

Wood County Wildlife Area Advisory Committee (WCWA AC)

Meeting Minutes

Meeting Date: February 10, 2025 5:30pm

Meeting Location: Sandhill Wildlife Area Outdoor Skills Facility, Babcock, WI

Present:

- Sophie Figueroa (Member)
- Larry Isensee (Member)
- Leo Kedrowski (Member)
- Zak Knab (WDNR)
- Scott McAuley (Member)
- Curt Pluke (Member)
- Dennis Polach (Wood County Board Appointee)
- Fritz Schubert (Wood County Forest Administrator)
- Jim Winkler (Vice Chair; presiding)
- Mike Wipfli (Member)

Absent:

- Dale Weis (Chair; excused)
- Vacant (Dawn Schmutzer; Member)

Agenda & Minutes:

1. Call meeting to order

- Meeting called to order by Winkler at 5:30pm.

2. Declaration of Quorum

- Quorum declared by Winkler.

3. Approve minutes of October 14, 2024 meeting

- **MOTION** made by Isensee to *Approve the 10/14/24 Minutes*; seconded by Pluke. No discussion. Unanimous vote in favor; **MOTION CARRIED.** (See **Attachment A.**)

4. Correspondence

- No correspondence received.

5. Public Comments

- No public comments.

6. Sandhill – Meadow Valley - Wood County Updates

- Knab circulated a packet (see **Attachement B**):
- Knab thanked the committee for its 2024 allotment.
- 2024 project successes
 - 0.35 miles of Stewart Marsh dike was refurbished; included 259 tons of “dirty breaker” purchased using allotment funds
 - Brush was removed from the Wood County Barrens using allotment funds to help with burn management
 - Removed trees and brush from 34 acres on the First Impoundment
 - Assisted the Town of Remmington to replace 3 culverts and gravel on 2 miles of West Fence Rd.
 - Performed mowing on trails and campgrounds
- 2025 project suggestions
 - Ball Rd dike mowing in fall 2025 (\$5,000 to boom mow all dikes in WCWA)
 - Ball Rd dike minor repairs in fall 2025
 - Wood County Barrens mowing burn breaks
 - Drawn down Third Impoundment
 - Drawn down North Ditch Bank
 - Tree removal from Third and Fourth Impoundments; requires frozen ground (\$10,000)
 - Prescribed Burns on Second Impoundment and Summers Marsh
 - Aspen sheering in Grouse Management Zone; requires frozen ground (\$5,400)
 - Amundson Trail Repair – 200 ft (this was later corrected to be 2,000 ft.) (\$5,000)
 - Treat buckthorn on 25 acres along West Fence Rd and South Bluff Rd (\$1,000)
- The turkey research project was successful – trapped 40-50 birds; tagged 20 hens

7. “North Star”

- Isensee distributed and presented a revised WCWA AC North Star proposal document (see **Attachment C**).
 - Isensee thanked the members for the feedback during the last meeting and Knab for helping with the revised version
 - The revision incorporated member feedback from the previous meeting
 - The revision removed all overlaps with the WCWA AC Rules of Order
 - The revision included the WCWA AC Rules of Order as an appendix.
- **MOTION** made by Isensee to *Approve the Revised WCWA AC North Star Document as Presented*; seconded by Pluke.
- Discussion:
 - Several members requested wording changes to the document
 - Kedrowski and Wipfli required changes to the priorities to exclude new motorized access
 - Knab asked if the intent was that the priorities are listed in order highest-to-lowest; confirmed, they are listed in order highest (#1)-to-lowest (#5)
- **AMMENDED MOTION** made by Isensee to *Approve the Revised WCWA AC North Star Document as Presented with the following amendments*:
 1. Page 2, “Purpose”, remove the word “forest” before “wildlife”
 2. Page 4, “AC Vision”, replace “...provides a range of outdoor...” with “...maintains a range of outdoor...”
 3. Page 4, “Priority #1”, remove the words “and expand”
 4. Page 4, “Priority #2”, remove the words “and expand”
 5. Page 4, “Priority #3”, insert “may” between “that” and “create”
 6. Page 4, “Priority #4”, reword to read “Projects that may create new non-motorized public access to WCWA.”

The amended motion was seconded by Pluke. No discussion. Unanimous vote in favor; **AMMENDED MOTION CARRIED**. The revised and approved North Star document is in **Attachment D**.

8. 2025 Allotment

- **MOTION** made by Pluke to *Approve the following 2025 \$10,000 allotment*:
 - \$5,400 for aspen sheering in the Grouse Management zone
 - \$1,000 for buckthorn treatment on 25 acres along West Fence Rd and South Bluff Rd
 - \$3,600 for tree removal on the Third and Forth Impounds
- The motion was seconded by Isensee
- Discussion
 - Isensee asked how buckthorn treatment linked back to the previously approved priorities. Knab noted that because buckthorn is invasive, treating it now prevents future habitat issues.
- Unanimous vote in favor; **MOTION CARRIED**.

9. Member Matters

- Schubert asked if any members had a relationship with Wilderness Cranberries. The owners wish to sell but there is an encroachment issue with WCWA. Members suggested either a land swap between the encroached land and a nearby wooded parcel. Members also suggested a road use agreement to allow better WDNR access to the north end of the Impoundments.
- Wipfli asked about the effectiveness of a cattail herbicide applied a few years ago. **ACTION:** Knab to check on this.

10. Set next meeting date

- Next meeting is set for Monday, April 7, 2025, at 5:30pm at Sandhill Wildlife Area Outdoor Skills Facility, Babcock, WI.

11. Adjourn

- **MOTION** made by Pluke to Adjourn; seconded by Kedrowski. No discussion. Unanimous vote in favor; **MOTION CARRIED**. Meeting adjourned at 7:13pm.

Minutes Take By: Isensee, Secretary

Minutes Validated By: Winkler, Vice Chair

These minutes are draft until approved at the next meeting.

Wood County Wildlife Area Advisory Committee (WCWA AC)

Meeting Minutes | February 10, 2025

ATTACHMENT A

Wood County Wildlife Area Citizens' Advisory Board (WCWA CAB)

Meeting Minutes

Meeting Date: October 14, 2024 5:30pm

Meeting Location: Sandhill Wildlife Area Outdoor Skills Facility, Babcock, WI

Present:

- Sophie Figueroa (Member)
- Ryan Haffele (WI DNR)
- Larry Isensee (Member)
- Leo Kedrowski (Member)
- Scott McAuley (Member)
- Curt Pluke (Member)
- Dennis Polach (Wood County Board Appointee)
- Fritz Schubert (Wood County Forest Administrator)
- Dale Weis (Chair)
- Jim Winkler (Vice Chair)
- Mike Wipfli (Member)

Absent:

- Vacant (Dawn Schmutzer; Secretary)

Agenda & Minutes:

1. Call meeting to order

- Meeting called to order by Weis at 5:32pm.

2. Declaration of Quorum

- Quorum declared by Weis.

3. Welcome New Member

- Welcome to Sophie Figueroa! She is replacing Nathan Voit.

4. Approve minutes of July 15, 2024 meeting

- **MOTION** made by McAuley to Approve the 7/15/24 Minutes; seconded by Winkler. No discussion. Unanimous vote in favor; **MOTION CARRIED.**

5. Correspondence

- No correspondence received.

