

COUNTY FOREST COMPREHENSIVE LAND USE PLAN

TABLE OF CONTENTS

REV: 5/18/2021

**CHAPTER 200**

**GENERAL ADMINISTRATION**

<u>Section</u>	<u>Subject</u>	<u>Page</u>
<b>200</b>	<b>GENERAL ADMINISTRATION</b> .....	200-3
<b>205</b>	<b>ROLES</b> .....	200-3
205.1	COUNTY BOARD OF SUPERVISORS .....	200-4
205.1.1	Forestry Committee .....	200-4
205.1.2	Parks and Forest Director .....	200-4
205.2	DEPARTMENT OF NATURAL RESOURCES.....	200-5
205.2.1	Division of Forestry .....	200-5
205.2.2	Local Office .....	200-6
205.2.2.1	Forest Management .....	200-6
205.2.2.2	Other DNR Program Functions.....	200-7
<b>210</b>	<b>COOPERATION</b> .....	200-7
<b>215</b>	<b>FINANCIAL SUPPORT</b> .....	200-8
215.1	REVENUE FROM OPERATIONS .....	200-8
215.1.1	General Fund .....	200-8
215.1.2	County Parks and Forest Fund .....	200-9
215.2	OUTSIDE SOURCES OF REVENUE .....	200-9
215.2.1	State Funds .....	200-9
215.2.2	Federal Funds and Programs .....	200-10
215.2.3	Other Funds.....	200-10
215.3	COUNTY EXPENDITURES .....	200-11
<b>220</b>	<b>COUNTY RECORDS</b> .....	200-11
220.1	ACCOUNTS.....	200-11
220.1.1	State Aid Forestry Account.....	200-11

220.1.2	Parks and Forest Budget Accounts .....	200-11
220.1.3	Account Numbers .....	200-11
220.2	TIMBER SALES.....	200-12
220.2.1	Active Timber Sale Files .....	200-12
220.2.2	Closed Timber Sale Files.....	200-12
<b>225</b>	<b>PERSONNEL</b> .....	200-13
225.1	COUNTY FOREST STAFF .....	200-13
225.2	HIRING PERSONNEL .....	200-13
225.3	OTHER SOURCES OF LABOR .....	200-13
225.4	TRAINING .....	200-14
<b>230</b>	<b>EQUIPMENT</b> .....	200-14
230.1	FACILITIES .....	200-14

## **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**

Eau Claire County utilizes the County Administrator form of county government. The County Administrator's office provides executive management and oversight to all operations of Eau Claire County government. The County Administrator is the county's chief administrative officer, develops and executes the annual budget and ensures that policies and procedures adopted by the county board are carried out. With oversight of all county operations, the County Administrator emphasizes fiscal and program accountability of services offered to Eau Claire County taxpayers.

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 Parks and Forest 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 Eau Claire 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

### 205.1.1 Parks and Forest Committee

The Board of Supervisors assigns the administration of the County Forest to the Parks and Forest 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.
9. The committee will work with the Recycling and Sustainability Coordinator to encourage forestry practices that help the county meet its goal of being carbon neutral by 2050.

### 205.1.2 Parks and Forest Director

1. The Parks and Forest Director 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 Parks and Forest Director will prepare an agenda for and will be present at all Parks and Forest Committee meetings.
3. The Parks and Forest Director will serve as the Director of the Parks and Forest Department in coordinating the programs of work of staff members and other matters as directed by the Committee.
4. The Parks and Forest Director 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. 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.
9. Approve annual work plans.
10. Audit programmatic and financials (Every 5 years).

#### 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. 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.
6. Forest Pest Control - Provide technical services for prevention, detection, and suppression of forest pests in the district.
7. 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.
8. 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.

9. Law Enforcement - Enforce state natural resource laws and regulations and assist in the enforcement of county and federal natural resource laws and ordinances.
10. Environmental Protection - Enforce and provide technical assistance in matters related to water and shore land management, pollution detection and waste disposal.
11. 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 Eau Claire 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 General Fund**

All monies received from the sale of timber stumpage, cut forest products, fees and use permits, sale of building materials, sale of surplus materials and equipment, fire or other damage collections, or other revenue received by the committee, shall be deposited in the Eau Claire County General fund; except revenue from surplus items sold which were originally funded with state aid shall be credited to the state aid forestry account. 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 Parks and Forest Fund

Funds based on the annual work plan are budgeted and deposited in the County Parks and Forest budget accounts by the County Board annually.

### 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-(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 is made by Forest Administrator along with approved Annual Work Plan by January 31, with payment by April 15<sup>th</sup> 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 an annual basis.
8. Knowles-Nelson Stewardship Program:

#### 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 Parks and Forest Director 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 created by the central finance department and the Parks and Forest Director and Administrative Assistants will follow those procedures.

#### 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 County Parks and Forest Budget Accounts

This fund is budgeted annually, and unused portions lapse to the general fund on January 1<sup>st</sup>, unless authorized to be carried over by county board action.

