

**WOOD COUNTY, WI
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

Wood County's administrative structure is composed of a county board of 19 supervisors, of which one is County Board Chair, and one is Vice Chair. Wood County does not currently employ a County Administrator. There are several oversight committees established to oversee policy decisions pertaining to the various county departments and the services they provide. The Committee that oversees Wood County policies related the Parks and Forestry Department is the "Highway, Infrastructure, and Recreation Committee" (HIRC). The HIRC is composed of five County Board Supervisors appointed by the County Board Chair.

The County and the Department have a mutual interest in administration of the County Forest. It shall be the policy of the Wood County Board through the HIRC 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 Wood County Board, relative to the management of county forestlands are defined in s.28.11 (3) and additional authority may include:

- Annual Budget and Work Plan
- Grants/Loans/Land acquisitions
- Other- as enumerated in the Wood County Forestry Ordinance

205.1.1 HIRC Committee

1. The Board of Supervisors assigns the administration of the County Forest to the HIRC Committee as detailed below.
2. Preparation of an annual work plan and budget for the ensuing calendar year to be presented

- for the Board's approval.
3. Establishment and maintenance of the facilities necessary to conduct forest operations.
 4. Negotiations for and acquisition of lands necessary to further the objectives of the county forest.
 5. Review and approval of all proposed recreation projects on the county forest lands.
 6. Cooperation with the Department of Natural Resources on all matters pertaining to natural resource management on the county forest.
 7. Participation in all other activities involved in the execution and administration of forestry operations in the county forest program.
 - a. Employ personnel to administer and implement the county forest program.
 - b. 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 an annual plan, all within the framework outlined in s. 28.11, Wis. Stats.
2. The Forest Administrator will prepare a forestry agenda and will be present at all HIRC Committee meetings.
3. The Forest Administrator will ensure that minutes pertaining to forestry agenda items are recorded and distributed as appropriate and maintain a permanent record of those minutes.
4. The Forest Administrator will serve as the lead worker and supervisor in coordinating county forestry work performed by other 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. Approve Annual Work Plans
6. Administer various aids and grants pertaining, but not limited to, the County Forest program.
7. Assist with development and implementation of the County Forest Comprehensive Land Use Plan.
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 are 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 Wood County to cooperate with public agencies, non-profit organizations, tribal nations, and others.

215 FINANCIAL SUPPORT

The Committee shall prepare an annual budget. 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, camping fees, rental fees, day use and trail use fees, sale of building materials, sale of surplus materials and equipment, fire or other damage collections, or other revenue received by the Committee, except income specified in Section 500.05 (1) of the County Forestry Ordinance, shall be deposited in the Wood County General Fund. All severance taxes incurred as result of such sales shall be segregated into a separate account from timber sales income and paid as required by statute.

215.1.2 County Park & Forestry Maintenance Account

Funds based on the annual work plan are budgeted and deposited in the County Park & Forestry Account by the county board annually.

215.1.3 County Forest Land Fund

Proceeds from the sale or trade of county owned lands, entered under Chapter 28.11 of the Wisconsin Statutes, shall be credited to a non-lapsing account entitled the County Forest Land Fund. These funds are to be used for the purchase of property to be added to the county forest, as provided for in the County Forest Ordinance and in compliance with the Rules and Committees of the Wood County Board of Supervisors.

215.1.4 Wood County Parks & Forestry Capital Projects Account

On March 8, 2004, a fund known as the "Wood County Park and Forestry Special Revenue Fund" was established by the Budget & Finance Committee, upon request by the Park & Forestry Committee, in which \$100,000 was deposited in a non-lapsing account. This fund was established using timber sale revenue in excess of budgeted timber sale revenue. The intent for the Special Revenue Fund, now known as the "Capital Projects Account", is to provide a reserve of money to be available for unforeseen expenses, revenue shortfalls, or a special project incurred or undertaken by the Parks & Forestry Department. In the event timber revenue in excess of the yearly budgeted amount for that particular year is realized, The HIRC may authorize deposit of some or all excess timber revenue into this fund. The HIRC and Executive Committees must jointly approve any future deposits into this account.

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 for 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-(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 work plan and County Board Resolution is made by January 31, with payment by April 15 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: A 50/50 cost-shared, state-funded, outdoor recreational grant program, for local government entities, for eligible projects.

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

All accounts and bookkeeping procedures will be handled by the Forest Administrator and office administrative staff, or as otherwise directed by the Committee.

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:

County Forest Land Fund – See above in 215.1.3

Wood County Parks and Forestry Capital Projects Account – See above in 215.1.4

220.1.3 Account Numbers

Note: Counties should list the account numbers specific to their budget breakdown.

