

COUNTY FOREST COMPREHENSIVE LAND USE PLAN

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JACKSON COUNTY FOREST COMPREHENSIVE LAND USE PLAN

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 an infinitely 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 to provide the basis of 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 and the Department of Natural Resources have a mutual interest in administration of the County Forest. It shall be the policy of the County Board through the Forestry and Parks Committee to cooperate to the fullest extent with county and state personnel in carrying out the program on the county forest and to perpetuate the State/County partnership through the administration of the county forest. The County/State roles are further defined in the Public Forest Lands handbook, 2460.5.

205.1 COUNTY BOARD OF SUPERVISORS

Chapter 14 of the Jackson County Code of Ordinances amended on November 13, 1984, prescribes rules and regulations for the administration of county powers and duties as provided in Chapter 26, 27, 28, 29 and 59 of the Wisconsin Statutes, under which the

Jackson County Board of Supervisors is granted specific powers relative to the establishment, development, management and protection of the county forest to provide sustained yield of forest products for commercial use and the associated benefits of soil and water conservation, scenic and recreational values, and fish and wildlife resources; all in cooperation with the Wisconsin Department of Natural Resources.

205.1.1 Forestry Committee

The Board of Supervisors assigns the administration of the County Forest to the Forestry and Parks Committee as detailed below.

1. Preparation of an annual work plan and budget for the ensuing calendar year to be presented for the Board's approval.
2. Establishment and maintenance of the facilities necessary to conduct forest operations.
3. Negotiations for and acquisition of lands necessary to further the objectives of the county forest.
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. Employ personnel to administer and implement 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 will carry out its orders, as well as execute assignments outlined in the comprehensive plan and annual plan, all within the framework outlined in s. 28.11, Wis.Stats.
2. The Forest Administrator will prepare an agenda for and will be present at all

Forestry and Parks Committee meetings.

3. The Forest Administrator or designee 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 Forestry Department in coordinating the programs of 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.
6. The administrator is further responsible to arrange for and supervise as legal and appropriate (in close cooperation with the County Sheriff, Department of Natural Resources and other law enforcement agencies) the patrol of county forest and parks lands and facilities for the enforcement of natural resource laws and codes and of county ordinances as defined in the Jackson County Code of Ordinances.

205.2 DEPARTMENT OF NATURAL RESOURCES

The role of the Department of Natural Resources 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 (a), (b), Wis. Stats.
- (4) Provide County Forest assistance consistent with those identified in Chapter 200 of the Public Forest Lands handbook and as referenced in Chapter 900 of this plan.

205.2.1 Central Office - Madison

It is the function of this office 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)(2d) 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.

205.2.2 Local Office

Field representatives of the Department of Natural Resources 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 of Natural Resources 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:

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. Participate in resource planning affecting the County Forest including, but not limited to preparation of maps from aerial photos and completion and maintenance of compartment reconnaissance.
9. Facilitate the application of the state recon system with county geographic information systems (GIS).
10. Coordinate with the Forest administrator all DNR activities that occur on or affect the county forest to promote integrated management. Organize and prepare minutes of annual partnership meeting as required in Chapter 210-65, 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 related laws.
2. Forest Pest Control - Provide technical services for prevention, detection and suppression of forest pests in the region.
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

The policy in dealing with other public agencies, non-profit organizations, private individuals and public utilities is to meet the obligations of the county to the public in accordance with s. 28.11 Wis. Stats., while maintaining the best interests of Jackson County.

Unless otherwise delegated to the forest administrator, all considerations for special cooperation will be brought before the Committee.

210.1 PUBLIC AGENCIES

The county will cooperate with public agencies, such as the University of Wisconsin Extension, Soil Conservation Service, Land Conservation Committee and others, to provide consultation services within their respective fields. In turn, the Committee will cooperate with agencies and municipalities in the best interests of the public.

210.1.1 Research Agencies

As stated in Chapter 14.04(3)(p) of the County Forestry Ordinance, the Committee may enter into agreements with the North Central Forest Experiment Station of the United States Department of Agriculture, the University of Wisconsin and other research agencies for the purpose of conducting forest research. This may involve the use of county forest lands, labor, materials and equipment.

210.1.2 State Historical Society

The county will collaborate with the State Historical Society on projects bearing historical significance and will comply with 44.30 Wis.Stats.. DNR Manual Code 1810.1 exempts many

projects from historical / cultural review, however, forest certification standards require a review on all land disturbing projects. The DNR liaison will check the historic properties map

set on the DNR intranet

(http://intranet.dnr.state.wi.us/int/land/facilities/facilities_management/arch/) for all timber sales and other potentially ground disturbing projects. A contact should be made with the DNR's Cultural Resource specialist if a cultural or archeological site is identified on the map set. Information on the presence or absence of archeological / cultural resources will be included in the timber sale narratives.

