

FOREST & PARKS DEPARTMENT

2020 Annual Work Plan

Mission

The mission of the Burnett County Forest and Parks Department is to provide part of the base for satisfying the ecological and socioeconomic needs of Burnett County. In addition, to manage, conserve and protect our resources and facilities in a safe sustainable condition for present and future generations. All while balancing sociological and economic needs, recreational opportunities, and plant and animal diversity.

GOALS & OBJECTIVES

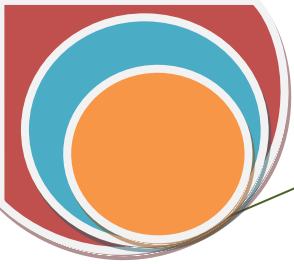
Goal #1: To establish enough timber sales to meet our allowable cut acres. Acreage goals have been established by species using our recon database to define the priority stands for each species.

Objective#1: An acreage goal will be given to each employee. As sales are, established acres will be tracked, to ensure we meet our annual establishment goals.

Narrative:

TIMBER HARVEST

Timber harvests that are properly designed and completed are vital to maintaining a healthy and vigorous forest. Many social, environmental, and economic benefits are provided by a managed harvest program. Professional implementation of proper forest management and harvest techniques are essential. The timber harvest goal is to produce a sustained yield of forest products using harvest techniques that are suited to the regeneration and the growth needs of each forest type. The long-term goal is to develop a regulated harvest in which the same number of acres or same volume of wood could be harvested each year for perpetuity. This regulated harvest occurs when there is a proper balance in age class distribution and uniform growth rates for each forest type. The latest Burnett County Forest Reconnaissance printout has been used to schedule forest stands for examination and harvest prescription by forestry staff.



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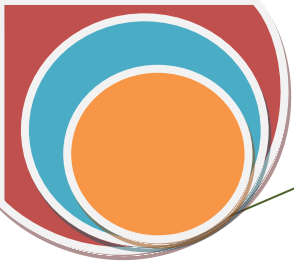
Burnett County Forest plans to offer for sale the following acreage during 2020:

Acreage control:	Harvest Goal
Jack Pine-Harvest	350
Red Pine-Thinning	1000
Aspen-Harvest	350
Scrub Oak-Harvest	250
Scrub Oak-Thinning	150
Red Oak/Northern Hardwoods-Thinning	100
Swamp Hardwoods	100
Swamp Conifer (BS & T)	50
Misc. (PW,BF,WS,MR,BW,PJ Thin)	<u>100</u>
Total Acres:	2450

Goal #2: To offer and sell our allowable cut acres to buyers of raw forest products to the extent markets allow.

Objective #1: Conduct two regular timber sale bid openings. Each bid opening will offer approximately 1/2 of the allowable cut acres. Any unsold acres from the previous bid opening will be added to the next bid opening.

Objective #2: Issue contracts to successful bidders and collect performance bonds for each contract. Each contractor will also be required to provide workers comp and liability insurance certificates as well as Sustainable Forestry Training certificates before starting any job.



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Goal #3: Ensure that active timber sales are being harvested and paid for in accordance to our rules, regulations, and goals.

Objective #1: Active timber sales will be visited at a minimum of once per week by a forester. Each forester will have a copy of the sale map. On the back of the sale map, they will note the date of the visit and any other information pertaining to discussions and or decisions made during that visit. Haul tickets will be picked up and delivered to the forestry office for tracking hauled wood.

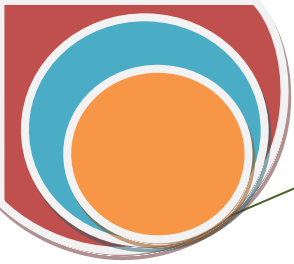
Objective #2: We require pre-payment of our haul tickets. Upon receiving payment, we will issue haul tickets to cover the payment amount. As mill scale is received, haul tickets will be entered into our timber sale program to track wood hauled. Volumes of wood hauled for each sale will be compared to advance stumpage payments made. Contractors will be billed when a payment is due and more tickets will be issued as payments are received.

Goal #4: To regenerate our harvested areas back to fully stocked stands when needed.

