



# MONROE COUNTY BOARD OF SUPERVISORS

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SPARTA, WISCONSIN 54656  
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## NOTICE OF MEETING

**COMMITTEE:** FINANCE MEETING  
**TIME:** 9:00 a.m.  
**PLACE:** Justice Center  
Monroe County Board Assembly Room  
*\*South Side/Oak Street Entrance\**  
112 South Court St./1<sup>st</sup> Floor Rm 1200  
Sparta, WI 54656  
**DATE:** Wednesday, October 18, 2023

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of:
  - September 20, 2023 and September 27, 2023
  - Joint Administration & Personnel and Finance Committees on September 12, 2023
4. Public Comment
5. Request for Credit Card Approval – Discussion/Action
  - a. Human Services
6. Notice of Re-Purpose of Funds – Discussion/Action
  - a. Highway Dept.
7. Notice of Budgetary Adjustment(s) – Discussion/Action
  - a. Solid Waste(4)
  - b. Information Technologies
  - c. Personnel
8. Fiscal Note Approval on Resolution – Discussion/Action
  - a. Resolution Approving the Monroe County Forest Annual Work Plan - 2024
  - b. Resolution Approving the Monroe County Species and Habitat Conservation Agreement
9. Treasurer
  - a. Monthly Treasurer's Report
  - b. Treasurer Department Monthly Report Review
  - c. Tax Delinquent Parcels/Timeline – Outstanding Years 2019 & 2020 – Discussion/Action
10. Finance
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review
11. Monthly Approvals – Discussion/Action
  - a. Notice of Donations/User Fees Received Budget Adjustment
  - b. County Disbursement Journal Approval
  - c. County Board Monthly Per Diem and Voucher Approval
12. Items for next month's agenda

**FINANCE MEETING  
October 18, 2023 Agenda**

13. **OPEN SESSION** to review the applicants for the Office of the Monroe County Treasurer.
14. **CLOSED SESSION** under Wi. Stat. 19.85(1)(c). Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – For Monroe County Employee Applicant(s).
15. **OPEN SESSION** to set the Applicants that will be interviewed for the Office of the Monroe County Treasurer.
16. Next Month's Agenda Items
17. Adjournment

Cedric Schnitzler, Committee Chair  
Date notices mailed: October 12, 2023

**PLEASE NOTE:** A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Finance Committee  
September 20, 2023

Present: Cedric Schnitzler, Wallace Habhegger, James Kuhn, David Pierce, Toni Wissestad  
Others: Tina Osterberg, Diane Erickson, Justin Derhammer, Wes Revels, Chris Weaver, Eric Weihe, Tara Nichols, Lisa Aldinger Hamblin, Chelsea Stenulson, Mindy Hemmersbach, David Ohnstad, Pamela Pipkin, Tiffany Giesler, Hannah Shimanek, Ed Smudde, Deb Brandt, Judge Ziegler, Press

The meeting was called to order at the Monroe County Board Assembly Room at 9:00 a.m. by Chair Cedric Schnitzler.

- Next Meeting Date – Wednesday, October 18, 2023 in the Monroe County Assembly Room at 9:00 a.m.  
Upcoming Future Dates: \*October 06, 2023 at 9:00 a.m.  
\*October 23, 2023 at 8:30 a.m.  
\*October 24, 2023 at 8:30 a.m.  
\*November 1, 2023 Annual Board meeting at 6:00 p.m.
- Minutes Approval - Motion by Toni Wissestad second by David Pierce to approve the 08/16/2023 minutes. Carried 5-0.
- Public Comment – One individual spoke to the Finance Committee.
- Request for Credit Card Approval(s)
  - a. UW Extension – Motion by David Pierce second by Toni Wissestad to approve credit card. Tina Osterberg, County Administrator explained \$1,000.00 credit card request for the 4-H Educator. Carried 5-0.
  - b. Jail – Motion by Wallace Habhegger second by James Kuhn to approve six credit card requests. Chris Weaver, Chief Deputy explained the following credit card requests. Carried 5-0.

