

BARRON COUNTY FOREST COMPREHENSIVE LAND USE PLAN

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BARRON 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 Barron County 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 administrator in carrying out his duties and the policies of the committee.

205 ROLES

The County and the Department of Natural Resources have a mutual interest in administration of the Barron County Forest. It shall be the policy of the Barron County Board through the Property Committee to cooperate to the fullest extent with county and state personnel in carrying out programs on the county forest and to perpetuate the State/County partnership throughout 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

The Barron County Forestry Ordinance, as amended 2/27/95 by the Barron County Board of Supervisors, 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 Barron 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 role of policy decisions and budget review for the County Forest to the Property Committee as detailed below.

1. Review of an annual work plan and budget for the ensuing calendar year to be presented to the County Administrator for approval.
2. To facilitate Forest Administrator's negotiations for and acquisition of lands necessary to further the objectives of the county forest plan and recommend such acquisitions to the Board of Supervisors for their approval.

3. Develop policy for the implementation of proposed recreation projects on the county forest lands.
4. Encourage cooperation with the Department of Natural Resources on all matters pertaining to natural resource management on the county forest.
5. Development of policy as needed for the execution and administration of the county forest program.
6. Recommend personnel to County Administrator as needed for the administration and implementation of the county forest program.
7. Hold committee meetings as necessary to develop and review policy decisions.

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 work plan, all within a framework outlined in s. 28.11, Wis. Stats.
2. The Forest Administrator will prepare items to be placed on the agenda for and will be present at all Property Committee meetings.
3. The Forest Administrator will facilitate the distribution of committee minutes as is appropriate.
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 and County Administrator.
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 Forest Administrator will report activities above in his monthly county board report and with more detailed reports to the committee.

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 220 of the Public Forest Lands handbook and as referenced in Chapter 900 of this plan.

205.2.1 DNR 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 20 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 DNR 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 DNR

The forester, designated by the Department of Natural Resources, is to serve as a liaison to the Committee and 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 Administrator 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. 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 Barron County. All considerations for special cooperation will be brought before the Forest and County Administrators.

210.1 PUBLIC AGENCIES

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

210.1.1 Research Agencies

The County 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 and cultural significance and will comply with 44.30 Wis. Stats for areas of both historical and cultural significance. 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 and cultural properties map set on the DNR intranet:

intranet.dnr.state.wi.us/int/at/af/facil/arch/archist.htm 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.

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 Administrator and then to the Committee if they require policy decisions.

210.4 TRIBAL NATIONS

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

215 FINANCIAL SUPPORT

Annually the Forest Administrator shall prepare a budget to carry out proposed forest operations for presentation to the County Administrator. The Committee shall review and recommend said budget to the County Board.

215.1 REVENUE FROM OPERATIONS

215.1.1 Timber Sale Revenue

The County General fund shall receive a deposit of 50 percent of all revenue received from the sale of timber stumpage or cut forest products. All severance taxes incurred as a result of such sales shall be segregated into separate accounts from timber sales income and paid as required by statute. Severance accounts are divided as follows: 30 percent of total revenue into an account for severance to townships and 20 percent of total revenue into an account for severance to the state of Wisconsin.

215.2 OUTSIDE SOURCES OF REVENUE

State, Federal and other funds will be sought and utilized by the County to extend county funds as much as possible. After feasibility is determined, the Administrator will draft necessary resolutions for Committee and County Board approval and will complete the necessary applications to receive such funds.

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 percent 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 percent of salary. Application is made by County Board resolution with payment by April 15 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 percent cost sharing aid and are to be used for projects that improve fish and wildlife resources of Barron 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. Acquisition and Development of Local Parks. These grants provide up to 50 percent matching grants for acquisition, development, and renovation of local parks, trails, and recreation areas.
10. 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 percent 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 the DNR.
5. Small Business Administration (SBA) Tree Planting Grant Program. The SBA Grant provides 50 percent 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 become available. Consult the Directory of State and Federal Financial Assistance Programs available from a DNR Community Services specialist or visit the Web site, 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, local sportsman's clubs, service organizations, garden clubs, youth groups, etc.