Objective #1: Although many stands regenerate naturally, some do not. We will continue to emphasize regeneration checks. We will regenerate stands through pre-sale scarification of an estimated 200-300 acres, hand planting/seeding an estimated 50-100 acres when possible. We will also look into the process of bud capping in order to get out seedlings past the deer browse issues that are starting once again. This work will be accomplished using in house employees and equipment as well as private contractors.

Goal #5: Make sure that Burnett County's Snowmobile and ATV trails are managed in accordance to state guidelines to ensure reimbursement of grants to the fullest extent, and provide safe recreational trail riding opportunities.

Objective #1: Grants for both the snowmobile and ATV trails programs will be submitted on behalf of Burnett County for funding. These will include routine maintenance grants as well as bridge, trail rehabilitation, and new mileage projects that are needed. The Off-Road Vehicle Council and the Snowmobile Council meeting will be attended by the Forest Recreation Coordinator to increase our chances of funding our submitted grant proposals.



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Objective #2: Routine trail maintenance will be contracted with local ATV clubs and the Burnett County Snow Trails Association. All trail work completed by clubs on funded trails will be submitted to our office at the end of each month on provided reimbursement forms for each funded trail. All forms will be checked for errors and clubs will be reimbursed for work completed up to the approved grant amount.

Objective #3: Trails will be inspected bi-weekly at a minimum for signing, grooming, and other maintenance needs. An inspection sheet will be filled out each time an inspection is completed. It will include the date of inspection and notes as to what the inspection found. It will further identify any work needed to ensure that we are following state guidelines. Work needed to be done will be turned over to the clubs to be completed in a timely manner.

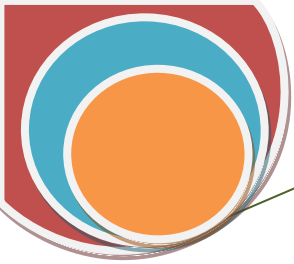
Objective #4: Approved grant projects and grants from the previous year will be completed as soon as possible. This will include bidding the project, issuing contracts, and on-site inspections during the construction phase of each project. All inspections will be documented on an inspection form. Upon final inspections of the completed project, invoices will be submitted for payment.

Objective #5: All completed grants will be submitted to the DNR for reimbursement back to the county as soon as grant projects have been completed. All necessary documentation will be compiled and submitted for each project prior to grant deadlines. Grant reimbursement payments will be deposited in accounts to offset previous expenses for completed projects.

Goal #6: To maintain our facilities and maintain and update equipment.

Objective #1: Routine maintenance of all equipment will be conducted. Vehicles such as our trucks will have a daily log used to track, oil changes, mileage, and other normal maintenance work. Non-routine maintenance work will be conducted by the Burnett County Highway Department when feasible. Private businesses may be used if necessary for reasons of convenience and or productivity. All heavy machinery and vehicles will receive annual maintenance at a minimum. This will be documented on maintenance logbooks for each piece of equipment.

Objective #2: Start a maintenance fund with the Capital Equipment fund within Administration for unplanned maintenance expenses. There will be \$3000 set aside annually for these major unexpected expenses. This fund will grow annually and will be capped at \$25,000 if ever it reaches that amount.



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Objective #3: To purchase a new truck to replace 2010 F-150. Cost share between state-aided forestry & forestry.

Objective #4: Budget to re-shingle cabins at Camp Burnett.

Objective #5: Plan to reconstruct Devils Lake retaining wall in year 2021. Apply for 50% cost sharing through Stewardship in year 2020 to complete project in year 2021. County will need to budget for the remaining estimated 50% in year 2020 budget. Estimated 25% (\$67,250.00) budgeted each year. Pending final estimated costs, any remaining funds required for the county 50% match may need to be budgeted for in year 2021.

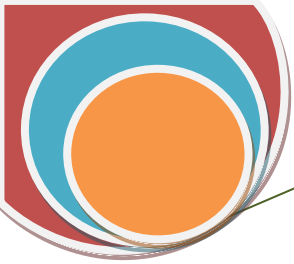
Objective #6: Purchase a UTV for trails, parks and forestry work. Cost should be shared between the forest and parks budgets.

Goal #7: To ensure that fully stocked pine stands have the opportunity to grow to their fullest potential.