(4) Jail Correctional Officer-Sergeants	\$1,000.00 each
Jail Administrator	\$3,000.00
Jail Lieutenant	\$3,000.00
- Re-Purpose of Funds
  - a. Highway Department – Motion by David Pierce second by Wallace Habhegger to approve two re-purpose of funds. David Ohnstad, Highway Commissioner explained two 2023 re-purpose of funds in the amount of \$1,629.50 and \$2,029.50 for equipment. Carried 5-0.
  - b. Sheriff's Office – Motion by James Kuhn second by Toni Wissestad to approve re-purpose of funds. Chris Weaver, Chief Deputy explained 2023 re-purpose of funds in the amount of \$23,400.00 for MDC docking stations in vehicles. Carried 5-0.
- Budget Adjustments:
  - a. Maintenance – Motion by David Pierce second by Wallace Habhegger to approve budget adjustment. Tina Osterberg, County Administrator explained the 2023 adjustment in the amount of \$814.13 for building A demo electrical work. Carried 5-0.
  - b. Health Department – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Tiffany Giesler, Health Director explained the 2023 adjustment in the amount of \$105,000.00 for public health vending machine grant. Discussion. Carried 5-0.
  - c. Personnel – Motion by James Kuhn second by Wallace Habhegger to approve budget adjustment. Ed Smudde, Personnel Director explained the 2023 adjustment in the amount of \$10,000.00 for legal counsel. Carried 5-0.
- Fiscal Note Approval on Resolution –
  - a. Resolution Authorizing Increase in Per Diem Payments for the Monroe County Board of Supervisors Effective April 16, 2024 – Motion by James Kuhn second by Habhegger to approve fiscal note. The increase recommended is \$5.00 per supervisor for both committee and board meetings. Discussion. Carried 5-0.
  - b. Resolution Authorizing Increase in Salary for the Monroe County Board Chairperson and Vice Chairperson Effective April 16, 2024 – Motion by Wallace Habhegger second by James Kuhn to

approve fiscal note. The increase recommended is \$500.00 annually for the Chairman and \$200.00 annually for the Vice-Chairman. Carried 5-0.

- c. Resolution Authorizing 2024 County Bridge Aid for Bridge or Culvert Construction and Repair Under WI Statutes Sections 82.08 & 61.48 – Motion by David Pierce second by Wallace Habegger to approve fiscal note. David Ohnstad, Highway Commissioner explained annual resolution for special purpose levy and highway administration revenue. Carried 5-0.
  - d. Resolution Authorizing 2023 County Highway Bridge & Culvert Special Assessments under WI Statute 83.03 (2) – Motion by Toni Wissestad second by David Pierce to approve fiscal note. David Ohnstad, Highway Commissioner explained annual special purpose levy. Discussion. Carried 5-0.
  - e. Resolution Creating Non-Lapsing Accounts for Highway Department – Motion by David Pierce second by Toni Wissestad to approve fiscal note. David Ohnstad, Highway Commissioner explained creation of non-lapsing accounts for capital equipment, building improvements and county supplemental highway improvements. Tina Osterberg, County Administrator further explained. Discussion. Carried 5-0.
- Resolution Assigning December 31, 2022 Excess Funds Over the Minimum Fund Balance Policy for Future Building Project to Reduce Overall Tax Burden – Motion by James Kuhn second by David Pierce to approve resolution. Tina Osterberg, County Administrator explained authorization for a one-time waiver to transfer the funds of the minimum fund balance policy to a capital projects fund account for use towards planning, design, construction of a consolidated government building. Discussion. Carried 5-0.
  - Self-Funded Health Insurance/Budget Adjustment –  
Diane Erickson, Finance Director explained the health insurance claim status. Is it possible to have flexibility of funds? This would allow the pulling of funds earlier in the week before the payroll transfer. Tina Osterberg, County Administrator explained that no more than a payroll period would be the cap for the transfer. Discussion. It was a consensus of the committee not to allow the flexibility of the funds but to use the process of a budget adjustment.

Motion by Wallace Habegger second by James Kuhn to approve the 2023 budget adjustment in the amount of \$200,000.00 from the general fund for self-funded insurance. Carried 5-0.