210.2 NON-PROFIT ORGANIZATIONS

Cooperation with non-profit organizations will be considered on an individual project basis. Local organizations and those involved with education will have priority.

210.3 PRIVATE INDIVIDUALS OR INDUSTRY

Unless specifically provided for in the County Forest Comprehensive Plan, any business proposals or requests by private individuals or industry concerning the County Forest will be brought before the Committee.

210.4 TRIBAL NATIONS

The County will collaborate with Tribal representatives on projects that could potentially impact Native American archeological or cultural resources. Native American tribes are encouraged to contribute to the comprehensive Forest planning process. Gathering rights for Tribal members on County Forest land is provided and detailed in Chapter 525 of this Plan.

215 FINANCIAL SUPPORT

215.1 REVENUE FROM OPERATIONS

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

215.1.1 Timber Sale Revenue

All revenue received from the sale of timber stumpage or cut forest products, fees and use permits, sale of surplus materials and equipment, fire or other damage collections, or other revenue obtained directly from forestry operations on county forest lands, shall be deposited in the Jackson County Forestry fund 25-5611. Revenue received from the sale of timber stumpage or cut forest products on county forest land classified as "Special Use" will be deposited in the Jackson County Forestry fund 25-5611 unless specified in the Jackson County Code of Ordinances.

Note: 10% of the gross timber revenue is deposited into Jackson County Forestry fund 25---2415 to be reserved for payment to the townships on an annual basis. 20% of the gross timber revenue is deposited into Jackson County fund 25---2456, if any loans have been obtained from the state, for re-payment to the state.

215.1.2 Parks and Recreation Revenue

All revenue including, but not limited to, camping fees, vehicle pass fees from all parks, sale of soda, ice, firewood, rental fees, scuba diving fees, gravel royalties and any other generated directly from the county parks operations shall be deposited in the County Parks and Trails fund 24-5521.

All revenue received from the motorcycle trail use fees, ATV maintenance and projects, and snowmobile maintenance and projects and any other revenues generated from the operation of the county recreation trails program shall deposited in the County Parks and Trails fund 24-5522.

215.2 OUTSIDE SOURCES OF REVENUE

State, Federal and other funds will be sought and utilized by the Committee to extend local funds as much as possible. After feasibility is determined, the Committee will prepare the necessary resolutions for County Board approval and will develop the necessary applications.

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 from zero to fifty 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 Administrator Grant Program (s. 28.11(5)(5m) Wis. Stats). Annual grants are available to fund up to 50% of the salary and benefits of a professional forester in the position of county forest administrator or assistant county forest administrator. 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 projects that promote sustainable forestry. Details are contained in NR47.75 of Wisconsin Administrative Code.
5. County Conservation Aids (S.23.09(12)Wis. Stats.). These funds are a 50% cost sharing aid and are to be used for projects that improve fish and wildlife resources of Jackson County. See DNR Manual Code No. 8718 for detail.
6. Wildlife Habitat Development Grant (s. 23.09 (17m)Wis.Stats). This grant,

funded through the forestry mil tax, provides ten cents per acre per year for wildlife habitat management. Advance funds shall be deposited in the County Wildlife Management fund account. Projects must be consistent with the scope of this plan. See Public Forest Lands handbook 2460.5, Chapter 220 or Wildlife Management Operations handbook, Chapter 20 for complete details.

7. Snowmobile Aids(s. 23.09 (26)(25)Wis. Stats.) These are grants for approved snowmobile projects, not restricted to county forest lands. See DNR Manual Code No. 8719.51 and Snowmobile Aids Program Guide publication for details; also Chapter NR 50 of Wisconsin Administrative Code.
8. All-Terrain Vehicle (ATV) Aids Program. Provides grants for the maintenance, acquisition, development and rehabilitation of trails and intensive use areas. See Chapter NR 64 of the Wisconsin Administrative Code for details.
9. Administration of Motorcycle Recreation Program (MRP)
Consult DNR publication guidelines for Motorcycle Recreation Program and Chapter NR 65 of Wisconsin Administrative Codes for details.
10. Acquisition and Development of Local Parks. Provides up to 50% matching grants for acquisition, development and renovation of local parks, trails and recreation areas.
11. County Forest Road Aids funds are available for each designated mile of County Forest road. The certification is done on a biannual basis.