6. Elect Officers

- Nomination made for Isensee as Secretary. **MOTION** made by Pluke to *Elect Isensee as Secretary*; seconded by McAuley. No discussion. Unanimous vote in favor; **MOTION CARRIED**.
 - Weis delivered to Isensee the Secretary briefcase.
- Nomination made for Winkler as Vice Chair. **MOTION** made by Weis to *Elect Winkler as Vice Chair*; seconded by Pluke. No discussion. Unanimous vote in favor; **MOTION CARRIED**.
- Nomination made for Weis as Chair. **MOTION** made by Winkler to *Elect Weis as Chair*; seconded by Pluke. No discussion. Unanimous vote in favor; **MOTION CARRIED**.

7. Public Comments

- No public comments.

8. Mission and Goals Discussion

- Isensee distributed and presented a WCWA CAB North Star proposal document (attached). The purpose of the North Star is not to be bylaws or binding, but rather guide future decision making by the CAB.
- **MOTION** made by Isensee to *Approve the WCWA CAB North Star Document as Presented*; seconded by McAuley.
- Discussion:
 - Haffele and Schubert noted that there are errors on the WCWA and CAB slides.
 - **ACTION:** Haffele and Schubert to send corrections to Isensee.
 - Haffele made the following comments:
 - There are parcels in the Wood County Wildlife Area that are not part of the WI DNR lease and management of these is not within the scope of the WCWA CAB.
 - DNR priorities for management of the WCWA are as follows:
 1. Terms of the WI DNR / Wood County lease.
 2. The DNR Management Master Plan.
 3. Funding Requirements and Forest Certification Requirements.
 - Several members questioned if there is redundancy between the WCWA Rules of Order and this North Star document. Weis provided Isensee with a copy of the Rules of Order from approximately 1992.
 - **ACTION:** Schubert and Weis to provide Isensee with the most recent copy of the Rules of Order.
 - Several members noted that the WCWA CAB's first responsibility is to the Wood County Board and feedback should be addressed there first.
 - Several members expressed concern that the listed priorities are too restrictive and/or may be construed as commitment to accomplish them.
- **MOTION WITHDRAWN** by Isensee. He will incorporate all feedback, update the document, and re-present it at the next meeting.

9. Sandhill – Meadow Valley - Wood County Updates

- Haffele provided the following update:
 - \$5,000 (first half of the 2024 allotment) is earmarked for the Stuart Marsh repair. This work will start in November or December. This portion of the allotment will get used this year.
 - \$5,000 (second half of the 2024 allotment) is earmarked for double tubes on South Bluff. This will not happen this year as the bids came back much higher than expected.
 - There are three alternative projects for the unused portion of the allotment:
 1. Brush removal from the Wood County barrens. This removes biomass from the barrens so they can be managed with burns.
 2. Buckthorn removal on the west fence.
 3. Mowing dikes
 - **MOTION** made by Pluke to Reallocate \$5,000 of the 2024 Allotment from Double Tubes on South Bluff to Brush Removal from the Wood County Barrens; seconded by Winkler. No discussion. Unanimous vote in favor; **MOTION CARRIED**.
 - First Impoundment drawdown continues in hope for good weather conditions for tree removal this winter.
 - The WI DNR is seeking internal approval to apply for a grant with the Nature Conservancy and may request that the WCWA CAB apply its 2025 allocation towards matching funds for this grant. There are 75-85 acres within the WCWA that benefit from this grant.
 - **ACTION:** This will be included on the agenda for next meeting.

10. 2025 Allotment

- Haffele made the following recommendations for the 2025 allotment (\$10,000):
 - 27 acres of old aspen removal. This improves grouse habitat as they need young (< 25 year) forest to thrive.
 - Brush removal from barrens. This improves grassland development which is good for turkey habitat.
 - 3rd and 4th Impoundment tree removal. Removal of the trees opens the landscape for better waterfowl production.

11. Member Matters

- McAuley noted that the Wisconsin Trappers Association will become a sponsor of the WCWA and may do its own projects.

12. Set next meeting date

- Next meeting is set for Monday, February 10, 2025, at 5:30pm at Sandhill Wildlife Area Outdoor Skills Facility, Babcock, WI.
 - **ACTION:** Haffele to confirm that Zak Knab is available at that time.

13. Adjourn

- **MOTION** made by Pluke to Adjourn; seconded by Winkler. No discussion. Unanimous vote in favor; **MOTION CARRIED**. Meeting adjourned at 6:59pm.

Minutes Take By: Larry Isensee, Secretary

Minutes Validated By: Dale Weis, Chair

These minutes are draft until approved at the next meeting.

Wood County Wildlife Area Advisory Committee (WCWA AC)

Meeting Minutes | February 10, 2025

ATTACHMENT B

Wood County Wildlife Area Projects Packet

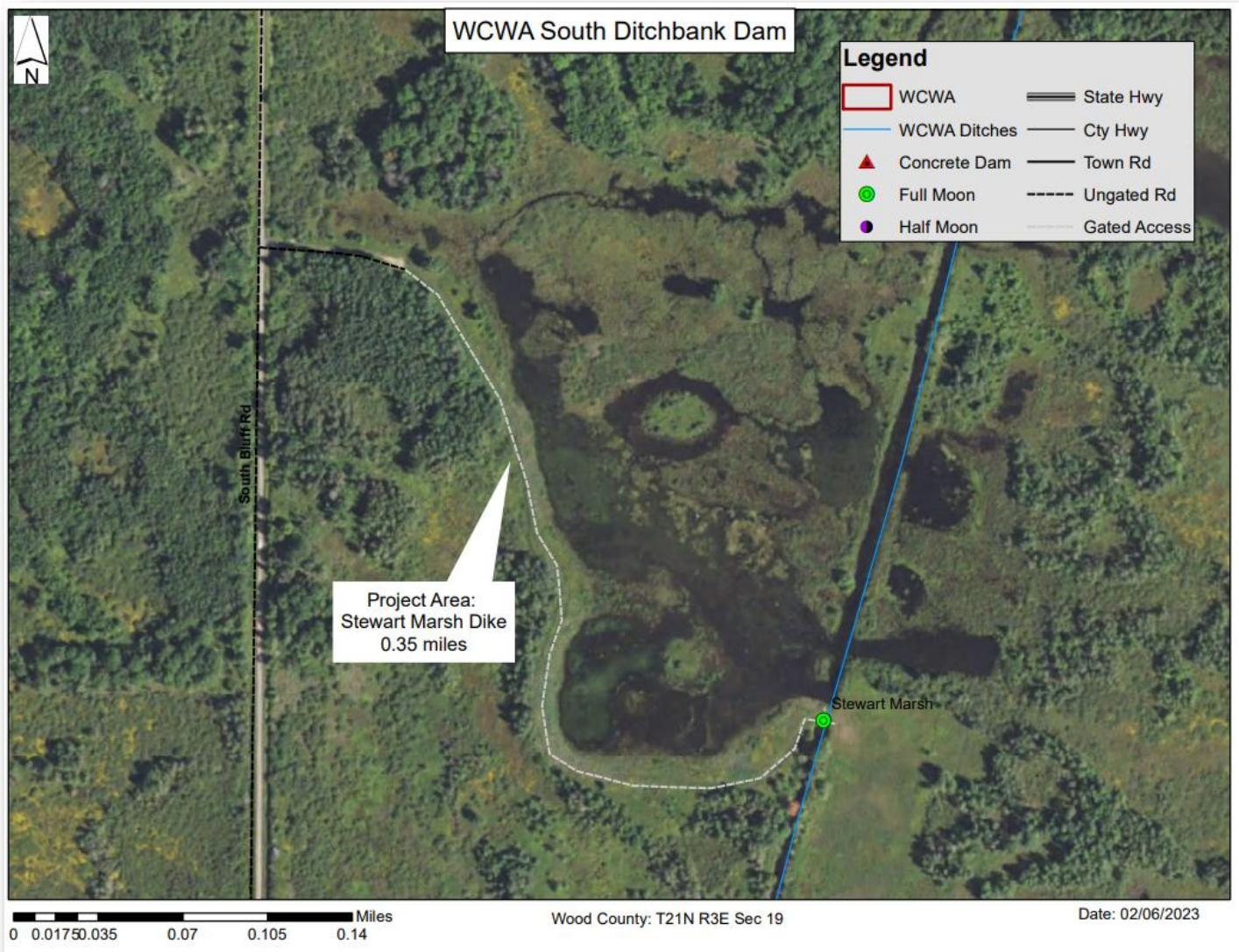
For the Wood County Wildlife Area Advisory Committee