Objective #1: To release stands that Burnett County has invested money into for site preparation and planting. Fully stocked stands having excess hardwood competition will be released. Release work will either be done with aerial spraying of chemical, hand-spraying chemical, hand cutting, or mowing. This work will be done by in-house employees and contractors.

Goal #8: To ensure that Burnett County is represented at the Wisconsin County Forest Association meetings.

Objective #1: It is imperative that Burnett County stays involved with the WCFA activities in order to stay up to date with legislative, certification, and rule making decisions that will affect Burnett County. Legislative Committee and WCFA Board meetings will be attended when possible by the Forest Administrator. Meetings attended will be noted during the Natural Resources Committee Meetings under the Foresters monthly report. (Note: Norm Bickford is currently on the WCFA Board and is the acting President for the Board. Jason Nichols currently serves on the Legislative, Personnel and Recreation Committee's.)



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Goal #9: To ensure that the County Forest roads are maintained in a safe and useable condition.

Objective #1: Checks of our funded County Forest Roads will be completed annually at a minimum. Major rain and wind events will require checks throughout the year when necessary. All checks will be documented and kept in a binder at the Forestry Office. Any major erosion or safety issue will be fixed as soon as possible when funds are available. Routine grading, mowing, and signing of our forest roads will be conducted. Graveling projects will be completed when possible, depending on available funds. When possible, the Burnett County Highway Department will be used to complete graveling and grading projects. Mowing will be done with in-house employees and equipment.

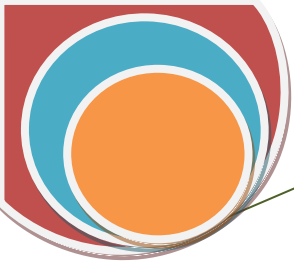
Goal #10: To provide guidance and protection of the County Forest Lands.

Objective #1: Assist the WI DNR with prescribed burning of the Meadman Meadows in Anderson Township, the Deer Lake Fuel Break in Swiss Township, and the Namekagon Barrens and Crex in some cases. This will aid in the prevention and control of a major wild land fire on Burnett County Forest Land and allow our staff some hands-on work with fire. This will also help with the restoration work that is being done to provide critical habitat for the Karner Blue Butterfly on recovery properties such as Crex Meadows.

Objective #2: Assist with wild land fire suppression in Burnett County and neighboring counties in accordance with our MOU with the WI DNR.

Objective #3: Assist in the monitoring of diseases and invasive species when possible. (Examples: Oak Wilt, Gypsy Moth, Spotted Knapweed, Leafy Spurge, Buckthorn, Emerald Ash Borer, Red Pine Pocket Decline.) Apply management guidelines and techniques when applicable to Burnett County to prevent or slow the spread of these diseases and invasive species.

Objective #4: Work to complete the update to the Burnett County Forest Land Use Plan, the 15-Year Plan. This process will start in the fall of 2019 with completion required by the end of 2020. Individual chapters will be updated and reviewed by the Natural Resources Committee. The final draft plan will be available for public comment before the plan is officially approved by the County Board and sent to the DNR.



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Goal #11: Provide and enhance fish and wildlife projects.

Objective #1: As funds become available through the Conservation Aids and Wildlife Habitat programs, we will use these funds to enhance access for the public and provide habitat for native plants and animals.

Goal #12: To ensure that the County's parks, boat landings, and Youth Camp are maintained in a safe, clean, and useable condition.

Objective #1: At a minimum, weekly inspections and cleaning of our parks, boat landings, and youth camp will be conducted by staff. An on-going list of needed maintenance items will be kept for both full-time and LTE staff to work on. Any maintenance items pertaining to the safety of our users will be addressed immediately.

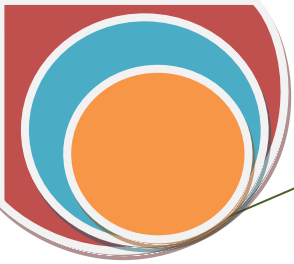
Objective #2: Contract will be issued to private contractors for the mowing of the majority of our parks and the pest control service for our youth camp.

Objective #3: Have portable restrooms placed at Round Lake Park and the Yellow Lake Narrows from June 1st – September 30th for the park users.

Objective #4: Continue to look into obtain funding to continue with the Devils Lake retaining wall replacement project.

Goal #13: To ensure that Burnett County's portion of the Gandy Dancer Trail is managed and maintained in a safe, clean, and useable condition.