- Opioid Settlement Funds – Chair Cedric Schnitzler explained that the State Department of Justice set a date in April for a joint meeting. Judge Ziegler explained that the task force group has met to discuss options for the funds. He explained that it is hard moving forward, not knowing the clear use for the funding. Discussion. It was explained that the Department Of Justice will determine the process. The county will wait until a clear use of funds is set.
- Treasurer –
  - a. Justin Derhammer, Interim Treasurer provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review
  - c. Tax Delinquent Parcels/Timeline, Outstanding Years 2019 & 2020 – Justin Derhammer, Interim Treasurer explained that the title work for 2019 & 2020 hasn't been sent. He will be working on sending the title work to the title company.
- Finance
  - a. Diane Erickson provided the monthly Financial Report.
  - b. Finance Department Monthly Report.
- Announce Interim Treasurer Decision and Process to fill Vacancy of Treasurer - Lisa Aldinger Hamblin, Corporation Counsel explained that the Interim Treasurer is currently being filled by the current Chief Deputy, Justin Derhammer. The counties options to fill the vacancy of the Treasurer are:
  - (1) Have the current Interim Treasurer serve as Treasurer until the next election.
  - (2) Use an application/interview process to select a Treasurer until the next election.
  - (3) Have a Special Election.

Discussion. Motion by David Pierce second by Wallace Habegger to place the Treasurer vacancy out for application countywide. Carried 5-0. It was a consensus for Personnel Director to draft an advertisement

which requires an application, cover letter and resume. Applications are due by October 13, 2023. The Finance Committee will review applications at the October 18, 2023 meeting during a closed session.

- Monthly Approvals –
  - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Toni Wissestad second by David Pierce to approve notice of donations/user fees received budget adjustments. Carried 5-0.
  - b. Monthly Disbursement Journal – Motion by David Pierce second by Toni Wissestad to approve disbursement journal. Carried 5-0.
  - c. Monthly Per Diems and Vouchers – Motion by Toni Wissestad second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Opioid Settlement Funds-Discussion/Action; Treasurer-Tax Delinquent Parcels/Timeline Outstanding Years 2019 & 2020.
- Motion by James Kuhn second by Toni Wissestad to adjourn meeting at 10:48 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

Finance Committee  
September 27, 2023

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad  
Others: Doug Rogalla, Adam Balz, David Kuderer, Rick Folkedahl, Justin Derhammer

The meeting was called to order at the Monroe County Board Assembly Room at 4:48 p.m. by Chair Cedric Schnitzler.

- Fiscal Note Approval on Resolution – Public Service Commission of Wisconsin and Monroe County Bead Grant. Motion by Wallace Habegger second by Toni Wissestad to approve fiscal note. The BEAD Grant will provide \$18,337.40 in funding to be used towards broadband improvement if awarded. Discussion. Carried 5-0.
- Motion by James Kuhn second by Toni Wissestad to adjourn meeting at 4:50 p.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

Administration & Personnel & Finance Joint Committee  
September 12, 2023

Present: Wallace Habegger, Todd Sparks, James Kuhn, Jason Jandt, Toni Wissestad, Cedric Schnitzler, David Pierce

Others: Tina Osterberg, Ed Smudde, Attorney

The meeting was called to order in the Monroe County Board Assembly Room at 12:00 p.m. by Chair Wallace Habegger.

- Motion by Todd Sparks second by Jason Jandt to move into closed session. Habegger, Sparks, Kuhn, Jandt, Schnitzler, Pierce and Wissestad all voting yes.
- Closed Session under WI Statute 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- Motion by James Kuhn second by Toni Wissestad to return to open session. Habegger, Sparks, Kuhn, Jandt, Schnitzler, Pierce and Wissestad all voted yes.
- Wallace Habegger adjourned the meeting at 1:46 p.m. Carried 7-0.

Shelley Bohl, Monroe County Clerk  
Recorder

## Request for Credit Card Approval

Department: Human Services

Committee: Human Services

Name of Card Holder	Title of Position	Credit Card Limit
Rhonda Greeno	ADRC Social Worker	\$ 1,000.00
Daniel Wollman	Behavioral Health Social Worker	\$ 1,000.00

**Justification for Credit Card(s):**

Credit card requests are for agency purchases where it is not feasible to use the regular purchasing procedure.
<b>When not in use all credit cards are locked in a safe.</b>

Department Head Approval: 

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this acceptance please forward to the County Clerk's Office.*

Date Approved By Finance Committee: \_\_\_\_\_



# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 10, ~~June 13~~, 2023  
 Department: Information Systems  
 Amount: \$10,000.00  
 Budget Year Amended: 2023

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Use of funds from Computer Operations to Capital Equipment/software to cover additional cost of the wireless upgrade project.

