute as appropriate, as well as maintain a permanent minutes record.
4. The Forest Administrator will serve as the Director of the Forest & Trails Division of the Land Conservation & Forest Management Department in coordinating the programs and work of staff members and other matters, as directed by the Committee.
5. The Forest Administrator will supervise the timber sale program, tree planting, site preparation, timber stand improvement, road and firebreak construction and maintenance, land acquisition, entry and withdrawal of County Forest lands, trespass investigations, and long and short term planning, all within the restrictions of s. 28.11 Wis. Stats.

205.2 DEPARTMENT OF NATURAL RESOURCES

The role of the Department in the County Forest program is to:

1. Encourage technically sound management of the County Forest resources.
2. Protect the public rights, benefits and investments in County Forest lands.
3. Administer state compensation to the County for the public rights, benefits and privileges the County Forest lands provide, as required by s. 28.11(8) Wis. Stats.
4. Provide County Forest assistance consistent with those identified, per the [Public Forest Lands Handbook](#).

205.2.1 Division of Forestry

It is the function of this Division to:

1. Certify and make forest aid payments (variable acreage and project loans) to the County and audit County expenditures of the forestry fund account, pursuant to s. 28.11(8)(b), Wis. Stats.
2. Certify and make acreage payments to towns pursuant to s. 28.11(8)(a), Wis. Stats.
3. Maintain and certify County Forest acreage by township, and audit distribution of severance share payments (s. 28.11(9) Wis. Stats.), made annually by the counties.
4. Collect severance share payments of not less than twenty percent of actual stumpage sales value on timber cut from the County Forest, pursuant to s. 28.11(9)(a), Wis. Stats.
5. Administer various aids and grants pertaining, but not limited to, the County Forest program.
6. Assist with development and implementation of the County Forest Comprehensive Land Use Plan.
7. Interpret and administer the laws and regulations set forth by the Legislature and the Natural Resources Board.
8. Review and approve or deny applications for withdrawal and entry of lands into the County Forest Law program.

9. 3-year Audit of Programmatic and Financials.

205.2.2 Local Office

Field representatives of the Department are available to provide technical advice and assistance to the County in natural resources management. This assistance includes, but is not limited to, the following:

205.2.2.1 Forest Management

The forester designated by the Department to serve as liaison to the Committee will provide technical assistance in managing the resources of the County Forest. The forester's duties include the following, but not limited to:

1. Attend all Committee meetings and any County Board meetings as requested.
2. Assist in establishing, inspecting, and administering timber sales in cooperation with County Forest personnel.
3. Process timber sale approvals, cutting notices and reports.
4. Maintain for the Department a record of forest management accomplishments, forms and maps.
5. Assist in preparation of projects, plans and estimates.
6. Provide assistance to the Committee in the preparation of the annual budget, annual work plan and the County Forest Comprehensive Land Use Plan.
7. Assist in County Forest timber theft and larceny investigations.
8. Organize and prepare minutes of annual partnership meeting as required in the [Public Forest Lands Handbook](#).

205.2.2.2 Other DNR Program Functions

1. Fire Management - Maintain a system of communications, equipment, and trained personnel to prevent and suppress forest fires, assist with prescribed burns and enforce forest fire related laws.
2. Forest Pest Control - Provide technical services for prevention, detection and suppression of forest pests in the district.
3. Wildlife Management - Conduct surveys of wildlife populations, habitat, and public use. Wildlife personnel use this information when providing technical assistance on long term ecosystem planning, as well as wildlife habitat management, habitat improvement and wildlife health. Attend Committee meetings as requested.
4. Fisheries Management - Maintain the quality of the fishery resource in the waters of the Forest to produce a balanced return to the angler, consistent with sound management principles.
5. Law Enforcement - Enforce state natural resource laws and regulations and assist in the enforcement of county and federal natural resource laws and ordinances.
6. Environmental Protection - Enforce and provide technical assistance in matters related to water and shore land management, pollution detection and waste disposal.
7. Endangered Resources - Provide technical expertise on rare, threatened or endangered species and natural community surveys, identification and management. Assist other DNR functions and the County in identifying local and landscape level issues.

210 COOPERATION

To meet the obligation of the County to the public in accordance with s.28.11, it is in the best interest of Chippewa County to cooperate with public agencies, non-profit organizations, tribal nations, and others.

215 FINANCIAL SUPPORT

An annual budget shall be prepared by the County Administrator with input from the Committee and Forest Administrator. This budget shall contain county, state, private, non-profit and federal funds needed to carry out the forestry, park and recreation program on the forest.

215.1 REVENUE FROM OPERATIONS

The following procedure will apply in crediting income from the forest:

215.1.1 Timber Sale Revenue

All revenue received from the sale of County Forest timber stumpage and cut forest products is segregated into three separate accounts. The following percentages of timber sale revenue are deposited into each account: 68% is deposited into County Forest Revenues, 20% into State Severance and 12% into Town severance accounts.