2024-2025

2024 Completed Projects

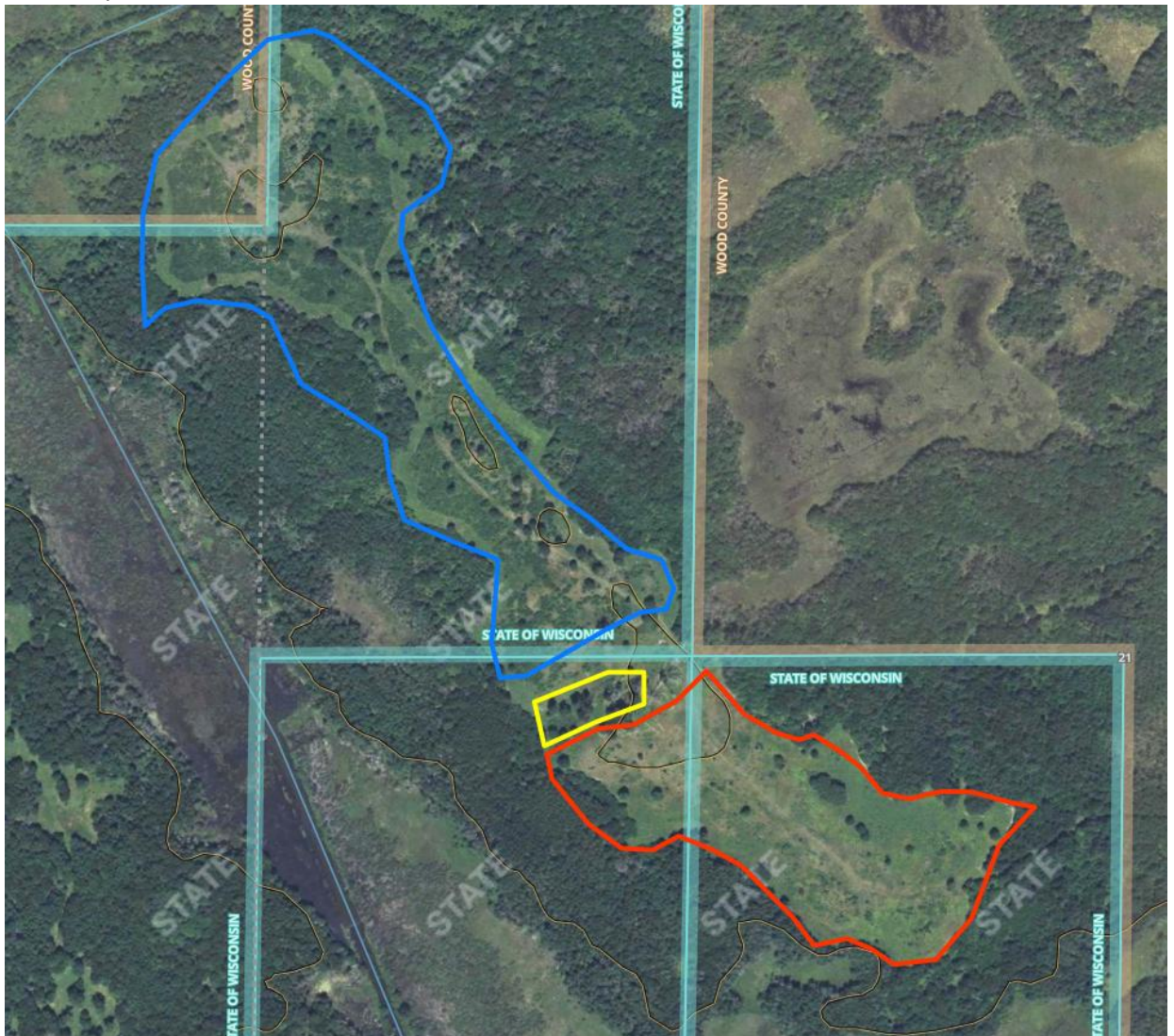
Stewart Marsh Dike Renovation (0.35 miles)

- \$5000 from WCWA to facilitate completion of project.
- Project Description: dike top was removed and peeled back and leveled to create a solid base. Crushed road base (1.75" gravel) was added to the top and leveled. Seeding of opening areas will occur.
- WCWA Committee funds purchased 259 tons of dirty breaker (\$4998.70).



Wood County Barrens Brush Removal Project

- \$5000 from WCWA Committee to assist with the completion of this project.
- Project Description: hire a contractor to remove brush and debris in between the two burn units on Wood County Wildlife Area. This project reduces the potentially flammable fuels outside of the unit, increase overall safety of burn implementation.



1st Impoundment Tree Removal

- Project Description: hired a contractor to remove approximately 34 acres of trees and brush within the first impoundment. This reduces brush succession and increase waterfowl habitat by providing more grass/marsh conditions.
- Still some work to finish up to remove large white pine in this basin.



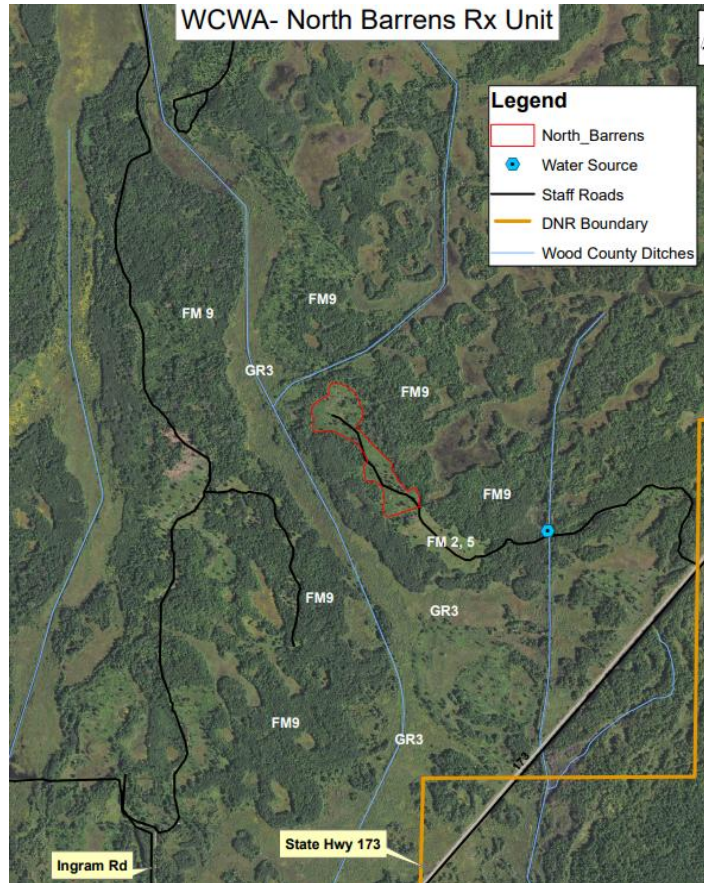
West Fence Road Aids, \$23,800 – Town of Remington

- Project Description: assisted the Town of Remington through the Road Aids Program to provide funding to the town to replace 3 culverts and re-gravel up to 2-miles of West Fence Road.