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**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$	-

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	521415	19914	Computer Operations IT	\$ 360,696.00	\$ (10,000.00)	\$ 350,696.00
71475000	581000		Capital Equipment/Software	120,180.00	\$ 10,000.00	\$ 130,180.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$	10,000.00

Department Head Approval:   
 Date Approved by Committee of Jurisdiction:  10/10/2023  
*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_  
 Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 10, 2023  
 Department: Personnel/HR  
 Amount: \$12,723.53  
 Budget Year Amended: 2023

**Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?**  
 Yes or No? No Explain: This adjustment is to offset a large increase in labor relations expenses outside of the Personnel Department.

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)


This is based on legal counsel to address a personnel matter. Extra counsel was needed and is above what the Personnel Department had expected and budgeted for 2023.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11430000	519000		Labor Relations	\$ 24,000.00	\$ 12,723.53	\$ 36,723.53
10010000	539200		Contingency Fund	\$ 12,723.53	\$ (12,723.53)	\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction: 10/10/2023  
*Following this approval please forward to the County Clerk's Office.* Date

Date Approved by Finance Committee: \_\_\_\_\_  
 Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING THE  
MONROE COUNTY FOREST ANNUAL WORK PLAN - 2024**

1 **WHEREAS**, it is required that the Monroe County Board of Supervisors approve the Monroe  
2 County Forest Annual Work Plan (see attached); and  
3

4 **WHEREAS**, the Monroe County Natural Resources and Extension Committee has reviewed  
5 and approved the attached plan.  
6

7 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that  
8 they do hereby approve the attached Annual Work Plan for the calendar year of 2024 for the  
9 Monroe County Forest.

Dated this 25<sup>th</sup> of October 2023.

Offered by the NATURAL RESOURCES and EXTENSION COMMITTEE.

Fiscal Note: Revenue from the County Forest Administrator Grant from the WDNR will be approximately \$60,000.00 and be incorporated into the annual budget.

Purpose: To approve the Annual County Forest Work Plan for the calendar year of 2024; which will allow Monroe County to apply for the County Forest Administrator Grant.

Reviewed as to form on _____  Lisa Aldinger Hamblin, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>10/11</u> 20 <u>23</u> <u>4</u> Yes <u>0</u> No <u>1</u> Absent Committee Chair: _____ _____ _____
Finance Vote (If required): ____ Yes ____ No ____ Absent	
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED  <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ____ Yes ____ No ____ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the County Board of Supervisors at the meeting held on _____  SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)

# MONROE COUNTY FOREST ANNUAL WORK PLAN - 2024

## REFERENCES:

1. Annual Planning Meeting (once per year with minutes)
2. Fifteen Year Comprehensive Plan (2021-2035)

## INTRODUCTION:

This work plan is intended to give an overview of the accomplishment goals for 2024, not be a blueprint of what will or will not be completed. Issues such as funding, weather, harvesting activity and workload will impact what will be accomplished. Due to unforeseen circumstances it maybe expedient and prudent to perform more of one activity at the expense of another, with the understanding that at another time the situation may be reversed.

## TIMBER SALE ADMINISTRATION:

There are twelve active timber sale contracts on the county forest. Normal administrative procedures for timber sales include:

- Advertising the sale and negotiating the contract.
- Meeting with the purchaser before the job is started to go over the sale requirements.
- Routinely inspecting the sale once the harvest has started to confirm contract compliance.
- Collecting load tickets, scaling forest products and tracking the volume and type of wood being harvested.
- Making sure landing and road repair is done properly following the harvest.
- Balancing the sale ledger and completing the cutting report at sale close out.

## TIMBER SALE PLANNING AND ESTABLISHMENT:

The goals for timber sale establishment and sale in 2024 are:

- Approximately 300 acres of timber will be set up and sold.
- One hundred acres will be even-aged harvests with reserve trees and reserve pockets of trees.
- Two hundred acres will be hardwood and pine thinning.

Normal sale establishment procedures include:

- Consulting the compartment reconnaissance to determine harvest needs for the year.
- Inspecting the scheduled stands to determine if a harvest is appropriate.
- Marking the timber to be sold in a manner appropriate for the type of sale.
- Preparing a sale prospectus and completing the cutting notice.

## FOREST RECONNAISSANCE:

- The goal for compartment reconnaissance in 2024 is 430 acres.
- Reconnaissance of completed timber sales will be done as they are closed out.
- Regeneration surveys will be performed on stands 2-4 years after harvest.

