

WASHBURN COUNTY FOREST COMPREHENSIVE LAND USE PLAN

CHAPTER 200 – GENERAL ADMINISTRATION

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*Approved by Washburn County Board of Supervisors October 19, 2021*

*No revisions*

## **200 GENERAL ADMINISTRATION**

### Objectives of the Plan

1. To comply with and implement the provisions of the Washburn County Code Chapter 50.
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.
7. To provide information to the public about the County Forest resources and proposed types of management activities.
8. To document procedures and policies relating to County Forest management.

## **205 ROLES**

Washburn County has a Board of Supervisors with 21 elected members. The County employs an Administrative Coordinator to serve as a Liaison between county departments and the board. 5 county board supervisors are assigned to serve on the Forestry, Parks and Recreation Committee, which operates as the policy making body for the Forestry Department.

Washburn County and the Department of Natural Resources have a mutual interest in administration of the County Forest. It shall be the policy of the County Board, through the Forestry, Parks and Recreation Committee to cooperate with County and DNR personnel in carrying out the program on the County Forest. The County/DNR roles are further defined in the Public Forest Lands Handbook, 2460.5

### **205.1 COUNTY BOARD OF SUPERVISORS**

The Washburn County Code of Ordinances prescribes rules and regulations for the administration of county powers and duties as provide in Wisconsin Statutes. Powers of the Washburn County Board, relative to the management of County Forest lands are defined in s.28.11 (3) and include:

- Forestry Department Annual Work Plan
- Adoption of budget(s) / budget amendments
- Approval of grants and loans
- Land acquisitions
- Ordinances

#### 205.1.1 Forestry, Parks and Recreation Committee

The Board of Supervisors assigns administration of the County Forest to the Forestry, Parks and Recreation 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 and adoption.
2. Establishment and maintenance of the facilities necessary to conduct forestry operations.
3. Negotiations for acquisition of lands necessary to further the objectives of the County Forest.
4. Review and approval of all proposed recreation projects on County Forest Lands and those under the management of the Forestry Department.
5. Cooperate with the Department of Natural Resources on certain matters pertaining to resource management on the County Forest.
6. Participate in the execution and administration of forestry operations in the County Forest program.
7. Employ personnel, in cooperation with the Personnel Committee and Administration/Personnel Department, to administer and implement the County Forest Program.
8. Implement and enforce policies and guidelines as established with this Plan.
9. 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 Plan and Annual Work Plan, all within the framework outlined in s. 28.11, Wis. Stats.
2. The Forestry Administrator will prepare an agenda and be present for all Forestry, Parks and Recreation Committee meetings.
3. The Forest Administrator will record minutes of each meeting and distribute as appropriate, as well as maintain a permanent record of minutes.
4. The Forest Administrator will serve as the Director of the Forestry Department in coordinating the work of staff members and other matters as directed by the Committee.
5. The Forest Administrator will supervise the timber sale program, tree planting, site preparation, road construction and maintenance, land acquisition, entry and withdrawal of county forest lands, trespass investigations, recreation programs, and long and short term planning, all within the framework of s. 28.11, Wis. Stats.

## 205.2 DEPARTMENT OF NATURAL RESOURCES (DEPARTMENT)

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 the County Forest lands.
3. Administer state compensation to the County for the public rights, benefits and privileges the County Forest lands as required by s. 28.11(8), Wis. Stats.
4. Provide County Forest assistance consistent with those identified in the Public Forest Lands Handbook. <https://dnr.wi.gov/topic/ForestManagement/documents/24605.pdf>

### 205.2.1 Division of Forestry

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 town, and audit distribution of severance share payments made annually by counties, pursuant to s. 28.11 (9), Wis. Stats.
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. Approve annual work plans
9. Review and approve or deny applications for withdrawal and entry of lands into the County Forest Law program
10. Conduct 5-year audit of programmatic and financial functions.

#### 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, but are not limited to, the following:

1. Attend all Committee meetings. Attend County Board meetings as requested.
2. Assist in establishing, inspecting and administering timber sales in cooperation with County Forest personnel. The County will take the lead in assigning work roles.
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 Forest 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. Organize and prepare minutes of annual partnership meeting as required in the Public Forest Lands Handbook.