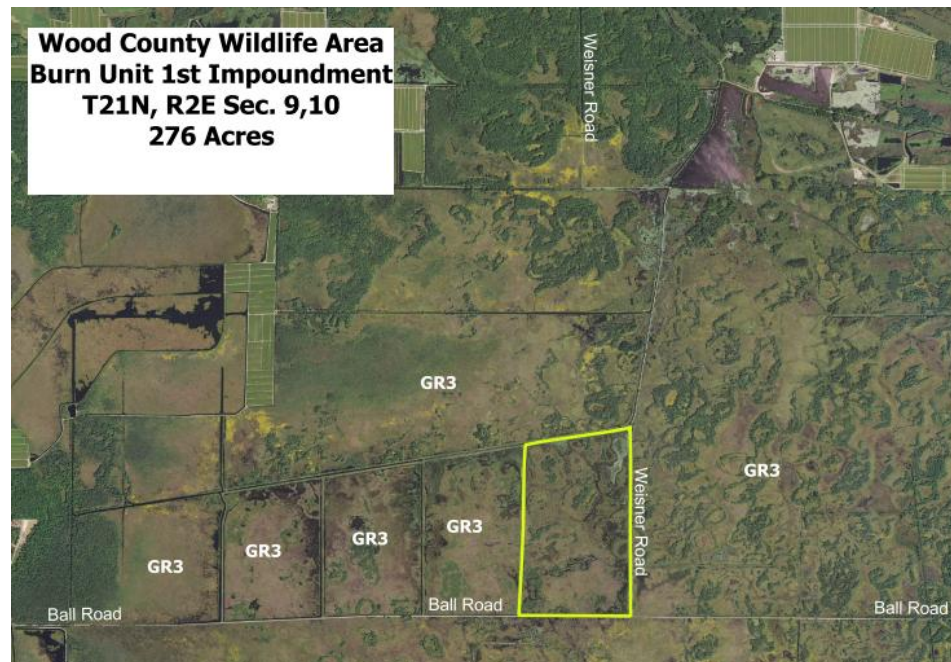


Prescribed Burns

- North Barrens burned in May 2024. 22 total acres burned.



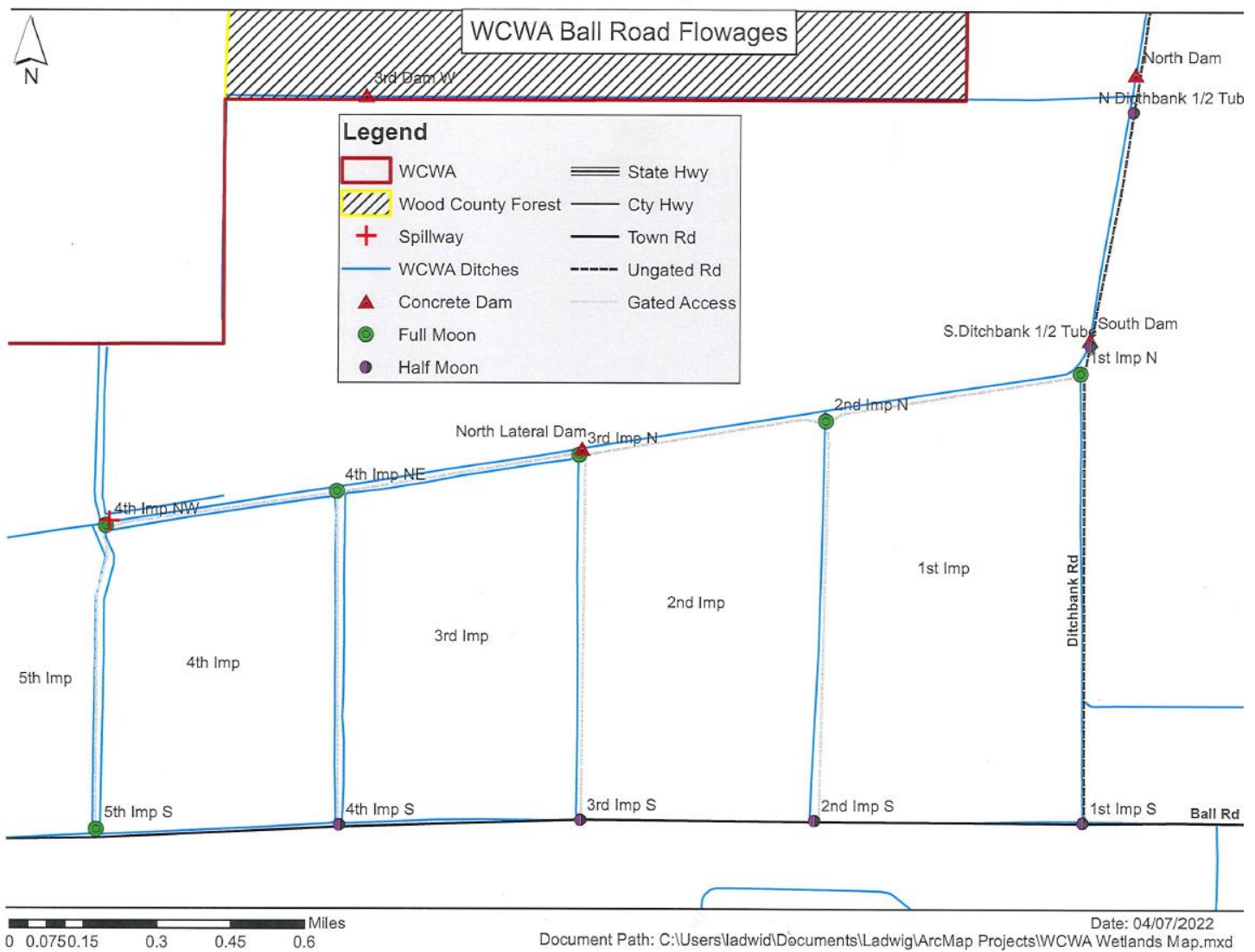
- 1st Impoundment burned March 2024. 276.8 total acres burned.



Proposed Projects for 2025

Ball Road Dike Mowing

- Utilizing a contractor with boom mower, mow all sides of dikes in the fall of 2025.
- Plan to conduct minor dike repair in spring/summer of 2026



Wood County Barrens Improvement and Fire Break work

- Mow burn breaks, spray woody resprouts, and seed between burn units (follow up from previous project).
- Next burn on barrens unit is planned for spring of 2026.

