

COUNTY FOREST COMPREHENSIVE LAND USE PLAN

TABLE OF CONTENTS

CHAPTER 200

GENERAL ADMINISTRATION

<u>Section</u>	<u>Subject</u>	<u>Page</u>
200	GENERAL ADMINISTRATION	3
205	ROLES	3
205.1	COUNTY BOARD OF SUPERVISORS	3
205.1.1	Environmental Resource Committee.....	4
205.1.2	Forestry/Recreation Committee	5
205.1.3	Marathon County Park Commission	6
205.1.4	Forest Citizens Advisory Subcommittee	6
205.1.5	Director	7
205.1.6	Forest Administrator	7
205.2	DEPARTMENT OF NATURAL RESOURCES	8
205.2.1	Division of Forestry	8
205.2.2	Local Office	9
205.2.2.1	Forest Management.....	9
205.2.2.2	Other DNR Program Functions	9
210	COOPERATION	10
215	FINANCIAL SUPPORT	10
215.1	REVENUE FROM OPERATIONS.....	10
215.1.1	General Fund.....	10
215.1.2	County Park and Forest Fund	10
215.2	OUTSIDE SOURCES OF REVENUE.....	11
215.2.1	State Funds	11
215.2.2	Federal Funds and Programs.....	12
215.2.3	Other Funds.....	12
215.3	COUNTY EXPENDITURES	12
220	COUNTY RECORDS	12
220.1	ACCOUNTS, SEGREGATED - NON-LAPSING	13
220.1.1	State Aid Forestry Account.....	13

	220.1.2	Segregated Land Purchase	13
	220.1.3	Cross Country Ski/Bike/Snowshoe Trails	13
	220.1.4	Debt Service - State Severance	13
	220.1.5	Debt Service - Town Severance.....	13
220.2		ACCOUNTS, GENERAL FUND - LAPSING	13
	220.2.1	County Forest Program	13
	220.2.2	Motorized Recreational Coordinator	14
220.3		ACCOUNTS, GRANT FUNDS - NON-LAPSING.....	14
	220.3.1	County Forest Road Aids.....	14
	220.3.2	County Conservation Program.....	14
	220.3.3	Wildlife Habitat Improvement Program.....	14
	220.3.4	Snowmobile and All Terrain Vehicle (ATV) and Utility Vehicle (UTV) Trail Aids	14
	220.3.5	National Recreation Trails Act	15
	220.3.6	Sustainable Forestry Grant.....	15
	220.3.7	County Forest Administrator Grant Program	15
220.4		ACCOUNT NUMBERS.....	15
220.5		TIMBER SALES	16
	220.5.1	Active Files	16
	220.5.2	Closed Files.....	16
225		PERSONNEL	16
	225.1	PARKS, RECREATION AND FORESTRY STAFF.....	17
	225.2	HIRING PERSONNEL.....	17
	225.3	OTHER SOURCES OF LABOR.....	17
	225.4	SPECIALIZED PERSONNEL	17
	225.5	TRAINING.....	18
230		EQUIPMENT	18
	230.1	FACILITIES.....	18

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

Marathon County's administrative structure was established in 1980. The County Administrator serves as an agent of the County Board. The Administrator establishes goals and time tables consistent with the objectives and directives of the County Board. The Administrator maintains close working relationships with all department heads to ensure that County goals and department objectives are met consistent with those of other departments and the County's Strategic Plan.

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 Forestry/Recreation 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 Marathon 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

The Marathon County Forestry Ordinance, adopted in 1968, 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 Marathon 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 Environmental Resources Committee (ERC)

The Environmental Resources Committee shall have the responsibility for outcome monitoring and annual reporting, as well as overseeing the implementation of all policies related to the environmental resources of the County. The Environmental Resources Committee shall have the primary responsibility for conferring with and providing policy guidance to the Parks, Recreation and Forestry Department.

Duties of the Environmental Resources Committee include:

1. Promote the implementation of the County's Comprehensive and Strategic Plans relative to environmental protection, waste management, public recreation, forestry and land use.
2. Identify and recommend to the County Board, policies and long-range plans related to environmental and community resources of the County including land use, forests, soil and water, and outdoor recreation.
3. Review new programs and associated budget requirements, prior to their being considered for inclusion in the County's budget.
4. Facilitate broad based discussion of issues and policies by encouraging involvement and communications with the public and with other standing Committees.
5. Serve as the initial contact point for individuals and/or organizations who wish to influence County Board policy regarding County environmental and community resources.
6. Delegate operational procedures and practices to appropriate program committees, boards and commissions which include Forestry and Recreation, Solid Waste, and Park Commission. Provide policy guidance and oversight to the Conservation, Planning and Zoning; Parks, and Recreation and Forestry Departments.
7. Encourage soil and water conservation research and educational information and public service programs.
8. Assist in development and administration of the annual and long-range plans and annual reports for the following program activities:

- a. Land and Water Resource Management.
 - b. Lake Management.
 - c. Parks and Recreation.
 - d. County Forestry.
 - e. Public Transportation.
 - f. Farmland Preservation.
 - g. Solid Waste Management and Recycling.
9. Administer the wildlife damage and abatement program including approving the annual budget, claims, and fence contracts.
 10. Distribute and allocate federal, state, and county funds made available to the committee for cost-sharing programs and other incentive programs for improvements and practices relating to soil and water conservation on private or public lands, and within the limits permitted under these programs, and determine the methods of allocating these funds.
 11. Additional duties as assigned by the County Board Chairperson.

205.1.2 Forestry/Recreation Committee

The Board of Supervisors assigns the administration of the County Forest to the Forestry/Recreation Committee as detailed in Chapter 16 of the Marathon County Code of Ordinances including:

1. Oversee the County forests program according to Chapters 26, 28, 29, 59 and 77, Wis. Stats.
2. Implement the County Forest Comprehensive Land Use Plan, prepare amendments and update as required.
3. Implement the forestry sections contained within the County Comprehensive Plan.
4. Recommend policy for the management of the County forests.
5. Negotiate and recommend the acquisition of land within County forests acquisition zones by purchase, gift or bequest or by exchange of County owned lands outside such areas.
6. Review and recommend for approval to County Board the annual forestry division work plan and budget for the ensuing calendar year.
7. Review, approve, and close timber sales of the County forests.
8. Review and/or recommend to the Environmental Resources Standing Committee of the County Board all proposed CIP projects of the County forests.
9. Make rules and recommend ordinances for the regulation and use of County forests.

10. Direct the monitoring and protection of the County forests from fire, insects, disease, trespass, invasive species, or from damage by animals or persons, or from other causes, in cooperation with the Department of Natural Resources.
11. Support the creation and maintenance of valuable habitat types to sustain a variety of wildlife species.
12. Cooperate with the Department of Natural Resources on all matters pertaining to natural resource management of the County forests.
13. Direct the preparation and present an annual report of activities to the Environmental Resources Standing committee and the County Board.
14. Additional duties as assigned by the Environmental Resources Committee.

205.1.3 Marathon County Park Commission

The Board of Supervisors assigns the administration of developed recreation (snowmobiling, ATVing, cross-country skiing, mountain biking, fat tire biking, snowshoeing, and horseback riding, Shooting Range, and other developed recreation facilities and activities) within the County Forests to the Marathon County Park Commission, hereinafter referred to as Commission, subject to review and approval by the Committee in meeting overall forest management goals and objectives.

205.1.4 Forest Citizens Advisory Subcommittee

The purpose of the subcommittee is to assist the Committee in formulating long-range plans for the County Forest and advising the Committee regarding conflicting recreational use issues, the budget for Forestry and the annual work plans. The subcommittee will also advise the Park Commission on developed recreation in County Forests. Duties of the subcommittee include:

1. To give advice and counsel the Committee regarding long-range forest and outdoor recreation plans for the County Forest.
2. To provide recommendations to the Committee on priorities for development of the Forestry Division annual budget and work plan.
3. To operate as a focus group on specific problems or questions posed by the Committee or Commission.
4. To attend tours of County Forest recreation, forestry, and wildlife projects.
5. To prepare an annual report for the Committee of activities and issues the subcommittee addressed the prior year and goals and activities anticipated in the current year.

Chapter 900 contains the ordinance creating the County Forest Citizens' Advisory Subcommittee.

205.1.5 Director

1. The Director reports to the County Administrator.
2. The Director will serve as the Director of the Wausau and Marathon County Parks, Recreation, and Forestry Department with the primary role of providing leadership and vision and working with the County Board, committees, and commissions to develop and implement policies for the overall management of County Forests.
3. The Director will provide general administrative direction to the Forest Division primarily reviewing work in terms of program results and review of reports.
4. The Director will be present at all Forestry/Recreation Committee meetings.
5. The Director will act as an advisory member of the Forest Citizens' Advisory Subcommittee.