## TIMBER STAND IMPROVEMENT:

- Invasive treatments with herbicides will be performed on timber sale areas.

## REFORESTATION:

Natural regeneration is anticipated on the mature sites that will be harvested.

## BOUNDARY ESTABLISHMENT:

- 3-4 miles of boundary maintenance.
- Survey missing corners as needed.

## FISH AND WILDLIFE MANAGEMENT ACTIVITIES:

- Karner blue butterfly:
  - maintenance of wildlife openings

**RESOLUTION APPROVING THE  
MONROE COUNTY SPECIES AND HABITAT CONSERVATION AGREEMENT**

1 **WHEREAS**, Monroe County manages approximately 7,600 acres of County Forest Lands  
2 and other county owned lands along with numerous recreation trails and facilities which are  
3 managed for multiple benefits; and  
4

5 **WHEREAS**, the Northern Long-eared Bat is listed as federally endangered and the Tri-  
6 colored Bat and the Little Brown Bat are under review for listing; and  
7

8 **WHEREAS**, the states of Wisconsin, Minnesota and Michigan have jointly developed the  
9 Lakes States Forest Management Bat Habitat Conservation Plan in order to receive an  
10 incidental take permit for forest management activities issued by the U.S. Fish and Wildlife  
11 Service; and  
12

13 **WHEREAS**, Monroe County plans to engage in activities that could result in the incidental  
14 take of the bats and seeks to be included in under the Incidental Take Permit issued to the  
15 Wisconsin Department of Natural Resources; and  
16

17 **WHEREAS**, Monroe County will comply with the terms of the Species and Habitat  
18 Conservation Agreement.  
19

20 **NOW, THEREFORE, BE IT RESOLVED**, by the Monroe County Board of Supervisors in  
21 consideration of the needs to conserve the bat populations in Wisconsin while continuing  
22 multiple use management consistent with the Monroe County Forest Comprehensive Land  
23 Use Plan, hereby agree to enter into a Landowner Agreement and Certificate of Inclusion into  
24 the Lake States Forest Management Bat Habitat Conservation Plan; and  
25

26 **BE IT FURTHER RESOLVED**, that the County Forest Administrator be authorized to  
27 complete the application, sign the agreement and submit this document to the Wisconsin  
28 Department of Natural Resources.

Dated this 25<sup>th</sup> of October 2023.

Offered by the NATURAL RESOURCES and EXTENSION COMMITTEE.

Fiscal Note: Timber sale setup and administrative costs may increase slightly. The impact to Forestry Revenue will most likely be minimal.

Purpose: To enter into a Landowner Agreement and Certificate of Inclusion into the Lake States Forest management Bat Habitat Conservation Plan; which will allow Monroe County to continue managing the Monroe County Forest for multiple uses.

Reviewed as to form on \_\_\_\_\_  
Lisa Aldinger Hamblin, Corporation Counsel

Committee of Jurisdiction Forwarded on: 10/11 2023  
4 Yes 0 No 1 Absent

Committee Chair: Nodji VanWyche  
David A. Reese  
Joy Esterline

Finance Vote (If required):  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

ADOPTED  FAILED  AMENDED  
 OTHER \_\_\_\_\_  
County Board Vote on: \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

STATE OF WISCONSIN  
COUNTY OF MONROE  
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing  
is a true and correct copy of Resolution # \_\_\_\_\_ acted on by the County  
Board of Supervisors at the meeting held on \_\_\_\_\_  
SHELLEY R. BOHL, MONROE COUNTY CLERK  
(A raised seal certifies an official document)



# Lake States Forest Management Bat Habitat Conservation Plan

## Landowner Enrollment Program: County Forest Application

1. All County Forests are eligible to enroll regardless of size or the presence of special habitat features (known roost trees or hibernaculum).
2. Submit form and necessary documentation to the Wisconsin Department of Natural Resources (DNR).

### A. Applicant Information

Applicant Type (check one) <input checked="" type="checkbox"/> County Forest			
County Name <sup>1</sup> Monroe County			
Mailing Address 14345 County Highway B, Suite 5			
City Sparta	State WI	Zip 54656	Email <a href="mailto:chad.ziegler@co.monroe.wi.us">chad.ziegler@co.monroe.wi.us</a>
Phone 608-269-8635			
Primary Point of Contact Name Chad Ziegler			
Phone (primary) 608-269-8635		Phone (secondary) 608-855-0144	

### B. Location of Forestlands to be Enrolled

County: Monroe County
<input checked="" type="checkbox"/> Digital files showing all parcel boundaries and County forestlands to be enrolled is available in WISFIRS.

