

BAYFIELD COUNTY FOREST COMPREHENSIVE LAND USE PLAN
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CHAPTER 200 – GENERAL ADMINISTRATION

200 GENERAL ADMINISTRATION

Objectives

1. To comply with and implement the provisions of the County Ordinances.
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

It shall be the policy of the County Board through the Forestry Committee to administer the county forest and cooperate with county and state personnel in carrying out the program on the county forest as detailed below.

205.1 COUNTY BOARD OF SUPERVISORS

The Bayfield County Forestry/Lands/Parks Ordinances adopted January 1, 2002, 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 Bayfield 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.

205.1.1 Forestry Committee

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

1. Prepare an annual work plan and budget for the ensuing calendar year to be presented for the Board's approval.
2. Establish and maintain facilities necessary to conduct forest operations.
3. Negotiate for and acquire lands necessary to further the objectives of the county forest.
4. Approve all proposed recreation projects on the county forest lands.

5. Cooperate with the Department of Natural Resources on matters pertaining to natural resource management.
6. Participate 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 plans, all within the framework outlined in s. 28.11, Wis.Stats.
2. The Forest Administrator, or acting, will prepare an agenda for and will be present at all Forestry Committee meetings.
3. The Forest Administrator will be responsible for maintaining minutes of each meeting and distribute as appropriate.
The forest Administrator will, under the direction of the Forestry Committee, prepare an annual budget, work plan, and annual accomplishment report.
4. The Forest Administrator will prepare the Comprehensive Land Use Plan and amendments as required.
6. 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.
7. 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 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.

205.2.1 Central Office – Madison

It is the function of this office to:

1. Certify and make forest aid payments 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. Assist in Interpreting and administer the laws and regulations set forth by the Legislature and the Natural Resources Board.
8. Take appropriate action on applications for withdrawal and entry of lands into the County Forest Law program.

205.2.2 Local Office-Washburn

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 trespass, 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 210-69, Public Forest Lands handbook.

205.2.2.2 Other DNR Program Functions

In consultation with the County, The DNR will provide technical expertise in the following areas;

1. Fire Management - Maintain a system of communications, equipment, and trained personnel to prevent and suppress forest fires, and work cooperatively with the County Forest's prescribed fire program. and enforce forest related laws.
2. Forest Pest Control - Provide technical services for prevention, detection and suppression of forest pests on the forest and within the region.
3. Wildlife Management – Conduct surveys of wildlife populations, habitat, and public use. Provide technical assistance in the planning and implementation of habitat projects. 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.

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

210.1 PUBLIC NATRURAL RESOURCE AGENCIES

The county will cooperate with public agencies, such as the USDA- Forest Service, USDI- Park Service and Bureau of Indian Affairs, 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.

210.2 RESEARCH AGENCIES

As stated in Section 12-2-3 (b) (15), 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.

210.3 HISTORICAL / CULTURAL RESOURCE AGENCIES

The county will collaborate with the State Historical Society and Tribal authorities on projects bearing historical significance and will comply with 44.30 Wis.Stats. A review for possible historical/cultural sites will be made on all land disturbing projects. The DNR liaison will check the historic properties map set for all timber sales and other ground disturbing projects. The DNR's Cultural Resource Specialist will be informed if a cultural or archeological site is identified. The presence or absence of such sites will be documented in the timber sale narrative.

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.

210.5 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.

210.6 PRIVATE INDIVIDUALS AND BUSINESSES

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.

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 harvested forest products, except income specified in Section 12-2-5 (b) (2) and (c) (1) & (2) of the County Forestry Ordinance, shall be deposited in the Bayfield 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 Parks and Recreation Revenue

These revenues are currently administered by the Tourism Department.

215.1.3 Other County Forest Revenue

All revenue collected from access and utility permits shall be deposited in the County General Fund. Revenues from the sale of surplus materials and equipment, and rental fees paid by other governmental agencies for use of Forestry Department equipment shall be deposited in the non-lapsing equipment maintenance/repair account. Other revenue received by the committee shall be deposited as directed by the County Board.

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. 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 Bayfield 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. Motorcycle Outdoor Recreation Program (MORP) per s. 23.09 (25). Consult DNR publication guidelines for Motorcycle Recreation Program and Chapter NR 65 of Wisconsin Administrative Codes for details.
9. 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.
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, 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, training record, and time and expense report will be kept on each employee. An annual work plan will be submitted through the Forestry Committee to the County Board for approval as required by (s.28.11(5)(5m)Wis.Stats). An annual accomplishment report will be submitted to the Forestry Committee for their approval.

220.1 ACCOUNTS

All accounts and bookkeeping procedures will be handled by the Forest Administrator, Assistant Administrator, Office Manager, or as otherwise directed by the Committee.

220.1.1 State Aid Forestry Accounts

Variable acreage share loans (s. 28.11 (8)(b)(1) Wis. Stats), conservation aid grants (s. 23.09 (17) (m) 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 these accounts. Expenditures of variable acreage share funds from this account are restricted

to the purchase, development, preservation and maintenance of the county forest. Expenditure of conservation aid grants, which are matching fund grants for wildlife habitat improvement, are governed by the approved project(s). 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 Accounts.

220.1.2 Operation and Maintenance Accounts

220.1.2.1 Annual Appropriations

These accounts are budgeted annually and unused portions revert to the General Fund on January 1st unless authorized to be carried over to the next year by the Forestry Committee.

220.1.2.2 Non-Lapsing Accounts

The County Board may authorize the establishment of non-lapsing accounts to facilitate multi-year projects and long range planned needs. Examples of existing non-lapsing accounts include; Reforestation, Wildlife Habitat, Equipment Repair, Land Acquisition, and others as deemed appropriate by the County Board.

220.2 TIMBER SALES

220.2.1 Open Contracts

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, bonds, and sureties
4. Timber sale map
5. Record of volume harvested and stumpage payments
6. Timber sale inspection journal / notes
7. Pertinent correspondence

220.2.2 Closed Contracts

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 as needed. 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; County Forest Administrator, Assistant County Administrator, Office Manager, three Foresters, and a Forest Technician. Other labor is hired on a part-time basis or for training positions as needed.

225.2 HIRING PERSONNEL

All advertising of permanent positions will be approved by the Personnel Committee, having been accounted for in the annual work plan and budget. The actual hiring of permanent personnel will be by recommendation of the Forest Administrator, in collaboration with the County Administrator, with approval of the Forestry Committee. 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, Community Work Experience, and Wisconsin Conservation Corps (WCC) may be utilized on a project basis.

225.4 SPECIALIZED PERSONNEL

Projects requiring expenditures for specialized skills and/or operation of specialized equipment may be handled on a contract basis or through the use of Limited Term Employees 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 Bayfield 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 the department's jurisdiction.

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 the Sustainable Forestry Initiative (SFI) certification group. 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 the SFI group
- ◆ Coordinating communication with the certification auditing firms
- ◆ Reporting and payment of fees
- ◆ Processing new entries and departures from the group
- ◆ Internal compliance monitoring
- ◆ Dispute resolution

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

240 FACILITIES

Facility needs assessments, facility planning, and maintenance of facilities is assigned to the Forest Administrator.