205.1.6 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 plan, all within the framework outlined in s. 28.11, Wis. Stats.
2. The Forest Administrator will prepare an agenda for and will be present at all Committee and Forest Citizens' Advisory Subcommittee meetings.
3. The Forest Administrator or designee will record minutes of each meeting and distribute as appropriate, as well as maintain a permanent minutes record.
4. The Forest Administrator will serve as the division head in coordinating the Forest Division programs, staff, and other matters as directed by the Director and the Committee.
5. The Forest Administrator will supervise the timber sale program, tree planting, site preparation, timber stand improvement, road and firebreak construction and maintenance, land acquisition, entry and withdrawal of County Forest Lands, trespass investigations, and long- and short-term planning, all within the restrictions of s. 28.11, Wis. Stats.
6. The Forest Administrator will promote and support research and educational opportunities.

7. The Forest Administrator will be responsible for maintaining and protecting the integrity of the County Forest.

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 Plan
10. 5-year Audit Programmatic and Financials.

205.2.2 Local Office

Field representatives of the Department are available to provide technical advice and assistance to the county in natural resources management. This assistance includes, but is not limited to the following:

205.2.2.1 Forest Management

The forester designated by the Department to serve as liaison to the Committee will provide technical assistance in managing the resources of the county forest. The forester's duties include the following, but not limited to:

1. Attend all Committee, Forest Citizen's Advisory Subcommittee and any county board meetings as requested.
2. Assist in establishing, inspecting, and administering timber sales in cooperation with county forest personnel.
3. Process timber sale approvals, cutting notices and reports.
4. Maintain for the Department a record of forest management accomplishments, forms and maps.
5. Assist in preparation of projects, plans and estimates.
6. Provide assistance to the Committee in the preparation of the annual budget, annual work plan and the County Forest Comprehensive Land Use Plan.
7. Assist in County Forest timber theft and larceny investigations.
8. Organize and prepare minutes of annual partnership meeting as required in the Public Forest Lands Handbook.

205.2.2.2 Other DNR Program Functions

1. Fire Management - Maintain a system of communications, equipment, and trained personnel to prevent and suppress forest fires, assist with prescribed burns: and enforce forest fire related laws.
2. Forest Pest Control - Provide technical services for prevention, detection and suppression of forest pests in the district.
3. Wildlife Management - Conduct surveys of wildlife populations, habitat, and public use. Wildlife personnel use this information when providing technical assistance on long term ecosystem planning as well as wildlife habitat management, habitat improvement and wildlife health. Attend committee meetings as requested.

4. Fisheries Management - Maintain the quality of the fishery resource in the waters of the Forest to produce a balanced return to the angler, consistent with sound management principles.
5. Law Enforcement - Enforce state natural resource laws and regulations and assist in the enforcement of county and federal natural resource laws and ordinances.
6. Environmental Protection - Enforce and provide technical assistance in matters related to water and shore land management, pollution detection and waste disposal.
7. Endangered Resources - Provide technical expertise on rare, threatened or endangered species and natural community surveys, identification and management. Assist other DNR functions and the county in identifying local and landscape level issues.

210 COOPERATION

To meet the obligation of the county to the public in accordance with s. 28.11, it is in the best interest of Marathon 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

215.1.1 General Fund

The following procedure will apply in crediting income from the County Forest:

All monies received from the sale of timber stumpage, cut forest products, fees and use permits, sale of surplus materials and equipment, and fire or other damage collections shall be deposited in the Marathon County General Fund except that revenue specified in Sections 3.24 or 16.04 of the County General Code or income generated from trail and trail facilities use and fees or other aid, such as public grants or private donations, shall be deposited into the appropriate account. All severance taxes incurred as a result of timber sales shall be segregated into a separate account from timber sales income and paid as required by statute.

215.1.2 County Park and Forest Fund

Funds based on the annual work plan are budgeted and deposited in the County Park 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 administrator. 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 15th of each year.
4. Sustainable County Forest Grants Annual grants made for short-term unanticipated projects that promote sustainable forestry. Details are contained in 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 Grants available to assist County's in purchasing additional lands to add to the County Forest land base usually 50% of the certified appraised value and eligible miscellaneous costs.

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, Wausau Nordic Ski Club, Central Wisconsin Off Road Cycling Coalition, local sportsman's clubs, service organizations, youth groups, etc. The Committee will consider donations, endowments and other gifts, whether real estate, equipment or cash.

215.3 COUNTY EXPENDITURES

All purchases and expenditures shall comply with County purchasing policy, Marathon County Code of Ordinances Chapter 3 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 Division. A job description, time and expense report, and training record will be kept on each employee.