Drawdowns (see map above)

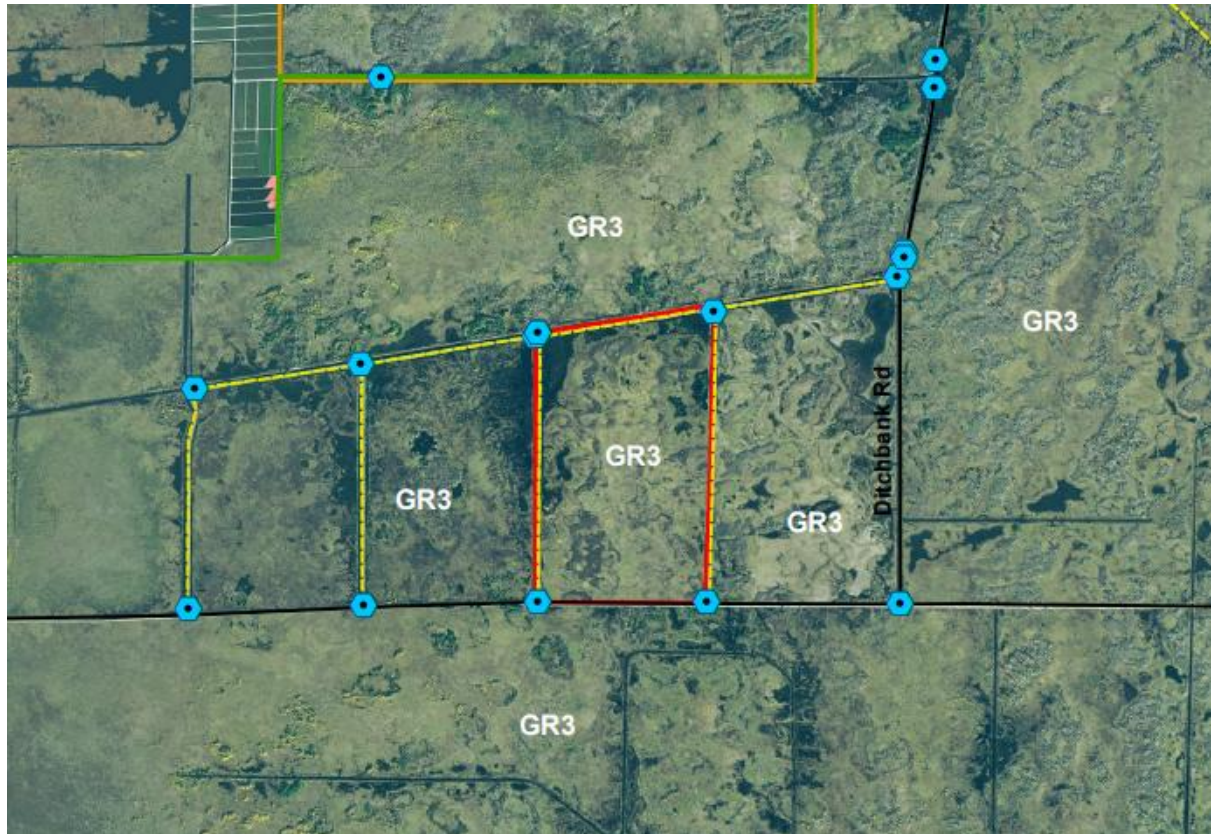
- 3rd impoundment drawdown – full drawdown to prep for brush removal project.
- North Ditchbank – full drawdown.

3rd Impoundment and 4th impoundment tree removal

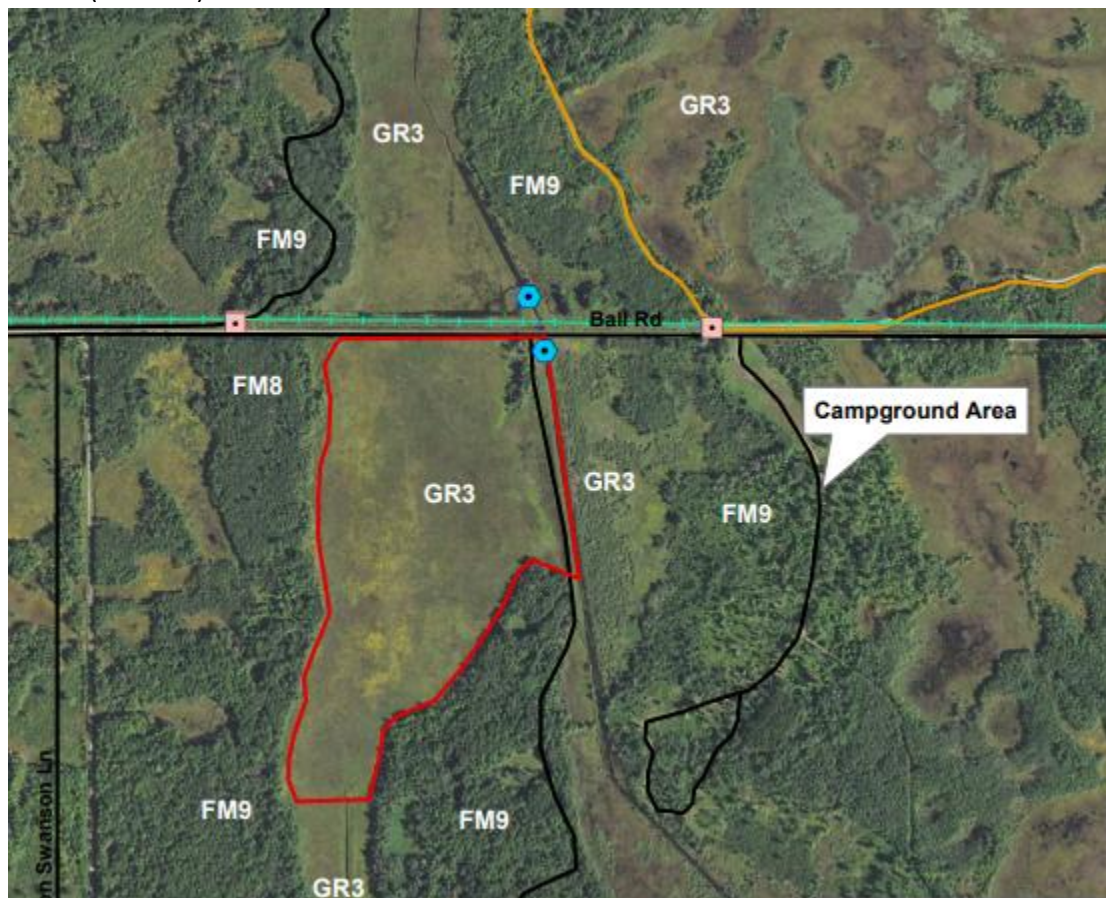
- 37 acres of tree removal on 3rd impoundment through contractors, and 5 acres of white pine removal on 4th impoundment.

Prescribed Burns

- 2nd impoundment (233 acres)