215.1.2 Miscellaneous Revenue

All revenue received from the sale of firewood permits, forest product permits and other sources is deposited into the County Forest Revenues-Miscellaneous account.

215.1.3 Old Abe Trail Fees

The County is utilizing the DNR State Trail Pass as the admission fee. 70% of revenue from trail pass sales is deposited in the County Trail Fee Revenue account. 30% is deposited in the State Trail Fee Revenue Account, to be remitted to the State annually. The County works with a group of local businesses, who have an interest in promoting the trail, to sell the trail passes as sub-vendors for the County.

215.2 OUTSIDE SOURCES OF REVENUE

215.2.1 State Funds

In addition to other state funds that may subsequently become available for County use, the following State funding sources will be used where appropriate in administration of the Forest:

1. Variable Acreage Share Loan (s. 28.11(8)(b)1., Wis. Stats.). The County may apply for variable acreage share loans in the amount of up to fifty (50) cents per acre of regular entry County Forest land by December 31. Payment is made to the County on or before March 31st of each year, and deposited in the State Forest Aid fund. Application is made by County Board Resolution.
2. Project loans (s. 28.11(8)(b)2., Wis. Stats.) are available to undertake acquisition and development projects of an "economically productive nature". Fish and game projects, or recreation projects do not qualify. Application is made by County Board Resolution.
3. County Forest Administration Grant Program (s. 28.11-(5m) Wis. Stats). Annual grants are available to fund up to 50% of the salary and fringe benefits of a professional forester in the position of County Forest Administrator or Assistant County Forest Administration. Benefits may not exceed 40% of salary. Application is made by County Board resolution with payment by April 15th of each year.
4. Sustainable County Forest Grants. Annual grants made for short-term unanticipated projects that promote sustainable forestry. Details are contained in s. NR 47.75, Wisconsin Administrative Code.
5. County Fish and Game Projects s. 23.09(12), Wis. Stats.).
6. Wildlife Habitat Development Grant (s. 23.09(17m), Wis. Stats).
7. County Forest Road Aids funds are available for each designated mile of County Forest road. The certification is done on a biannual basis.
8. Knowles-Nelson Stewardship Program: ([s. 23.0915, Wis. Stats](#)).

215.2.2 Federal funds and programs

In addition to others that may be available, the following funds and programs will be used where practical:

1. Land and Water Conservation Fund Act (LAWCON). This fund provides up to 50% matching grants for the acquisition, development and renovation of local parks.
2. Resource Conservation and Development (Technical Services).
3. Pittman-Robertson fund. This fund provides for wildlife management and habitat improvement.
4. Sport Fish Restoration (Dingell-Johnson) fund. This fund provides financing for fish management projects administered by DNR.
5. Federal Endangered Species fund. This fund provides cost sharing and grants for surveys, monitoring and management programs that conserve a threatened or endangered species. Contact the DNR Natural Heritage Conservation for information.

215.2.3 Other Funds

Other potential funding sources are groups such as Ducks Unlimited, Ruffed Grouse Society, Trout Unlimited, Whitetails Unlimited, National Wild Turkey Federation, local sportsman's clubs, service organizations, etc.

The Committee will consider donations, endowments and other gifts, whether real estate, equipment or cash. The County Corporation Counsel may be consulted to ascertain whether such gifts benefit the County.

215.3 COUNTY EXPENDITURES

All purchases and expenditures shall comply with County purchasing policy, and state statutes.

220 COUNTY RECORDS

The County Forest Administrator will keep concise and orderly records and accounts of all revenue received, expenditures incurred and accomplishments resulting from the operations of the forestry department. A job description, time and expense report, and training record will be kept on each employee.

220.1 ACCOUNTS

220.1.1 State Aid Forestry Account

Variable acreage share loans (s. 28.11(8)(b)1., Wis. Stats.), project loan funds (s. 28.11(8)(b)(2.)Wis. Stats.), and sustainable forestry grants (s. 28.11(5r), Wis. Stats., and s. NR 47.75, Wis. Adm. Code) that are distributed by the DNR, are deposited in this account. Expenditures of variable acreage share funds from this account are restricted to the purchase, development, preservation and maintenance of the County Forest. Expenditure of project loan funds are governed by the conditions of project approval. Sustainable Forestry grants from this account must be spent specific to the approved project. Revenue received from the sale of equipment purchased with State Aid Account money must be redeposited in the State Aid Account.

220.1.2 Other County Forest Accounts

Chippewa County maintains several accounts in order to segregate funds for specific purposes, they are listed in the following section.