220.1 ACCOUNTS, SEGREGATED – NON-LAPSING

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 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 Segregated Land Purchase

An appropriation of the available funds for the appraisal, purchase, and closing costs of County Forest land acquisitions approved by the Committee and the County Board. Revenue from the sale of excess identified Wausau and Marathon County Parks, Recreation, and Forestry Department land holdings, land rent, part of the annual Wisconsin Department of Natural Resources aid payment to counties (s.23.09(18) Wis. Stats., and accrued interest are credited to this account.

220.1.3 Cross Country Ski/Bike/Snowshoe Trails

An appropriation of the available funds for the development and maintenance of County Forest ski, bike and snowshoe trails, and Nine Mile Forest based recreation. Revenue from trail fees, vendors, rental of Nine Mile Forest facilities, donations, and accrued interest are credited to this account.

220.1.4 Debt Service – State Severance

An appropriation of 20 percent of gross timber sale receipts payable to Wisconsin Department of Natural Resources upon reporting timber volume and value removed.

220.1.5 Debt Service – Town Severance

An appropriation of 10 percent of gross timber sale receipts. The Finance Department pays a prorated share to the towns based on the number of County Forest acres in the town.

220.2 ACCOUNTS, GENERAL FUND - LAPSING

220.2.1 County Forest Program

The County Board approves an annual appropriation for salaries, supplies, maintenance, and capital expenditures for the implementation of the Forestry Division's annual plan of work. Budgeted funds unexpended on December 31 lapse to the general fund. Revenues from the sale of forest products and use other than recreation trails are credited to this account.

220.2.2 Recreation Coordinator

This annual appropriation supports the coordinator position and pays for snowmobile and ATV/UTV trail program administration. Eligible expenses are reimbursed through the State snowmobile or ATV/UTV trail grant program.

220.3 ACCOUNTS, GRANT FUNDS – NON-LAPSING

220.3.1 County Forest Road Aids

An annual appropriation of projected State aid payments for the maintenance of certified County Forest roads. Revenues and interest from annual aid payments by the Wisconsin Department of Transportation and reimbursement for other road related expenses such as flood damage aid are credited to this account.

220.3.2 County Conservation Program

The County Board approves an annual appropriation to match available grant monies 1:1 on a project basis. Reimbursement by the Wisconsin Department of Natural Resources is made for 50 percent of approved project expenditures. Project advances, reimbursements, and interest are credited to this account.

220.3.3 Wildlife Habitat Improvement Program

An annual appropriation of "nickel an acre" from the Department of Natural Resources to implement wildlife related projects identified in the County's Annual Plan of Work. The primary emphasis is on forest wildlife habitat improvement, inventories, and wildlife education. Additional revenue to this account may come from organizations such as Wisconsin Waterfowlers Association, Ruffed Grouse Society, or other wildlife habitat funding sources.

220.3.4 Snowmobile and All-Terrain-Vehicle (ATV) and Utility Vehicle (UTV) Trail Aids

An annual appropriation for the projected aid available to maintain funded snowmobile, ATV, and UTV trails in Marathon County. Advances, reimbursements, supplemental funding, and interest are

credited to this account.

220.3.5 National Recreation Trails Act

An annual appropriation for approved projects to develop and maintain motorized and non-motorized trails in Marathon County. Reimbursement (up to 100 percent) for approved project expenditures and interest is credited to this account.

220.3.6 Sustainable Forestry Grant

An annual appropriation for approved projects that promote sustainable forestry on the County Forest that is consistent with the County Forest Comprehensive Land Use Plan. Reimbursement (up to 100 percent) for approved project expenditures and interest are credited to this account (NR 47.75 Wis. Admin. Code).

220.3.7 County Forest Administrator Grant Program

An annual appropriation that funds 50 percent of the actual salary and up to 50 percent of the fringe benefit costs of County employed professional forester in the position of County Forest Administrator or Assistant County Forest Administrator. Fringe benefit costs shall not exceed 40 percent of the annual salary. To be eligible, the County must submit an annual Committee, County Board and Division of Forestry approved County Forest Work Plan. Advance and reimbursements must be deposited in the State Aid Forestry Account (s. 28.11(5)(m), Wis. Stats).