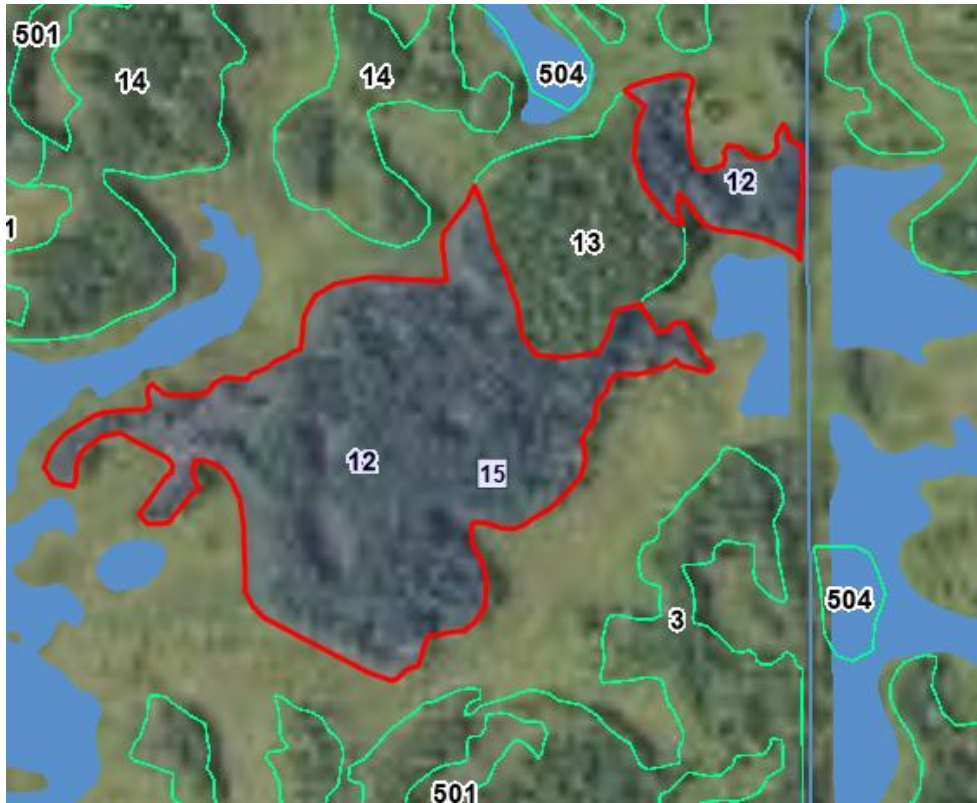


- Summers Marsh (50 acres)



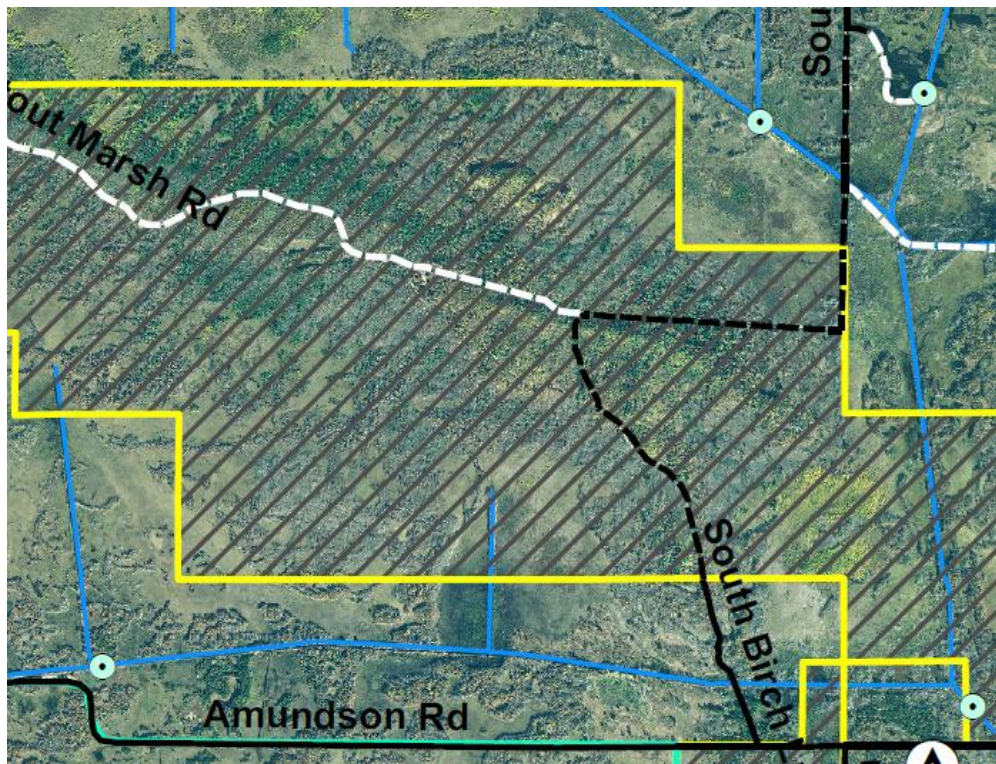
Aspen Sheering in Grouse Management Zone

- 27 acres of dozer sheering of aspen to reset this stand and manage for young forest habitat. This is in the Ruffed Grouse Management Zone and likely cannot be cut commercially due to limited access (island).



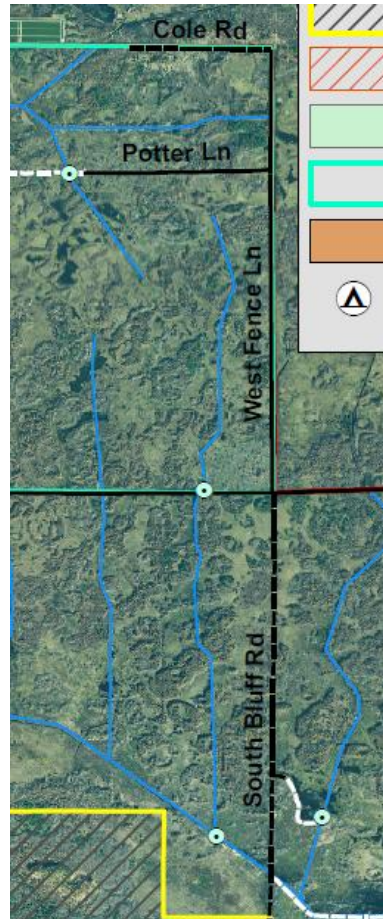
Amundson Trail repair

- Fill 200' of trail north of Amundson Rd and fill holes on trail between S. Bluff and Amundson Rd.



Buckthorn Treatment

- Treat about 25 acres of glossy buck thorn along west fence and south bluff roads.



Projects for WCWA Committee to consider:

1. 3rd and 4th Impoundment Tree removal project- \$10,000
 - a. Estimated funds needed to complete project is \$16,344. This includes \$16,000 of contractor costs to mechanical remove trees in impoundment.
 - b. Project would need frozen ground conditions in winter (similar to 1st impoundment project)
 - c. If funded by WCWA Committee, DNR would cover the remaining costs associated with project.
2. Aspen Sheering - \$5400
 - a. \$5400 is total costs associated with the project.
 - b. Project would need frozen ground conditions.
3. Wood County Dike Mowing - \$5000
 - a. \$5000 is the cost associated with hiring a contractor to boom mow all the dikes on Wood County Wildlife Area.
 - b. Likely occur in Fall of 2025
4. Amundson Road Repair - \$5000
 - a. Total project cost is \$6592, \$5120 of that is associated with material purchases (remaining is DNR equipment costs).
 - b. Project would occur in summer/fall
5. Buckthorn Treatment - \$1000
 - a. Project would remove and treat buckthorn along West Fence and Ditchbank Roads
 - b. Occur in summer/fall

Wood County Wildlife Area Advisory Committee (WCWA AC)

Meeting Minutes | February 10, 2025

ATTACHMENT C



Wood County Wildlife Area Advisory Committee

“North Star”

February 10, 2025

Wood County Wildlife Area

Background

- The Wood County Wildlife Area (WCWA) is a 19,200 acre wildlife area located in southwest Wood County, WI. A “Wildlife Area” is a protected area in Wisconsin where people can enjoy outdoor activities and observe wildlife.
- WCWA is comprised of both land owned by Wood County and land owned by the State of Wisconsin. 18,293 acres of WCWA is owned by Wood County and managed by Wisconsin Department of Natural Resources (WDNR) through a long-term lease agreement.
- Wood County also owns land in the same geographic area as WCWA that is not included in the lease and therefore not managed by WDNR, e.g., Wood County Forest.
- WDNR funding for WCWA management comes from hunting license sales and Pittman-Robertson (PR) funds.

Purpose

- WCWA exists to encourage a wide variety of wildlife species, and timber management practices with a focus on maximizing habitat diversity for forest wildlife.

