

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

Jackson County is governed by using a County Administrative Coordinator. The County Administrative Coordinator is responsible for daily operations and routine matters with the County Board Chair holding final approval authority over non-routine decisions. The position of Administrative Coordinator can be made as strong or weak as the Board chooses. The Administrative Coordinator reports and answers to the Board of Supervisors and the Board Chair.

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 Forestry and Parks 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 Jackson 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
- Land withdrawals
- Development of recreational facilities
- Development of recreational trails

205.1.1 Forestry and Parks 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 Forestry and Parks Administrator

1. The Forestry and Parks 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 an annual plan, all within the framework outlined in s. 28.11, Wis. Stats.

2. The Forestry and Parks Administrator will prepare an agenda for and will be present at all Forest and Parks Committee meetings.
3. The Forestry and Parks Administrator will record minutes of each meeting and distribute as appropriate, as well as maintain a permanent minutes record.
4. The Forestry and Parks 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 Forestry and Parks 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. Approve Annual Work Plans
8. Interpret and administer the laws and regulations set forth by the Legislature and the Natural Resources Board.
9. Review and approve or deny applications for withdrawal and entry of lands into the County Forest Law program.
10. 5-year Audit 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 Jackson County to cooperate with public agencies, non-profit organizations, tribal nations, and others.

215 FINANCIAL SUPPORT

An annual budget shall be prepared by the Committee. 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 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 unless otherwise specified in resolution. 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 be deposited in the County Parks and Trails fund 24-5522.

215.1.3 Other County Forest Revenue

Other revenues received will be deposited in County Forestry fund 25-5611 these would include: mossier, gravel royalties outside the park boundaries, cell tower lease, flowage impoundment leases and misc.

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 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(5)(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 along with approved Annual Plan must be submitted by January 31, 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.23.0953, Wis.Stats.). Grants available to assist Counties in purchasing additional lands to add to the County Forest land base, usually (funded at) 50% of the appraised price.

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 Rocky Mountain Elk Foundation, 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. Refer to Jackson County Code of Ordinances Chapter 3 purchasing policy.

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 (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 (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 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 Forest Land Acquisition (Fund 26)

The land acquisition account of the General Fund receives money from the sale of County Forest Lands and leases on land withdrawn from the County Forest. These funds can only be used for the purchasing of other lands and expenses related to these purchases such as appraisals, phase one environmental studies, taxes, title work, etc.

220.1.6 Account Numbers

<u>Name</u>	<u>Expenditures</u>	<u>Revenue</u>
Fund 18 – Wildlife Management Fund	18.5612	18.4300
Fund 19 – State Aided Forestry Fund	19.5612	19.4300
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	25.5611	25.4900
Fund 26 –Land Acquisition Account	26.5614	26.4100

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 Forestry and Parks Administrator shall have authorization to organize the workload of the forestry department employees and contractors. Personnel of the forestry department will be governed by the work policies as set forth by the county, and their respective work policies.

225.1 COUNTY FOREST STAFF

The following positions are essential for the operation of the Forest and Parks: forestry and parks administrator, assistant administrator, foresters (2), forest technicians (2), park manager (1), parks and trail laborer (2), and administrative assistant (1).

225.2 HIRING PERSONNEL

Described in the Jackson County Code of Ordinances, Chapter 4 Personnel Policies, 4.02 Employment Practices and Information.

The creation of permanent positions will be approved by the County Board of Supervisors upon recommendations of the Forestry and Parks Committee, the Personnel Committee and Executive and Finance Committee.

Seasonal help and short-term labor for special projects will be hired by the Forestry and Parks Administrator under the direction of the Personnel Director.

225.3 OTHER SOURCES OF LABOR

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

The Forestry and Parks Administrator shall have authorization to organize the workload of the forestry and parks department employees and contractors. Personnel of the forestry and parks department will be governed by the work policies as set forth by the county, and their respective work policies.

225.4 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. Equipment shall be purchased by competitive bidding as per county policy.

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. Two cold storage pole buildings are 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.