<https://dnr.wi.gov/topic/ForestManagement/documents/24605.pdf>

9. Coordinate with the Forest Administrator on all DNR activities that occur on, or affect the County Forest.

#### 205.2.2.2 Other DNR 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 area.
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.
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 Shoreland 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 Washburn County to cooperate with public agencies, non-profit organizations, tribal nations, and others, while maintaining the best interest of Washburn County. Unless otherwise delegated to the Forest Administrator, all considerations for special cooperation will be brought before the Committee.

## **215 FINANCIAL SUPPORT**

An annual budget shall be prepared by the Committee. This budget shall contain all revenue sources and expenditure lines necessary to carry out all program operations on the Forest and under the Forestry Department authority.

## 215.1 REVENUE FROM OPERATIONS

### 215.1.1 Timber Sale Revenue

All revenue received from the sale of timber stumpage or cut forest products, except income specified in section 215.4.1, shall be deposited and segregated into Washburn County revenue accounts as follows:

1. All cut forest products revenues generated from timber sale contracts on lands designated as County Forest Law:
  - A. If there is an outstanding balance on either variable acreage share or project loans from the Department, 20% of all incoming revenues to be allocated into account #250.24260 – “Severance due State”. These funds are allocated to repay any outstanding loan balance.
  - B. 15% of all gross incoming revenues to be allocated into account #250.24460 – “Severance due Municipalities”. These funds are distributed to towns in the following January. *S. 28.11(9) (d) requires that 10% of gross timber sale revenue be distributed to towns. Washburn County distributes 15% of timber revenue based on a motion to amend the 2005 budget at the County Board budget approval in November 2004.*
  - C. Balance of either 65% or 85% (depending on whether loan balances paid in full) of all incoming revenues to be allocated into account #250.56100.46810 – “Forest Resources Reserve”. *This percentage may change if County Board elects to reverse Town severance back to statutory minimum or other value.*

### 215.1.2 County Parks

All fees generated from the County Parks system, including but not limited to, camping fees, day use, showers, firewood, and other revenues are to be allocated to the County Parks Account #250.55200.46720. Revenues generated from grant programs are not included in this account.

### 215.1.3 Other County Forest Revenue

Other revenues generated from the County Forest programs shall be allocated as follows:



- Firewood, bough, Christmas tree and other permit revenue shall be allocated to account #250.56100.46811 – “Forest Resources Other”
- Performance deposits retained and non-County Forest Law timber sale revenues shall be allocated to account #250.56100.46811.exempt – “Forest Resources Exempt”

#### 215.1.4 County Forest Land Acquisition Fund

There is a non-lapsing (restricted) fund for the purpose of financing land acquisition for the County Forest program. Account #250.56110 – “Forest Land Acquired” consists of revenues from the following sources:

1. All net proceeds from the sale of land withdrawn from the County Forest.
2. Timber sale revenue received from County Forest lands during the first five years after their acquisition date.
3. Revenue from other special projects requiring payment to the County Forest. These projects may include, but are not limited to gravel pits, utility easements, highway easements, waste fill placement, or other projects impacting the County Forest. Payments over \$25,000 in value will require Forestry, Parks and Recreation Committee approval to deposit into this account.
4. Forestry Aid Project Loans that are used for land acquisition purposes, as provided by s. 28.11 (8) (b) (2), Wis. Stats.

#### 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 determine, 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 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 31<sup>st</sup> of each year. Application is made by County Board resolution. Funds are to be allocated into account #250.56930 – “Forestry Aid”.

2. Project Loans (s. 28.11(8) (b) (2), Wis. Stats.) are available to undertake land acquisitions 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. Funds are to be allocated into account #250.56930 – “Forestry Aid”.
3. County Forest Administration Grant (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 Administrator. Benefits may not exceed 40% of salary. Application is submitted, along with approved annual work plan, by January 31<sup>st</sup>, with payment by April 15<sup>th</sup> of each year. Funds are to be allocated into account #250.56100.43586 – “State Grant – County Forest Administration”.
4. Sustainable County Forest Grants (NR 47.75) Annual grants made for short-term projects that promote sustainable forestry are eligible. Funds are to be allocated into account #250.56930 – “Forestry Aid” and identified with a project code specific to the grant project to differentiate from regular Forestry Aid revenues and expenditures.
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 management resources of Washburn County. Funds are to be allocated to account #250.56960 = “Fish and Game”
6. Wildlife Habitat Development Grant (s. 23.09 (17m), Wis. Stats.) This grant provides five cents per acre per year for wildlife habitat management. Projects must be consistent with the scope of this Plan. Funds are to be allocated into account #250.56961 – “Habitat Development”
7. County Forest Road Aids (s. 86.315, Wis. Stats.) \$351/mile are available for each designated mile of County Forest road. Certification is done on a bi-annual basis and roads receiving funds must be identified within this Plan. Funds are to be allocated into account #250.56125 – “County Forest Roads”.
8. Knowles-Nelson Stewardship Program (s. 23.0953, Wis. Stats.) There are funds available to County Forests, at least through State fiscal year 2025-2026, for acquisition of County Forest Lands. These grants are 50% cost share and non-County Forest Law lands owned by the County are available to be used as a portion of the matching share.