### C. Description of County Forestlands to be Enrolled

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**Lake States Forest Management Bat Habitat Conservation Plan**  
Landowner Enrollment Program Application

List total acres of forestlands to be enrolled. (Note: Acres enrolled do not have to total the acres of the entire property; however, *all acres enrolled must be forested*.)

Indicate type and percent of forestlands to be enrolled.

Total Forested Acres: 7,494 acres (CF: 6,921; Tri Creek: 533, Highway Dept: 40) (See attached WISFIRS Report 101)

1. Type of forestlands (check all that apply):

Deciduous and mixed forest types;<sup>2</sup> estimated percent of total forestland acres = 70%

Coniferous forest types;<sup>3</sup> estimated percent of total forestland acres = 30%

- See attached WISFIRS Report 102

2. Any other relevant information:

<sup>1</sup> Deciduous and mixed forest types are dominated by the following tree species: oak/pine, oak/hickory, maple/beech/birch, aspen/birch, other hardwoods, and elm/ash/cottonwood.

<sup>1</sup> Coniferous forest types are dominated by the following tree species: red/jack pine, spruce/fir (upland and lowland), other eastern softwoods, Scotch pine and Norway spruce, aspen/birch, and exotic hardwoods (tree of heaven, princess tree, Norway maple, and Siberian elm).

## **D. Estimate of Covered Activities on Enrolled Lands**

Provide estimated acreages over the next 5-year period, as well as over the permit duration (e.g., the time between enrollment and 2072), on which covered activities will occur. DNR understands that these acreages are estimates and could change but requests a "best guess" based on past experience. DNR will use the information provided below to determine the total level of take coverage to issue to the landowner via the Landowner Agreement and Certificate of Inclusion. The take allocation provided in the Landowner Agreement and Certificate of Inclusion will be binding for the duration of the permit term unless the agreement is terminated or modified. Note, DNR has a finite level of take coverage that can be allocated to landowners. As a result, DNR will evaluate each request for take coverage against the total allocation and determine, on a case-by-case basis, if the program can extend take coverage to the applicant. If DNR is unable to allocate enough take coverage to an applicant, that landowner may be encouraged to seek take coverage from the U.S. Fish and Wildlife Service on their own. For this reason, DNR requests that the landowner makes every attempt to estimate the take coverage need as precisely as possible.

Lake States Forest Management Bat Habitat Conservation Plan  
Landowner Enrollment Program Application

<b>Timber Harvest and Related Forest Management Practices (acres)</b>	<b>Estimated Maximum Acres over 5-year Period</b>	<b>Maximum Total Acres over Entire Permit Term (2023–2073)</b>
Even-aged Harvest – Removing live trees through clearcuts, shelterwood, or seed tree management.	See attached WISFIRS Report 201	
Uneven-aged Harvest – Removing one live tree at a time (single-tree selection) throughout the stand, or by removing small clusters of live trees (group selection).	See attached WISFIRS Report 201	
Salvage Harvest- Removing dead, dying, or damaged trees to avoid economic loss.	unknown	
Total Harvest :	1,750	17,500
<b>Prescribed Fire (acres)</b>	<b>Estimated Maximum Acres over 5-year Period</b>	<b>Maximum Total Acres over Entire Permit Term (2023–2073)</b>
Prescribed burns and fire breaks	25	250
<b>Roads and Trails Construction, Maintenance, and Use <sup>a</sup> (miles)</b>	<b>Estimated Maximum Miles over 5-year Period</b>	<b>Maximum Miles over Entire Permit Term (2023–2073)</b>
County forest road construction	2	20
County forest road maintenance	5	50
County forest trail construction	3	30
County forest trail maintenance	6	60

<sup>a</sup> Temporary county forest road(s) associated with forest management is covered as part of timber harvest and related forest management practices for all ownership types and should not be included in road estimates. Incidental take resulting from construction and maintenance of forest roads and trails that are primarily used for forest management and public recreation are only covered on county lands. Please estimate the total miles of county forest roads and trails that are expected to require tree removal during the permit term.