#### 220.1.3 Account Numbers

County Parks and Forest accounts include those for parks and recreation, forestry, trails, and State Aid Forestry funds. Account numbers are not listed within this document, as they frequently change and require constant update.

## 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 Parks and Forest Director 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: The permanent employees of the Parks and Forest Department currently are: Parks and Forest Director, Parks and Forest Supervisor, Administrative Specialist III, (2) Foresters, Maintenance Technician- Lead, ( 2) Maintenance Technicians, and (2) Park Rangers. Other labor is hired on a seasonal basis. It is projected there may be a need for at least one additional full-time staff person in the department within the next 15- year period, such as a Recreation Officer due to increased public demand on recreational areas. A Recreation Officer position could be funded by allocating a percentage of park entrance fees to be dedicated towards their salary.

**225.2 HIRING PERSONNEL**

All hiring of permanent personnel will be approved by the Parks and Forest Director, having been accounted for in the annual work plan and budget. Seasonal help and short-term labor for special projects will be recruited and hired by the Supervisor.

**225.3 OTHER SOURCES OF LABOR**

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

#### 225.4 TRAINING

The Parks and Forest Director 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 Eau Claire 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 Parks and Forest Director. The Parks and Forest Director will be responsible for locating equipment, considering the most economical alternatives of buying, borrowing, renting, or constructing. The Parks and Forest Director will also be responsible for maintaining an inventory, to be updated annually, of equipment under his/her jurisdiction. Any parks and forest department employee may purchase equipment and supplies when he / she has prior approval from the Parks and Forest Director or the Parks and Forest Supervisor. Equipment shall be purchased by competitive bidding as per county policy.

#### 230.1 FACILITIES

Maintenance of the facilities is assigned to the Parks and Forest Director and includes the following:

1. Administrative office space - Provided in the Eau Claire County Agriculture and Resource Center, 227 1<sup>st</sup> St. W., Altoona, WI 54720.
2. Parks and Forest shop building - located north of Augusta on CTH "SD". Two storage buildings are used to store vehicles and equipment used in operation of the parks and forest program. The shop building is partially heated and is used for construction, maintenance, and repair of County Forest equipment and facilities.
3. *Parks within the County Forest boundary:*
  - Big Falls Park- located on CTH "K" and CTH "Q", Town of Seymour has pit toilets, picnic tables, grills, and a hand pump for drinking water.
  - Coon Fork Park- located on CTH "CF", Town of Bridge Creek has campsites -

some electrified, beaches, shower buildings/flush toilets, pit toilets, picnic tables, grills, boat/canoe rentals, boat landings, hiking/nature/cross-country ski, mountain bike trails, disabled/accessible fishing pier, playgrounds, picnic shelter, water pumps, dumping station, volleyball court, and hand pumps for drinking water.

Harstad Park- located on CTH “HHH”, Town of Lincoln has primitive self-registration campsites, ball diamond, large picnic shelter, playground, canoe landing, volleyball court, picnic tables, pit toilets, grills, and a hand pump for drinking water.

Lake Eau Claire Park - located on CTH “SD”, Town of Bridge Creek has a ball diamond, clubhouse, picnic shelters including a grilling pit shelter, disabled/accessible fishing pier, horseshoe pits, volleyball court, picnic tables, grills, pit toilets, and a hand pump for water.

L. L. Phillips Park - located on CTH “QQ”, Town of Seymour has a picnic shelter, nature trail, pit toilets, and a hand pump for drinking water.

*Parks outside of the County Forest boundary*

Lake Altoona Park - located north of Altoona, Town of Washington on the south shore of Lake Altoona, has a large beach, changing rooms, flush toilets, picnic tables, grills, clubhouse, boat landing/sailboard launch/jet ski mooring, playgrounds including one disabled accessible, nature trail, horseshoe pits, volleyball court, and picnic shelter.

Lowes Creek Park- located 1.5 miles south of the City of Eau Claire off South Lowes Creek Road or off Lorch Avenue through the Expo Center. Amenities included a reservable picnic shelter, pit toilets, trout stream access, parcours fitness course, mountain bike, dog walking, hiking, snowshoeing, and cross-country ski trails.

4. Day Use Areas – Coon Fork Park Day Use, L. L. Phillips Park, Lowes Creek Park, which have recreation trails, picnic tables, and toilets.
5. Waysides and Special Use areas include boat and canoe landings, Lake Eau Claire beach, Tower Ridge ski area and disc golf course, Evergreen and Lowes Creek ski trails, mountain bike, snowshoe, snowmobile, ATV, and horseback

riding trails, Lions Youth Pond, Eau Claire Rifle Club Range, and other scattered waysides for a total of 27 as designated in the County Code.

6. The Eau Claire County Expo Center is also managed by the department featuring the exhibit hall, horse arena, multi-use buildings, and 20 acres of grounds.