#### 215.2.2 Federal Funds and Programs

In addition to others that may be available, the following funds and programs will be used when practical:

1. Land and Water Conservation Fund Act (LAWCON) - this fund provides up to 50% matching grants for 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) – provides financing for fish management projects administered by DNR.
5. Federal Endangered Species Fund – provides for cost sharing and grants for surveys, monitoring and management programs that conserve a threatened or endangered species.

#### 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 Administrative Assistant, or as otherwise directed by the Committee. All accounting procedures will be done in accordance with County policy and under the general oversight of the Finance Director. All processes shall also comply with directives and findings of any auditors reviewing Washburn County financial operations. The following accounts are considered permanent and used annually by the Forestry Department.

220.1.1 Firelanes – 250.53410. This account is generally funded by timber revenue and is used for the maintenance and repair of forest road that are not funded by other grant sources. This account normally is funded at approximately \$10,000.

220.1.2 Parks – 250.55200. This account generally funds all Washburn County parks and recreational facilities that are not eligible for outside grant funding, including wage and fringe of Parks related employees. All recreational revenues generated from parks are collected within this account and operating expenses are normally covered by these revenues each year. As of 2020, the Parks account generally has a revenue of approximately \$180,000 with an expenditure averaging around \$165,000

220.1.3 ATV Trails – 250.55310. This account is used for the development, rehabilitation and maintenance of the ATV/UTV trails. This is a restricted fund, meaning that any unused monies are set within a non-lapsing account and only used for ATV trail expenditures. This account is 100% grant funded with revenues from the DNR ATV program, and some funds from the Federal Recreation Trails Program. As of 2020, revenues and expenditures have been varying widely depending on the amount of development and rehabilitation grants received. Base trail maintenance grant funding is approximately \$103,000 in revenues and expenditures. Since these are 2 year grants on the State fiscal year, these revenues and expenditures do not balance out on the calendar fiscal year.

220.1.4 Snow Trails – 250.55440. This account is used for the development, rehabilitation and maintenance of Snowmobile trails. This is a restricted fund, meaning that any unused monies are set within a non-lapsing account and only used for snowmobile trail expenditures. This account is 100% grant funded with revenues from the DNR Snowmobile Trail program. As of 2020, revenues and expenditures have been varying

depending on the success of securing rehabilitation and other grants from the program. Base trail maintenance grant funding is approximately \$73,000 per year

- 220.1.5 County Forest Land Developed – 250.56100. CFLD is the main operating account for the Forestry Department operations. Wage and fringe, telephone, utilities, repair and maintenance, operating supplies and other expenditures are allocated to this account. This program is 100% funded by timber management revenues. As of 2020, expenditures in this account are approximately \$780,000. Revenues are usually budgeted in the range of \$2.2 million. Gross timber sale receipts have been running higher than projections, resulting in additional surplus in this account.
- 220.1.6 Forest Land Acquired – 250.56110. This land acquisition account, while not used annually, is a non-lapsing fund containing revenues available for land acquisition. This is a committed fund, meaning that the funds are non-lapsing as established by the County Board. Revenues as identified in section 215.1.4 are held within this account.
- 220.1.7 County Forest Roads – 250.56125. County Forest Roads is a Wisconsin DOT program that funds \$351/mile for roads entered into the system. Washburn County currently has approximately 94 miles enrolled. This is a restricted fund, meaning that any unused monies are set within a non-lapsing account and only used for County Forest Road expenditures. The account funds grading, gravel, culverts and other repair and maintenance needs.
- 220.1.8 Forestry Aid – 250.56930. The State Aid Forestry Aid account, houses the Variable Acreage Share funds. Annually, the County is eligible to borrow up to \$0.50/acre/year interest free. Washburn County usually applies for the maximum value and funds are used for equipment purchases, forestry supplies, and forestry contract work. This is a restricted fund, meaning that any unused monies are set within a non-lapsing account and only used for Forestry Aid expenditures. Expenditures are restricted to the purchase, development, preservation and maintenance of the County Forest. Sustainable Forestry Grants and Project Loans (if received) are also housed here. Sustainable Forestry grants must be spent specific to the approved grant project. Project Loan funds are governed by the conditions of the project approval. As of 2020, revenues to this