220.1.3 Account Numbers

	Name of Account	Expenditures	Revenue
Fund: 100-00			
	Co. Forest Severance Tax Due Towns		243600
	Forest Crop Severance Tax Due		242190
Fund: 100-50			
	County Conservation Aids (56110)	521239	435812
		51111/515000/515400/521200/	
	County Forest (56110)	524600	48110/468112
	State Aid Forest Roads (56111)	53000	435810
	State Aid Forestry Fund (56112)	521200/530000	435821
	Wildlife Habitat Management (56115)	530045	435810
	Special Conservation Projects (56117)	530000	435810
	Snowmobile Trails (56121)	521200/581000	435810
	ATV Trails (56122)	521200/581000	435810
	Old Abe Trail (56124)	521200/539201	435811
	Conservation Committee (56150)	530000	411100
	Tax Deed Sale Proceeds-Type B (56205)	521200	483030

220.2 TIMBER SALES

220.2.1 Active Files

Active timber sale files (hardcopy or e-copy), at a minimum, should contain or reference the following items:

1. Timber sale cutting notice and report (Form 2460-1)
2. Timber sale narrative (Form 2460-1A)
3. Contract and all addendums
4. Timber sale map
5. Ledger account of scale
6. Timber sale inspection journal / notes
7. Pertinent correspondence
8. Liability insurance
9. FISTA training
10. Financial assurance (performance bonds, ILC, etc...)
11. Field scale sheets
12. Lock box tickets (if applicable)

220.2.2 Closed Files

Once sales have been completed and audited by DNR, only the following items need to be maintained in the file as a permanent record:

1. Timber sale notice and cutting report
2. Contract and addendums
3. Timber sale map
4. Pertinent correspondence
5. Financial ledger/summary

225 PERSONNEL

The County Forest Administrator shall have authorization to organize the workload of the Forest & Trails Division employees and contractors. Personnel of the Forest & Trails Division will be governed by the work policies as set forth by the County, and their respective work policies.

225.1 FOREST & TRAILS DIVISION STAFF

The following positions are essential for the operation of the Forest: County Forest Administrator, Assistant County Forest Administrator, Financial Accountant, and two Limited Term Employee Forest Maintenance Technicians.

225.2 HIRING PERSONNEL

The County Administrator shall have the discretionary authority to approve or deny requests regarding personnel in accordance with the Human Resources Policy Manual.

225.3 OTHER SOURCES OF LABOR

The County Forest Administrator will consider supplemental resources that can be utilized on the forest, following county procurement policy.

225.4 TRAINING

The County Forester Administrator will be responsible for scheduling and providing appropriate training to keep staff current with safety requirements, BMP's, silviculture, pesticides, new technologies, and other training appropriate to manage the Chippewa County Forest. A training record will be retained for each employee identifying the course name, content and date of attendance.

230 EQUIPMENT

All equipment and supplies will be coordinated by the County Forest Administrator. The County Forest Administrator will be responsible for locating equipment, considering the most economical alternatives of buying, borrowing, renting or constructing. The County Forest Administrator will also be responsible for maintaining an inventory, to be updated annually, of equipment under their jurisdiction. Any forestry department employee may purchase equipment and supplies with prior approval from the County Forest Administrator or the Department Head. Equipment shall be purchased by competitive bidding, as per County policy.

230.1 FACILITIES

Maintenance of facilities assigned to the County Forest Administrator includes the following:

1. Administrative office space - provided in the Chippewa County Courthouse, Room 011, 711 N. Bridge Street, Chippewa Falls, WI.
2. Forestry shop buildings:
 - Hwy 178 Shop located at 1001 S. Riverside Drive, Cornell, WI 54732. A cold storage garage and adjacent buildings are used to store vehicles and equipment used in operation of the County Forest program. The facility is shared by the Parks Division to store equipment and process firewood.
 - Hwy K Shop located at 20250 County Highway K, Cornell, WI 54732. A cold storage garage is used to store equipment used in the operation of the County Forest program. The cold storage is shared with the Parks Division

and the Highway Department, which also operate an adjacent heated garage for construction, maintenance and repair of equipment and facilities.

4. Hickory Ridge South Loop Trailhead - A cold storage garage is used to store trail grooming equipment during the winter to maintain the cross country skiing and Mountain Bike trails. There is a parking area, vault toilet bathrooms and an information kiosk.
5. Dog Island Lake Trailhead - A former residence, that has been converted for use as a warming shelter, has a wood burning stove to heat the structure. There is a parking area and small cold storage garage.
7. Lake Wissota Old Abe Trailhead – A parking area, shelter and vault toilets serve as the southern access point of the Old Abe Trail.
6. County Parks Located within the County Forest:
 - Otter Lake Park - Located at 35309 170th Avenue, Stanley, WI 54768, is in a Special Management Unit and managed by the Facilities & Parks Division.
 - Round Lake Park- Located at 28614 117th Street, New Auburn, WI 54757, is in a Special Management Unit and managed by the Facilities & Parks Division.
7. Special Use Areas, Waysides, Trailheads and Day Use Areas – Gilberts, Harold Walters, Kemper's, Pine Harbor, Yellow River, Bass Lakes, Hay Meadow #2, Hay Meadow #3, Hwy M ATV Trailhead, Horseshoe Lake, Lowland Lake, Townline Lake, Riverview Reserve and Lake Wissota Old Abe Trailhead, O'Neil Creek ATV Trailhead, some of which have picnic tables and vault toilets.