The County Administrator will consider and approve 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 will be kept on each employee. All salaries, authorized employee expenses, bills for supplies and equipment, bills for other expenditures, and all credits and income are submitted to the County Administrator and Finance Director on approved invoices.

220.1 ACCOUNTS

All accounts and bookkeeping procedures will be handled by the Forest Administrator and secretarial assistants or as otherwise directed by the County Administrator.

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 (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 deposited in the State Aid Account.

220.1.2 Other County Forest Accounts

1. Advance Stumpage – for deposit of advance stumpage payments.
2. Performance Bond – for deposit of timber sale bonds.
3. Land Acquisition – for deposit of 20 percent of sale revenues when no severance is due the state.
4. Fish and Game Resources – for deposit of and disposition of County Conservation Aids.
5. Wildlife Habitat – for deposit of and disposition of Wildlife Habitat Development Grant.
6. County Forest and Parks Contracts – for deposit of funds received by contract from state i.e. reimbursement for secretarial services.
7. Severance Due Districts – 30 percent of revenues to be held for annual payment to Townships with County Forest within their boundaries.
8. Severance Due State – 20 percent of revenues to be held for making payments to state to pay back project loans.

220.1.3 Account Numbers

1. Advance Stumpage – 100 00 23160 000 000
2. Performance Bonds – 816 00 23170 000 000
3. Severance Due Districts – 100 00 24460 000 000
4. Revenue – 100 15 46810 000 000
5. Land Acquisition – 243 15 46810 000 000
6. Severance Due State – 100 00 24465 000 000
7. Forest Habitat – 100 15 43581 000 000

8. Fish and Game Resources – 100 15 56120 000 000
9. State Aid Forestry – 241 15 43581 000 000
10. County Forest and Parks Contracts – 100 15 46721 000 000

220.2 TIMBER SALES

220.2.1 Active Timber Sale 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 Timber Sale Files

Once sales have been completed and audited by the 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 policy of the Committee and direct supervision of the County Administrator, the Forest and Recreation Director shall have authorization to organize the workload of the forestry department employees. 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:

1. Forest and Recreation Director
 2. Conservation Secretary
 3. Parks Conservation Aid works approximately 10 percent of his time on the forest.
- Other labor is hired on a part-time basis or for training positions as needed.

225.2 HIRING PERSONNEL

All hiring of permanent personnel is approved by the County Administrator after having been accounted for in the annual work plan and budget. The actual hiring of permanent personnel will be by the Forest Administrator in cooperation with the Human Resources Coordinator and final approval of the County Administrator. Seasonal help and short-term labor for special projects will be recruited and hired by the Forest Administrator.

225.3 OTHER SOURCES OF LABOR

Federal and state manpower programs such as Economic Opportunity Act Programs or Community Work Experience may be used on an approved project basis. Barron County's program public service due the courts is to be used whenever possible. The Forest Administrator, with support of the Committee, will recommend such programs to the County Administrator for approval.

225.4 SPECIALIZED PERSONNEL

Projects requiring expenditures for specialized skills and/or operation of specialized equipment are hired on a contract basis by the Forest Administrator if such skills and equipment are not available within the county.

225.5 Training of Personnel

The Forest Administrator will be responsible for scheduling and providing appropriate training to keep himself/herself and staff current with:

1. All safety requirements
2. BMPs
3. silvicultural practices
4. pesticides and their application
5. new technologies
6. any other training deemed necessary to the management of the forest.

A training record will be maintained for each employee with information identifying course, content, date, and satisfactory completion.

230 EQUIPMENT

All equipment and supplies needed to accomplish goals of the work plan 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 they have prior approval of the Forest Administrator. Items exceeding \$10,000 shall be purchased by competitive bidding as per Sec. 59.08, Wis. Stats. The Forest and Recreation Director and the County Administrator are 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. Office space – As shared with the Department of Natural Resources in the Barron County Courthouse.
2. A Conservation Shop – Located at the intersections of 17th Street and 13 ½ Avenue.
3. Waysides and Parking lots scattered throughout the forest.

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 Forest Association in coordinating this effort. The group manager's responsibilities will include:

- Record keeping for both the SFI and FSC groups
- Coordinating communications 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.