Relevant Links

- [WI DNR WCWA Pamphlet](#)
- [WI DNR WCWA Website](#)
- [WI DNR WCWA Management Objective](#)
- [WI DNR Sandhill-Meadow Valley Work Unit Master Plan \(2011\)](#)
- [WI DNR Central Sand Plains Regional Master Plan \(2023\)](#)
- [Wood County Parks, Recreation, and Open Spaces Plan \(2018\)](#)
- [Wood County Recreation Map](#)
- [Wood County Parks and Forestry Website](#)
- [WCWA Map](#)

WCWA Advisory Committee

Purpose

As stated in the WCWA Advisory Committee (AC) “Rules of Order” (Appendix A, page 5):

“The purpose of the Wood County State Wildlife Area Advisory Committee is to advise the Highway Infrastructure and Recreation Committee of action needed to protect the interests of the residents of Wood County and residents of the State of Wisconsin in the management of the Wood County State Wildlife Area.”

Per these Rules of Order, AC reports to the Wood County Highway Infrastructure and Recreation Committee (HIRC).

Meetings

- The AC meets quarterly, typically in February, April, July, and October.
- The typical agenda consists of:
 - Hear WDNR management updates
 - Q&A with WDNR
 - Vote on allotments, letters of support, and other matters
 - “Member matters”

Financial Allotment

- AC receives an annual allotment from Wood County, subject to Wood County Board budget approval (\$10,000/year as of 2024).
- The allotment is managed by Wood County on behalf of the WDNR, for WCWA projects as recommended by AC. Payments associated with this allotment are processed by Wood County.

WDNR WCWA Priorities

1. Honor the terms of the lease with Wood County.
2. Execute the WDNR Central Sands Regional Master Plan (2023) and the Sandhill-Meadow Valley Work Unit Master Plan (2011).
3. Maintain funding requirements and forest certification requirements.
4. Discretionary projects based on Department and Wildlife Program initiatives and priorities.

WCWA CAB “North Star”

What the North Star IS

- A summary of the AC scope and processes.
- A guide to ensure consistent decision making by the AC.

What the North Star is NOT

- A replacement or alteration of the AC Rules of Order.
- A hard and fast set of rules for decisions.

AC Vision

AC’s vision is that WCWA is managed in a manner that sustains and enhances wildlife populations and natural communities and provides a range of outdoor recreational uses and public access.

AC Mission

As concerned and engaged citizens of Wood County, AC’s mission is to advise HIRC and WDNR on management practice selections in a manner consistent with AC’s vision and the expectations of Wood County residents.

AC does this by:

1. Providing feedback to HIRC on WDNR’s management of WCWA.
2. Directing AC allotments to specific WDNR management projects that align with AC priorities.
3. Providing letters of support to WDNR for grant applications that align with AC priorities.

AC’s Priorities ARE

1. Projects that maintain and expand existing wildlife habitats at WCWA.
2. Projects that maintain and expand existing public access to WCWA.
3. Projects that create new wildlife habitats at WCWA.
4. Projects that create new public access to WCWA.
5. Other projects

AC’s Priorities are NOT

1. Projects with full or partial scope outside WCWA.
2. Funding heavy equipment purchases.
3. Multi-year funding commitments.

APPENDIX A: Current WCWA AC Rules of Order (October 2018)

WOOD COUNTY STATE WILDLIFE AREA ADVISORY COMMITTEE

RULES OF ORDER

Revised October, 2018

The purpose of the Wood County State Wildlife Area Advisory Committee is to advise the Highway Infrastructure and Recreation Committee of action needed to protect the interests of the residents of Wood County and residents of the State of Wisconsin in the management of the Wood County State Wildlife Area.

1. The Wood County State Wildlife Area Advisory Committee (the Committee) shall be made up of nine residents of Wood County. Department of Natural Resources employees or County Board members are not eligible to serve on the Committee.
2. The secretary will confirm they have a quorum (this must appear on the agenda) of at least five (5) members prior to each meeting. Five (5) members is the minimum number that must be present at a properly called meeting to conduct business.
3. Members of the Committee will serve staggered 3-year terms. Each three year term will expire on June 30th.
4. The function of the Committee will be advisory only and is responsible for reporting to the Highway Infrastructure and Recreation Committee.
5. Applications and resumes for appointment to the Committee are to be filed with the County Forest Administrator who will submit them to The Highway Infrastructure and Recreation Committee for their review.
6. The Highway Infrastructure and Recreation Committee will recommend three candidates to the County Board Chair for appointment to the Wood County State Wildlife Area Advisory Committee. The County Board Chair will make the appointments.
7. The Committee will follow the rules as contained in “Robert’s Rules of Order”. Any deviation from “Robert’s Rules of Order” will be by majority vote and only for specific issues.
8. An election will be held at the first meeting of the Committee, after the annual appointment of the new members. The members of the Committee will elect a chair, vice chair, and secretary.
9. Members of the Committee will not receive per diem or reimbursement from the County for mileage driven.

10. The Committee Chair will call all meetings, draft the agendas, and preside over the meetings of the Committee. The agendas will be forwarded to the secretary of the Committee.

11. The secretary of the Committee will submit the meeting agendas to the Forest Administrator's office by the Wednesday of the week before the meeting is to be held.

12. The secretary of the Committee will take all minutes, including all motions, seconds, and supporting information. The minutes of the meeting will be submitted to the County Forest Administrator within ten (10) days of the meeting, to be put on the agenda of, and for the consideration of The Highway Infrastructure and Recreation Committee who will take all official action. The secretary shall send a copy of the minutes to each Committee member.

13. The vice chairperson will chair the meeting in the absence of the chairperson.

14. Any Committee member, with two or more unexcused absences occurring in one year, may be removed from the Committee by majority vote of the Highway Infrastructure and Recreation Committee.

15. The Committee will consider and make recommendations on issues, which are brought properly before them, and will report these recommendations to the Highway Infrastructure and Recreation Committee.

16. All rules pertaining to County Committees apply to this Committee, unless stated otherwise.

APPENDIX B: Prior WCWA AC Rules of Order (~July 1992)

WOOD COUNTY STATE WILDLIFE AREA ADVISORY COMMITTEE

RULES OF ORDER

The purpose of the Wood County State Wildlife Area Advisory Committee is to advise the Park and Forestry Committee of action needed to protect the interests of the residents of Wood County and residents of the State of Wisconsin in the management of the Wood County State Wildlife Area.

1. The Wood County State Wildlife Area Advisory Committee (the Committee) shall be made up of 9 residents of Wood County, with at least 1 but not more than 3 of its members being Wood County Conservation Congress Delegates. No Department of Natural Resources employees or County Board members may be eligible to serve on the Committee.
2. Members of the Committee will serve 3 year terms, staggered, so that 3 terms will expire each year on June 30th. Committee members may serve only 3 consecutive terms (effective July 1, 1992) without sitting out one year.
3. The function of the Committee will be advisory only and is responsible for reporting to the Park and Forestry Committee.
4. Applications and resumes for appointment to the Committee are to be filed with the County Forest Administrator who will submit them to the Park and Forestry Committee for their review. The Park and Forestry Committee each year will recommend three candidates, for appointment to the Committee, to the County Board Chairperson. The County Board Chairperson will make the appointments.
5. The Committee will follow the rules of parliamentary practice as contained in Robert's Rules of Order. Any deviation from Rules of Order will be by majority vote and only for specific issues.
6. An election will be held at the first meeting of the Committee, after the annual appointment of the new members. A chairperson, vice chairperson and secretary will be elected by the members of the committee.
7. Members of the Committee will not receive per diem or reimbursement from the County, for mileage driven.
8. The Committee Chairperson will call all meetings, draft the agendas, and preside over the meetings of the Committee. The Agendas will be forwarded to the secretary of the Committee.