account vary depending on receipt of any Sustainable Forestry Grant funds. The base Variable Acreage share revenue is \$74,620 in revenues and expenditures.

220.1.9 County Conservation Aids – 250.56960. County Conservation Aids is a 50% cost share grant to be used for fish and wildlife habitat management. Usually, approximately \$4,300 is allocated to Washburn County under this program. The Forestry Department has been applying for these funds sporadically over the last Plan cycle. The lower grant values do not seem to be feasible enough to warrant the administrative time on the grant process.

220.1.10 Wildlife Habitat – 250.56961. Wildlife habitat is a state grant in the amount of \$0.05/acre per year to be used for wildlife habitat improvement. This is a restricted fund, meaning that any unused monies are set within a non-lapsing account and only used for Wildlife Habitat expenditures. Project scopes must be identified within this plan. In general, funds are used for the purchase of seed, wildlife openings maintenance, scarification, flowage inspections, repairs and removals, gates, signs, and other projects as approved by the Committee. As of 2020, the \$0.05/acre results in \$7,020 available for expenditure.

220.1.11 Forestry Capital Equipment – 251.56965. This account houses revenues received when outside grants and funding sources are used to reimburse the use of Forestry Department equipment. This is a committed fund, meaning that any unused monies are set, by the County Board, within a non-lapsing account and only used for equipment related expenditures. The primary intent, at this time, is expensing the lease payment for the Forestry grader through trail grant reimbursement. Additional funds are held in this non-lapsing account to help offset other capital equipment purchases. As of 2020, the Forestry Department has been receiving approximately \$30,000 into this account with approximately \$25,000 in expenditures. This results in the building of a small fund balance.

## 220.2 TIMBER SALES

### 220.2.1 Active Files and Closed Files within 3 Years of Last DNR Audit

Active timber sale files (hard copy or electronic copy), at a minimum, will contain or reference the following items:

1. Timber sale cutting notice and report (2460-1)
2. Timber sale narrative (2460-1A)
3. Contract, extensions and addendums
4. Timber sale map
5. Ledger account
6. Timber sale inspection notes/journal
7. Pertinent correspondence
8. Liability insurance
9. FISTA safety training certificates
10. Performance deposits (Bond, ILC, record of cash deposit, etc.)
11. Field scale sheets
12. Lock box tickets

#### 220.2.2 Closed Files

Once sales have been completed and audited by DNR, only the following items need to be maintained as part of the permanent record:

1. Timber sale notice and cutting report (2460-1)
2. Contract, extensions and addendums
3. Timber sale map
4. Pertinent correspondence
5. Financial ledger/summary

## **225 PERSONNEL**

The Forest Administrator shall have the 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

As of 2020, the Washburn County Forestry Department consists of the following positions, which are considered essential for the basic operation of the Department:

- Forest Administrator
- Assistant Forest Administrator
- Assistant Recreation Administrator
- Forester
- Natural Resources Technician

- Two Forestry Technicians
- Administrative Assistant
- Parks Groundskeeper LTE
- Two Parks Caretaker LTE

The Washburn County Forestry staff organization chart is included in the appendix

## 225.2 HIRING PERSONNEL

All hiring will be done in accordance with Washburn County Policy B-4 “Position Justification and Hiring Process. A Personnel Requisition Form will be completed by the Forest Administrator for any position vacancies or changes. Annual LTE/seasonal positions that have been approved and budgeted do not require completion of the requisition form.

Advertising, recruitment, applications and screening will be handled by the Washburn County Personnel with assistance and input from the Forestry Department. The Personnel Office will also coordinate the interview process for the hiring of all full time employees. Interviews of LTE/seasonal staff will be handled by the Forestry Department.