<u>County Parks and Recreation:</u>	<i>Expenditures</i>	<i>Revenue</i>
<i>Name of Account</i>		
<i>County Parks</i>	<i># 55210</i>	<i># 46721</i>
<i>County Shelter Rental</i>	<i># 55210</i>	<i># 46721</i>
<i>Camping Revenue</i>	<i># 55210</i>	<i># 46721</i>
<u>Land, Forest & Parks outlay</u>	<i>Expenditures</i>	<i>Revenue</i>
<i>State Aid Snowmobile Trail Fund</i>	<i>#55441</i>	<i>#43574</i>
<i>State Aid ATV Fund – maintenance</i>	<i>#55442</i>	<i>#43572</i>
<i>- Construction</i>	<i>#55442</i>	<i>#48503</i>
<i>County Forestry</i>	<i># 55210</i>	<i># 46813</i>
<i>Wood Permits</i>	<i># 55210</i>	<i># 46813</i>
<u>State Forest Aid Funds</u>	<i>Expenditures</i>	<i>Revenue</i>

<i>State Aid Forestry Fund</i>	# 56912	# 43581 (243)
<i>State Aid Conservation</i>	# 56911	# 43581 (242)
<i>Wildlife Habitat Management</i>	# 56911	# 43581 (242)
<i>Forest Road Fund</i>	# 56111	# 43690 (241)
<i>Timber Deposits in Suspense</i>	#23170	#23170
<u>Capital Projects Account</u>	#56913	#46813
<u>County Forest Land Fund</u>		#48300

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

Under direction of the Committee, the Forest Administrator shall have authorization to organize the workload of the parks & forestry department employees and contractors. Personnel of the parks & 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 following positions are essential for the operation of the Forest: The permanent employees of the County Forest at this time are the Forest Administrator and Forestry Technician. The Office Manager for the Parks & Forestry Department also provides administrative assistance for the timber sale program. Other labor may be hired on a part time basis or for training positions (such as interns) as needed.

225.2 Hiring Personnel

The Committee, having been accounted for in the annual work plan and budget, will approve all hiring of permanent personnel. Recruiting, screening, and the hiring of Park & Forestry personnel to fill existing or new positions will be conducted in accordance with the established Personnel policies and procedures of Wood County. Seasonal help and short-term labor for special projects will be recruited and hired by the Forest administrator.

225.3 Other Sources of Labor

The Forest Administrator will consider supplemental resources and programs that can be utilized on the forest, following county procurement policy. The forest administrator will recommend programs that can be utilized on the forest to the committee for their approval.

225.4 Training

The Forest 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 Wood 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 Parks and Forestry department employee may purchase equipment and supplies when he / she has prior approval from the Forest Administrator or the department supervisor, the Parks Director. All budgeted and unbudgeted equipment and material purchases will be purchased in accordance with the procurement policies and procedures of Wood County, and within approved Park & Forestry Department guidelines and applicable State Statutes. The Parks & Forestry Committee must approve all expenditures.

230.1 Facilities

Maintenance of the following facilities is assigned to the Forestry Personnel of the Wood County Parks and Forestry Department:

1. Office space - Provided in the River Block Building.
2. Forestry shop building - located in the Dexter Park shop facility in Dexterville, WI. A small office and heated shop are part of a larger, multipurpose building. Additionally, an adjacent cold storage garage building is used to store vehicles and equipment used in operation of the forest and parks program.
3. Public Shooting Range – This unsupervised public shooting range is located near the intersection of Ridge Road and Marsh road roughly 3.5 miles of the city of Wisconsin Rapids, WI. Total area encompassed by the range is approximately 10 acres (including parking lot). Shooting stations are equipped with benches, trash

barrels, and are set up for distances of 25, 50, and 100 yards. Shooters must bring their own targets and are asked to clean up after themselves.

4. ATV Intensive Use Area – located along Hwy. 54 in the town of Seneca. Facilities at this area include approximately 10 miles of “looped trails”, parking lot, wash-down station, enclosed shelter building, pit toilets, and a playground.
5. ATV Trails – In 2019 Wood County began a program of developing and maintaining a cross-county system of trails and routes with the purpose of connecting to other county’s ATV trails and routes. An increased emphasis has been placed on developing more trails within the Wood County Forest where economically and ecologically feasible. Currently there are 5.1 miles of funded trail on the Wood County Forest and approximately 4.0 more miles planned for development (Hay Creek area, Hiles Township).
6. Dexter Park – Located in the Town of Dexter and includes a number of buildings associated with the County Park/Campground. Campground includes 99 regular campsites, 10 ATV campsites, and overflow camping areas. These park facilities are maintained by Parks staff and managed by the Parks Director.