**Explanation of Acreage Estimates – Optional.** For the purposes of estimating coverage, DNR assumes regular implementation of covered activities (e.g., xx acres every xx years). Please describe below the implementation of any covered activities that will occur on an irregular basis throughout the permit terms or if multiple treatments are planned on the same area over time. For example, prescribed fire might occur during the first 5 years of enrollment and then not again during the remaining permit term. Similarly, another example to describe here is if you plan on completing a thinning timber harvest followed a few years later by



a clearcut timber harvest.

County forest road and trail maintenance will occur at irregular intervals on an as needed basis. Prescribed fire could occur on an irregular basis or on a regular basis depending on the current conditions. Many of our stands will be thinned every 10-15 years (after age 25 for most conifers and after 35 for hardwood and oak stands); as the stand approaches maturity, a regeneration harvest will occur. Some stands may not be thinned during their life span and will be harvested at maturity.

## **E. Forest Certification Program**

Check all forest certification programs in which land to be enrolled is currently participating. If not enrolled in any program listed, then check None.

- Forest Stewardship Council (FSC)
- Sustainable Forestry Initiative (SFI)
- American Tree Farm System
- None

## **F. Additional County-owned lands to be enrolled**

Provide location (maps if possible), acreage and covered activity information for other county-owned lands you wish to enroll that are not part of the County Forest Law. You may use additional pages or include information as attachments.

Lake States Forest Management Bat Habitat Conservation Plan  
Landowner Enrollment Program Application

Tri-Creek Property – 4214 WISFIRS

<b>Timber Harvest and Related Forest Management Practices (acres)</b>	<b>Estimated Maximum Acres over 5-year Period</b>	<b>Maximum Total Acres over Entire Permit Term (2023–2073)</b>
Even-aged Harvest – Removing live trees through clearcuts, shelterwood, or seed tree management.	See attached WISFIRS Report 201	
Uneven-aged Harvest – Removing one live tree at a time (single-tree selection) throughout the stand, or by removing small clusters of live trees (group selection).	See attached WISFIRS Report 201	
Salvage Harvest- Removing dead, dying, or damaged trees to avoid economic loss.	unknown	
Total Harvest :	200	2,000
<b>Prescribed Fire (acres)</b>	<b>Estimated Maximum Acres over 5-year Period</b>	<b>Maximum Total Acres over Entire Permit Term (2023–2073)</b>
Prescribed burns and fire breaks	10	50
<b>Roads and Trails Construction, Maintenance, and Use <sup>a</sup> (miles)</b>	<b>Estimated Maximum Miles over 5-year Period</b>	<b>Maximum Miles over Entire Permit Term (2023–2073)</b>
Tri Creek road construction	1	10
Tri Creek road maintenance	2	20
Tri Creek trail construction	2	20
Tri Creek trail maintenance	3	30

<sup>a</sup> Temporary road(s) associated with forest management are covered as part of timber harvest and related forest management practices for all ownership types and should not be included in road estimates. Incidental take resulting from construction and maintenance of forest roads and trails that are primarily used for forest management and public recreation are only covered on county lands. Please estimate the total miles of county forest roads and trails that are expected to require tree removal during the permit term.

Lake States Forest Management Bat Habitat Conservation Plan  
Landowner Enrollment Program Application

Monroe County Highway Department Lands – NESE,

<b>Timber Harvest and Related Forest Management Practices (acres)</b>	<b>Estimated Maximum Acres over 5-year Period</b>	<b>Maximum Total Acres over Entire Permit Term (2023–2073)</b>
Even-aged Harvest – Removing live trees through clearcuts, shelterwood, or seed tree management.		
Uneven-aged Harvest – Removing one live tree at a time (single-tree selection) throughout the stand, or by removing small clusters of live trees (group selection).		
Salvage Harvest- Removing dead, dying, or damaged trees to avoid economic loss.	unknown	
<b>Total Harvest :</b>	<b>40</b>	<b>80</b>

<b>Prescribed Fire (acres)</b>	<b>Estimated Maximum Acres over 5-year Period</b>	<b>Maximum Total Acres over Entire Permit Term (2023–2073)</b>
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Prescribed burns and fire breaks	4	40
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<b>Roads and Trails Construction, Maintenance, and Use<sup>a</sup> (miles)</b>	<b>Estimated Maximum Miles over 5-year Period</b>	<b>Maximum Miles over Entire Permit Term (2023–2073)</b>
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road construction	1	1
road maintenance	1	1
trail construction	1	1
trail maintenance	1	1