Objective #1: Routine checks of the trail signing, culverts, and surface will be completed. The trail will be graded in the spring to maintain the crown for water runoff. At a minimum, the trail will be mowed twice a year to maintain trail width and brush control. The trail will be sprayed with Glyphosate (Round-up /Buccaneer) or similar approved product, for weed control in order to maintain the limestone surface if needed, Spraying will take place during the summer months as weather permits. Signs will be placed along the trail to inform trail users.



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Objective #2: The state bike trail pass program for Burnett County will be administered through our office. Passes will be distributed to eight different vendors in Siren, Webster, and Danbury for the public to purchase. Revenues from sales of the passes will be collected and reported to the DNR. Burnett County will retain 60% of each pass sold in Burnett County. It is estimated to generate approximately \$1500.00 in revenues for Burnett County.

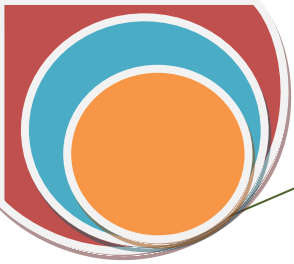
Goal #14: To provide a financial contribution to Fort Folle Avoine Historical Park for operational and maintenance expenses.

Objective #1: A financial contribution for Fort Folle Avoine Historical Park will be budgeted for year 2020 to assist with their programs and the maintenance of the Fort.

Objective #2: Assist the Fort Director and the board with grant opportunities by offering to sponsor grants that they write.

Performance Indicators	2017	2018	2019*	2020*
Timber Sale Allowable Cut Acres	Goal 2275 Completed 2762	Goal 2275 Completed 2082	Goal 2450 Completed 2450	Goal 2450 Completed 2450
Timber Sale Acres Sold	Goal 2275 Completed 2355	Goal 2275 Completed 2277	Goal 2450 Completed 2450	Goal 2450 Completed 2450

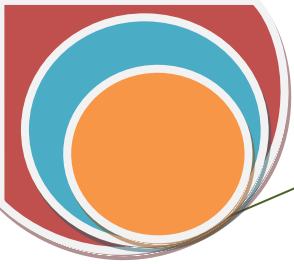
**Estimates*



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GRANT RECEIVABLE FORM									
		Amount of Grant	Duration of Grant	Is Grant Renewable		County Required Match		If Yes How Much	Is Grant In Process or approved
				Check Box	Check Box	Check Box	Check Box		
Purpose of Grant	Agency of Issuance	\$	beginning - ending dates	Yes	No	Yes	No	\$	
County Conservation Aids	WDNR	\$2350.00	unknown		X	X		\$2350.00	will be applying for
Stewardship Development Grant	WDNR	\$200,000.00	Unknown		X	X		\$200,000.00	Will be applying for with Committee approval- Devils Lake Wall