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. Small Business Administration (SBA) Tree Planting Grant Program. The SBA Grant provides 50% cost-sharing for approved tree planting projects. This is administered by the DNR.
6. National Recreational Trails Act (NRTA). This legislation provides grants to develop, maintain, renovate and acquire trails for motorized, non-motorized, or combined use.
7. 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 Bureau of Endangered Resources for information.
8. Other State, federal and local grants periodically come available. Consult the Directory of State and Federal Financial Assistance Programs available from DNR Community Services specialist or visit the website www.dnr.state.wi.us/org/caer/cfa for an up-to-date list.

215.2.3 Other Funds

Other potential funding sources are groups such as Ducks Unlimited, Ruffed Grouse Society, Trout Unlimited, Whitetails Unlimited, Jackson County Wildlife Fund, local sportsman's clubs, service organizations, garden clubs, youth groups, 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.

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. All salaries along with payroll records are handled through the County Clerk's office payroll department. All credits and income are submitted to the Treasurer's office on a regular basis with appropriate recordkeeping at their office as well as the Forestry Office. Authorized employee expenses, bills for supplies and equipment and bills for other expenditures shall be submitted to the Forestry and Parks Committee on a monthly basis.

220.1 ACCOUNTS

All funds and bookkeeping procedures will be handled by the forest and/or parks administrator and/or secretarial assistants or otherwise directed by the Forestry and Parks Committee. The forest and/or parks administrator shall prepare an annual operating budget for operating accounts within each of the funds for approval by the Forestry and Parks Committee and the County Board of Supervisors.

220.1.1 State Forest Aid Account (Fund 19)

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 (NR47.75 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 re-deposited in the State Aid Account.

Within this fund the Intergovernmental Revenue Account receives the annual state aids, project loans, Sustainable County Forest Grant and County Forest Administrator Grant. The State Aided Forestry Account is the operating expenditure account for certain eligible operations and development projects.

220.1.2 Wildlife Management Account (Fund 18)

This fund, by state statute, must be used strictly for habitat projects that benefit

wildlife, its habitat, and the overall health and diversity of native plant and animal communities. Funds received from DNR Wildlife Habitat Development Grants are deposited directly into this fund and may be accrued for up to three years to facilitate large scale projects. Eligible projects are identified in the annual operating budget.

Within this fund, the Intergovernmental Revenue Account receives the annual state grant monies; the Wildlife Management Account is the operating expenditure fund for development projects.

220.1.3 County Forest Account (Fund 25)

General operations of the county forest which are not financed from the State Forest Aid Fund operate from within the County Forest Fund. The County Forest Account is the operating account of the fund for most expenditures. Forestry revenues are also credited to the fund through the County Forest Account.

220.1.4 County Parks Account (Fund 24)

This fund is used to operate, develop and maintain the county parks and campgrounds at Lake Arbutus, Wazee Recreational Area and two outlying parks on the county forest. Within this fund, the County Park Account is the operating expenditure and general revenue account for the county parks.

Also within the County Parks Fund, the County Trails Account is the operating expenditure and general revenue account used to operate, develop and maintain the recreation trail system including motorcycle, ATV, and snowmobile trails.

220.1.5 Fund and Account Numbers

<u>Name</u>	<u>Expenditures</u>	<u>Revenue</u>
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Fund 10 – General Fund*

Land Acquisition Account	10.2597	10.2597
Fund 18 – Wildlife Management Fund		
Intergovernmental Revenue Account	-----	18.4300
Wildlife Management Account	18.5612	-----
Fund 19 – State Aided Forestry Fund		
Intergovernmental Revenue Account	-----	19.4300
State Aided Forestry Account	19.5612	-----
Fund 24 – County Parks Fund		
County Parks Account	24.5521	24.5521
County Trails Account	24.5521	24.5521
Other	-----	24.4900
Fund 25 – County Forest Fund		
County Forest Account	25.5611	
Other Financing Sources Account	-----	25.4900

* The land acquisition account of the General Fund receives money from the sale of County Forest Lands and sand/gravel leases on land withdrawn from the County Forest. These funds can be only used for the purchase of other lands for addition to the County Forest.

220.2 TIMBER SALES

220.2.1 Active Files

Active timber sale files shall contain 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

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

225 PERSONNEL

Under direction of the Committee, the Forest administrator shall have authorization to organize the workload of the forestry department employees and arrange for additional services from the county social services department. Personnel of the forestry department will be governed by the work policies as set forth by the county, their respective work policies, and collective bargaining agreements.

225.1 COUNTY FOREST STAFF

The permanent employees of the County Forest at this time are the: forest administrator, assistant administrator, forester (1), forest technicians (2), park manager (1), recreation trail worker (1), and administrative assistant (1). Other labor is hired on a part-time basis or for training positions as needed.