220.4 ACCOUNT NUMBERS

<u>Fund Cost Center Program or Grant)</u>	<u>Name</u>	<u>Expenditures</u>	<u>Revenues</u>
210 CC_55300	Snowmobile Trails Coordinator	51111-52250	43571-49220
210 CC_55200	Parks General Fund		
210 CC_55302	County Forest General Fund	51111-60000	43510-49220
210 CC_55302 CNT_0238	Segregated Land	52192-60000	46810-49220
210 CC_55211	Nine Mile Trails	51111-55930	46720-46754
291 CC_55302 GR-XXXXXX	FEMA Cattail Removal	52192	48110-49220
291 CC_55302 GR-XXXXXX	County Conservation Aids	52192	43586-49220
291 CC_55302 GR-XXXXXX	County Forest Road Aids	52990	43586-49220
291 CC_55302 GR-XXXXXX	Forestry State Aid	52192-60000	48110-49220
291 CC_55302 GR-XXXXXX	Wildlife Habitat Management	52192	43586-49220
291 CC_55302 GR-XXXXXX	County Forest Administrator Grant	51111	43510-43571

291 CC_55302 GR-XXXXXX	Knowles-Nelson Stewardship Grant	60000	43586
291 CC_55302 GR-XXXXXX	Pittman-Robertson Grant	52192	43586
291 CC_55302 GR-XXXXXX	Sustainable Forestry Grant	52192	43586

220.5 TIMBER SALES

220.5.1 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)

220.5.2 Closed Files

Once sales have been completed and audited by DNR only the following items need to be maintained in the file as a permanent record:

1. Timber sale notice and cutting report
2. Contract and addendums
3. Timber sale map
4. Pertinent correspondence
5. Financial ledger/summary

225 PERSONNEL

Under direction of the Committee, the Director shall have authorization to organize the workload of the Wausau and Marathon County Parks, Recreation, and Forestry Department employees and

arrange for additional services as needed. Personnel of the Wausau and Marathon County Parks, Recreation, and Forestry Department will be governed by the work policies of Marathon County.

225.1 PARKS, RECREATION, AND FORESTRY STAFF

The budgeted positions of the Wausau and Marathon County Parks, Recreation, and Forestry Department at this time are: Director, Senior Park and Recreation Manager (2), County Forest Administrator, Administrative Manager, Assistant Park and Recreation Manager (4), Park Forester, County Forester, Administrative Coordinator, Accounting Specialist, Administrative Specialist, Purchasing Specialist, Urban Forestry Specialist (6), Senior Maintenance Specialist (2), Maintenance Specialist (7), Maintenance Technician (13), Recreation Coordinator. Total 44 FTE.

There are numerous seasonal employees utilized by the department. Other labor is hired on a part-time basis or for training positions as needed.

225.2 HIRING PERSONNEL

All hiring of permanent personnel will be approved by the Committee and Commission, having been accounted for in the annual work plan and budget. The actual hiring of permanent personnel will follow County personnel policy. Seasonal and short-term labor for special projects will be recruited and hired by the Forest Administrator. Preference for seasonal help will be given to individuals from Marathon County who are enrolled in courses of natural resources in colleges, universities, or vocational training programs.

225.3 OTHER SOURCES OF LABOR

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

225.4 SPECIALIZED PERSONNEL

Projects requiring expenditures for specialized skills and/or operation of specialized equipment are handled on a contract basis by the Committee if such skills and equipment are not available from the County.

225.5 TRAINING

The Forest Administrator will be responsible for scheduling and providing appropriate training to keep staff current with safety requirements, BMP's, silviculture, pesticides, new technologies, and other training appropriate to manage the Marathon County Forest. A training record will be retained for each employee identifying the course name, content and date of attendance.

230 EQUIPMENT

The Forest Administrator is the designated purchasing agent for the Forestry Division. The Forest Administrator will follow Marathon County's procurement ordinance (General Code Chapter 3) for the procurement of supplies, services, and construction as well as the disposal of supplies, materials, and equipment. The Forest Administrator or designee is responsible for maintaining an inventory of Forest Division fixed assets to be updated annually. Forest Division employees may purchase equipment and supplies when they have prior approval of the Forest Administrator. Items exceeding \$30,000 shall be purchased by competitive bidding (General Code 3.05). Professional services will be procured using the request for proposals (RFP) process.

230.1 FACILITIES

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

1. Office space – Provided at 212 River Drive, Suite 2, Wausau, WI 54403.
2. Parks and Forestry shop building – Located at the Nine Mile Forest trailhead on Red Bud Road in the Town of Rib Mountain. A storage garage is used to store vehicles and equipment used in operation of the park and forest program.
3. Nine Mile Chalet – A year-round recreational building for trail based recreation and rentals.
4. Trailheads – Facilities such as the Burma Road ATV/UTV trailhead and snowmobile trailheads some of which have toilets.
5. Bitzke Birdwalk – Facilities at the Birdwalk trailhead include pit toilets and gravel parking area.
6. Operations Shop – Located at 900 Pardee Street, Wausau, WI 54401. The shop is used for construction, maintenance, and repair of County Parks, Recreation, and Forestry equipment and facilities.