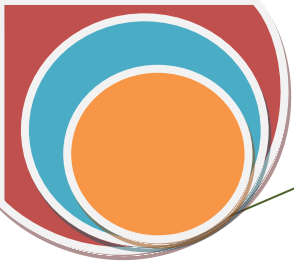


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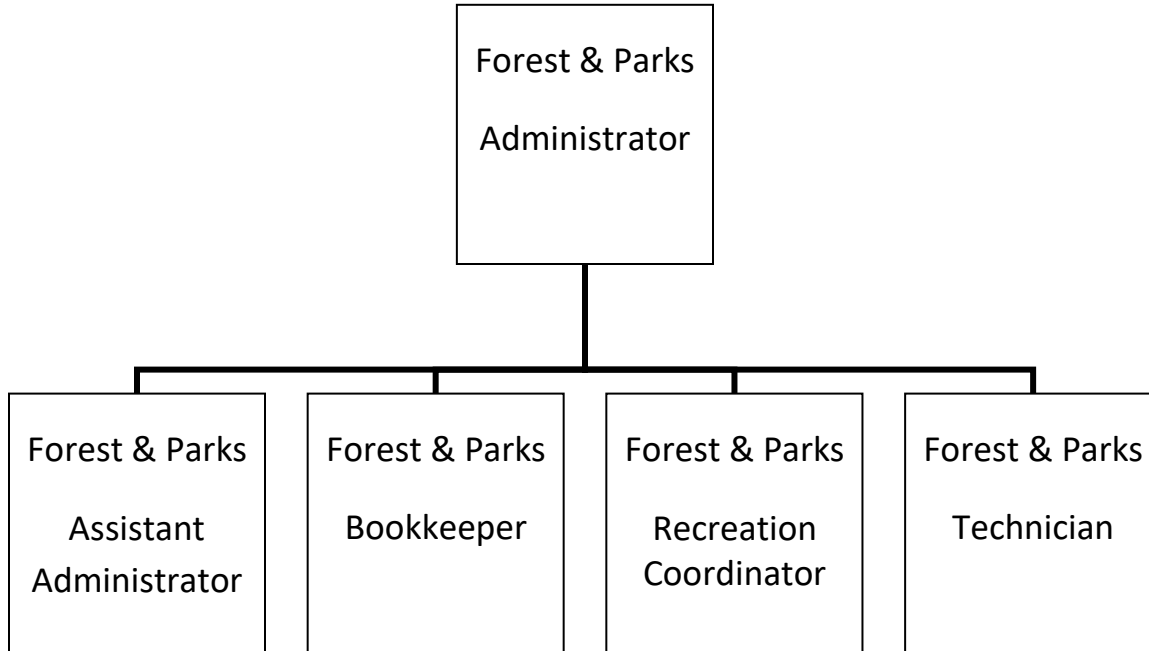
2019-2020 RECREATION GRANT APPLICATIONS

<u>PROGRAM/PROJECT</u>	<u>AMOUNT REQUESTED</u>	<u>RESULTS</u>
SNOWMOBILE		
Maintenance - 237 miles (old) GIS 227.7 + 1.9 miles for Trl 7 = 229.6	\$ 68,880.00	
New Miles - Trail 5; 2 mi	\$ 600.00	
New West Sweden trail mileage - Trail 80 7.7 mi	\$ 2,310.00	
New Miles - Trail 22; 5.3 mi	\$ 1,590.00	
New Miles - Trail 7; 1.9 mi		
New Miles - Trail 18; 0.6 mi	-	
SNOWMOBILE TOTAL	\$ 73,380.00	\$ -
WINTER ATV/UTV		
Maintenance - 129.9 miles	\$ 12,990.00	
New Miles - Balsam Fire Lane	\$ 210.00	
WINTER ATV TOTAL	\$ 13,200.00	\$ -
SUMMER ATV/UTV		
Maintenance - 55.9 miles	\$ 39,130.00	
TROUTE Maintenance - 7.5 miles (6.5 mi gas tax, 1 mi no gas tax)	\$ 2,016.00	
Trail 8 Rehab - hotspots	\$ 25,570.00	
Trail 41 Rehab - hotspots	\$ 14,500.00	
Trail 45 Development - 4.5 new miles, Trail 8 to 121 (Staples Lake Bridge)	\$ 44,680.67	
Trail 45 Rehab - Union	\$ 23,513.47	
SUMMER ATV TOTAL	\$ 134,910.14	\$ -
2019 SNOWMOBILE TOTAL	\$ 73,380.00	\$ -
2019 ATV/UTV TOTAL	\$ 148,110.14	\$ -
2019 COMBINED SM/ATV TOTALS	\$ 221,490.14	\$ -
RTP		
Trail 45 Development	\$ 41,530.67	
Trail 45 Rehab - Union	\$ 23,513.47	
Trail 8 Rehab	\$ 25,570.00	
Trail 41 Rehab	\$ 14,500.00	
RTA TOTAL	\$ 105,114.14	
GRAND TOTAL	\$ 326,604.28	\$ -



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Full Time Equivalentents

Positions	2019			2020 Budget		
	FTE'S	FT	PT	FTE'S	FT	PT
Forest Administrator	1.0	1.0		1.0	1.0	
Assistant Administrator	1.0	1.0		1.0	1.0	
Recreation Coordinator	1.0	1.0		1.0	1.0	
Bookkeeper	1.0	1.0		1.0	1.0	
Forestry Tech	1.0	1.0		1.0	1.0	
Summer Parks Helper			.17			.17

Summer worker works 2-3 days per week not to exceed 360 hours

Budget Summary

(will be inserted by finance staff)