225.2 HIRING PERSONNEL

The creation of permanent positions will be approved by the County Board of Supervisors upon recommendation of the Forestry and Parks Committee and review and recommendation of the Personnel Committee, having been accounted for in the annual work plan and budget. Three members of the Forestry and Parks Committee, the Forest Administrator and the County Personnel Director do the interview and hiring of permanent personnel. The actual hiring of permanent personnel will be by recommendation of the Committee with approval of the Personnel Committee. Seasonal help and short-term labor for special projects will be recruited and hired by the Forest administrator under the direction of Personnel Director.

225.3 OTHER SOURCES OF LABOR

Federal and state manpower programs such as Economic Opportunity Act Programs and Community Work Experience may be utilized on a project basis. The forest administrator will recommend programs that can be utilized on the forest to the committee for their approval.

225.4 SPECIALIZED PERSONNEL

Projects requiring expenditures for specialized skills and/or operation of specialized equipment are handled on a contract basis by the Committee if such skills and equipment are not available from the county.

225.5 TRAINING

The 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 Jackson 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 Forest administrator. The Forest administrator will be responsible for locating equipment, considering the most economical alternatives of buying, borrowing, renting or constructing. The Forest administrator will also be responsible for maintaining an inventory, to be updated annually, of equipment under his/her jurisdiction. Any forestry department employee may purchase equipment and supplies when he/she has prior approval from the Forest administrator or the department foreman. Items exceeding \$2000 shall be purchased by competitive bidding as per Sec. 59.08, Wis. Stats. The Committee or the Committee chairperson is responsible for approval of all bills before payment.

230.1 FACILITIES

Maintenance of the facilities is assigned to the forest administrator and includes the following:

1. Forestry office and shop building - located at W9790 Airport Road. The building is 6600 square feet which includes 1800 square feet of office space the rest is used for a garage. The garage is also used for construction, maintenance and repair of County Forest equipment and facilities. A cold storage pole building is adjacent to the forestry office and shop and is used to store vehicles and equipment used in operation of the forest and parks program.
2. East Arbutus Park – Located on Lake Arbutus in the Town of Komensky. Has 153 campsites of which 100 have electric hookups. It includes two shower houses, five sets of sealed vault toilets, tables, and fire rings, one boat launch with floating pier and parking lot, one disabled access fishing platform, a day use area with beach, playground equipment, sand volleyball court and basketball half court, and a trailhead connection to County ATV/motorcycle trails, including a parking lot and loading ramp. The park also includes a contact station at the park entrance and a maintenance area with one heated shop building (including two cold storage bays), and one equipment storage building, and a sign shop.
3. West Arbutus Park- Located on Lake Arbutus within the village of Hatfield. It has 45 campsites of which 36 have electric hookups. It includes one shower house, one vault toilet, picnic tables, fire rings, a boat launch with floating pier and parking lot, shelter building and a small contact station at the entrance.
4. Crawford Hills Park- Located in Section 36 of the Town of Komensky, about 15 miles east of Black River Falls on Highway 54. The park is located on the ATV/motorcycle/snowmobile trail system. It has 25 camping sites, one set of sealed vault toilets, one shelter house and two parking lots, one with a loading ramp.

5. Spaulding Pond Park- Located in section 31 of Northeast City Point Township, about 5 miles east of the village of City Point. The park has a swimming beach, a parking lot, one set of sealed vault toilets, picnic tables, fire rings and about 25 primitive campsites. This park is leased to the Town of City Point.
6. Merlin Lambert Park-Located in section 16 of North Knapp Township about three miles south of Highway 54 on McKenna Road. The park has a boat launch with parking lot, a floating pier and picnic area, 25 primitive campsites, one set of vault toilets, picnic tables and fire rings.
7. Wazee Lake Recreation Area-Located 5 miles east of Black River Falls on Brockway Road. Park facilities include: 12 primitive campsites, a swimming

beach, two scenic overlooks, handicap accessible fishing pier, 4 vault toilets, picnic area, shelter building and 9 miles of hiking and biking trails. There is a contact station at the park entrance.

235 FOREST CERTIFICATION GROUP ADMINISTRATION

As the certification group manager, the Department of Natural Resources will be responsible for overall administration of the certification effort in both the Sustainable Forestry Initiative (SFI) and Forest Stewardship Council (FSC) certification groups. The DNR County Forest Specialist will work in close cooperation with the Wisconsin County Forests Association in coordinating this effort. The group manager's responsibilities will include:

- ◆ Record keeping for both the SFI and FSC groups
- ◆ Coordinating communication with the certification auditing firms
- ◆ Reporting and payment of fees
- ◆ Processing new entries and departures from the groups
- ◆ Internal compliance monitoring
- ◆ Dispute resolution

Detail on the certification group administration is maintained in the Public Forest Lands Handbook.