### 225.2.1 New Positions

Proposals to create new positions must be initiated in the year prior to the proposed start date. The Personnel Requisition Form and position description must first be approved by the Forestry, Parks and Recreation Committee; forwarded to the Personnel Committee; then approved by the County Board by a 2/3 majority. Funding for the position must also be approved in the budget for the following year.

### 225.2.2 Vacant Positions

Filling vacant positions require approval by the Forestry, Parks and Recreation Committee and the Personnel Committee only.

### 225.2.3 LTE/Seasonal Positions

Filling LTE or seasonal positions that are budgeted and hired each year, the Forestry, Parks and Recreation Committee will approve filling the position and recruitment will be coordinated with the Personnel Department. New LTE or Seasonal positions will



require approval of the Personnel Committee and may require the approval of the full County Board.

#### 225.3 Other Sources of Labor

Federal and State programs will be utilized to the extent available and practical. The County will also use volunteer or work release type programs as appropriate. All usage of outside labor will comply with County policies and procedures. Projects requiring special skills may be let by contract.

#### 225.4 TRAINING

The Forest Administrator will be responsible for scheduling and providing appropriate training to keep staff current with forestry program related safety requirements such as, BMP's silviculture, pesticides, new technologies and other training appropriate to manage the Washburn County Forest. Additional training may be provided by Washburn County Personnel as appropriate. 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 construction. The Forest Administrator, or his designee, will also be responsible for maintaining an inventory of equipment under his jurisdiction. Any Forestry Department employee may purchase equipment and supplies provided they have prior approval from the Forest Administrator. Equipment will be purchased by competitive bidding as per Washburn County Purchasing Policy A-14.

As of 2020, the Forestry Department has on inventory the following large equipment items.

- 6 ½ ton extended cab 4 x 4 pickups
- 2 1-ton regular cab 4 x 4 pickups
- 1 dozer with fire plow and fire safety equipment
- 1 tractor with brush hog and loader
- 1 skid steer with mower decks and other attachments
- 1 semi-tractor with trailer

- 1 5<sup>th</sup> wheel trailer
- 1 tri-axle dump truck
- 1 Compact Road Grader
- 1 Parks Tractor
- 2 ATV's
- 2 UTV's
- 2 Snowmobiles

## 235 FACILITIES

Maintenance of facilities is assigned to the Forest Administrator and includes the following

1. Office Space – located at 1760 Roundhouse Road, Spooner, Wisconsin. The facility provides office space for staff, conference room, and storage.
2. Forestry Shop Building – located at 1700 Roundhouse Road, Spooner, Wisconsin. Facility provides for equipment storage and maintenance and also provides office and break room for Forest Technicians.
3. Totogatic Park – located in the Town of Minong on the Minong Flowage. Park facilities include a caretaker's residence, 75 campsites, 3 pit toilets, shower house, boat landing, beach, fishing pier, fish cleaning station, pavilion, playground and numerous out buildings.
4. Sawmill Park – located in the Town of Birchwood on Sawmill Lake. Park facilities include 2 pit toilets, 25 campsites, pavilion, boat landing and dock
5. Harmon Lake Equestrian Trailhead. This facility contains a bathroom, well, pavilion and 8 campsites with electricity.
6. Leisure Lake Youth Camp – located in the Town of Casey on Leisure Lake. Camp facilities include a main lodge, craft building, 6 cabins, beach, picnic area, bathroom and boat landing.
7. Boat Landings – Landings are also maintained at Elbow Lake, Big McKenzie Lake, Red Lake, Davis Flowage, Slim Creek Flowage, Harmon Lake, Loyhead Lake, Wolf Lake and Spider Lake.
8. Minong Rifle Range – The rifle range is located just east of Minong and includes a shooting shelter house, bathroom, pavilion, ranges to 400 yards and a trap range.
9. Rest Areas – The County maintains 5 ATV rest areas in the Towns of Birchwood, Casey, Sarona, Trego and Gull Lake. Each includes a pavilion and bathroom.
10. Day Use / Picnic Areas – Day use and picnic areas are located at the major park facilities. In addition, facilities are maintained at Harmon Lake, Slim Creek Flowage, Hallstrom Woods

and Dugan Run, Hall Road, Berry Road, Wild River Trail-Trego, and Wild River Trail-Sarona.