9. The secretary of the committee will submit the meeting agendas to the Forest Administrator's office by the Wednesday of the week before the meeting is to be held.

The secretary of the Committee will take all minutes, including all motions, seconds and supporting information. The minutes of the meeting will be submitted to the County Forest Administrator within ten (10) days of the meeting, to be put on the agenda of, and for the consideration of, the Park and Forestry Committee who will take all official action. The secretary shall send a copy of the minutes to each Committee member.

10. The vice chairperson will chair the meeting in the absence of the chairperson.

11. Any committee member, with two or more unexcused absences occurring in one year, may be removed from the Committee by majority vote of the Park and Forestry Committee.

12. Five (5) members of the Committee constitutes a quorum.

13. The Committee will consider and make recommendations on issues which are brought properly before them, and will report these recommendations to the Park and Forestry Committee.

14. All rules pertaining to County Committees apply to this committee, unless otherwise provided for above.

Wood County Wildlife Area Advisory Committee (WCWA AC)

Meeting Minutes | February 10, 2025

ATTACHMENT D



Wood County Wildlife Area Advisory Committee

“North Star”

February 10, 2025

Revised & Approved

Wood County Wildlife Area

Background

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- WDNR funding for WCWA management comes from hunting license sales and Pittman-Robertson (PR) funds.

Purpose

- WCWA exists to encourage a wide variety of wildlife species, and timber management practices with a focus on maximizing habitat diversity for wildlife.

Relevant Links

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WCWA Advisory Committee

Purpose

As stated in the WCWA Advisory Committee (AC) “Rules of Order” (Appendix A, page 5):

“The purpose of the Wood County State Wildlife Area Advisory Committee is to advise the Highway Infrastructure and Recreation Committee of action needed to protect the interests of the residents of Wood County and residents of the State of Wisconsin in the management of the Wood County State Wildlife Area.”

Per these Rules of Order, AC reports to the Wood County Highway Infrastructure and Recreation Committee (HIRC).

Meetings

- The AC meets quarterly, typically in February, April, July, and October.
- The typical agenda consists of:
 - Hear WDNR management updates
 - Q&A with WDNR
 - Vote on allotments, letters of support, and other matters
 - “Member matters”

Financial Allotment

- AC receives an annual allotment from Wood County, subject to Wood County Board budget approval (\$10,000/year as of 2024).
- The allotment is managed by Wood County on behalf of the WDNR, for WCWA projects as recommended by AC. Payments associated with this allotment are processed by Wood County.

WDNR WCWA Priorities

1. Honor the terms of the lease with Wood County.
2. Execute the WDNR Central Sands Regional Master Plan (2023) and the Sandhill-Meadow Valley Work Unit Master Plan (2011).
3. Maintain funding requirements and forest certification requirements.
4. Discretionary projects based on Department and Wildlife Program initiatives and priorities.

WCWA AC “North Star”

What the North Star IS

- A summary of the AC scope and processes.
- A guide to ensure consistent decision making by the AC.

What the North Star is NOT

- A replacement or alteration of the AC Rules of Order.
- A hard and fast set of rules for decisions.

AC Vision

AC’s vision is that WCWA is managed in a manner that sustains and enhances wildlife populations and natural communities and maintains a range of outdoor recreational uses and public access.

AC Mission

As concerned and engaged citizens of Wood County, AC’s mission is to advise HIRC and WDNR on management practice selections in a manner consistent with AC’s vision and the expectations of Wood County residents.

AC does this by:

1. Providing feedback to HIRC on WDNR’s management of WCWA.
2. Directing AC allotments to specific WDNR management projects that align with AC priorities.
3. Providing letters of support to WDNR for grant applications that align with AC priorities.

AC’s Priorities ARE

1. Projects that maintain existing wildlife habitats at WCWA.
2. Projects that maintain existing public access to WCWA.
3. Projects that may create new wildlife habitats at WCWA.
4. Projects that may create new non-motorized public access to WCWA.
5. Other projects

AC’s Priorities are NOT

1. Projects with full or partial scope outside WCWA.
2. Funding heavy equipment purchases.
3. Multi-year funding commitments.

APPENDIX A: Current WCWA AC Rules of Order (October 2018)

WOOD COUNTY STATE WILDLIFE AREA ADVISORY COMMITTEE

RULES OF ORDER

Revised October, 2018

The purpose of the Wood County State Wildlife Area Advisory Committee is to advise the Highway Infrastructure and Recreation Committee of action needed to protect the interests of the residents of Wood County and residents of the State of Wisconsin in the management of the Wood County State Wildlife Area.

1. The Wood County State Wildlife Area Advisory Committee (the Committee) shall be made up of nine residents of Wood County. Department of Natural Resources employees or County Board members are not eligible to serve on the Committee.
2. The secretary will confirm they have a quorum (this must appear on the agenda) of at least five (5) members prior to each meeting. Five (5) members is the minimum number that must be present at a properly called meeting to conduct business.
3. Members of the Committee will serve staggered 3-year terms. Each three year term will expire on June 30th.
4. The function of the Committee will be advisory only and is responsible for reporting to the Highway Infrastructure and Recreation Committee.
5. Applications and resumes for appointment to the Committee are to be filed with the County Forest Administrator who will submit them to The Highway Infrastructure and Recreation Committee for their review.
6. The Highway Infrastructure and Recreation Committee will recommend three candidates to the County Board Chair for appointment to the Wood County State Wildlife Area Advisory Committee. The County Board Chair will make the appointments.
7. The Committee will follow the rules as contained in “Robert’s Rules of Order”. Any deviation from “Robert’s Rules of Order” will be by majority vote and only for specific issues.
8. An election will be held at the first meeting of the Committee, after the annual appointment of the new members. The members of the Committee will elect a chair, vice chair, and secretary.
9. Members of the Committee will not receive per diem or reimbursement from the County for mileage driven.

10. The Committee Chair will call all meetings, draft the agendas, and preside over the meetings of the Committee. The agendas will be forwarded to the secretary of the Committee.

11. The secretary of the Committee will submit the meeting agendas to the Forest Administrator's office by the Wednesday of the week before the meeting is to be held.

12. The secretary of the Committee will take all minutes, including all motions, seconds, and supporting information. The minutes of the meeting will be submitted to the County Forest Administrator within ten (10) days of the meeting, to be put on the agenda of, and for the consideration of The Highway Infrastructure and Recreation Committee who will take all official action. The secretary shall send a copy of the minutes to each Committee member.

13. The vice chairperson will chair the meeting in the absence of the chairperson.

14. Any Committee member, with two or more unexcused absences occurring in one year, may be removed from the Committee by majority vote of the Highway Infrastructure and Recreation Committee.

15. The Committee will consider and make recommendations on issues, which are brought properly before them, and will report these recommendations to the Highway Infrastructure and Recreation Committee.

16. All rules pertaining to County Committees apply to this Committee, unless stated otherwise.

APPENDIX B: Prior WCWA AC Rules of Order (~July 1992)

WOOD COUNTY STATE WILDLIFE AREA ADVISORY COMMITTEE

RULES OF ORDER

The purpose of the Wood County State Wildlife Area Advisory Committee is to advise the Park and Forestry Committee of action needed to protect the interests of the residents of Wood County and residents of the State of Wisconsin in the management of the Wood County State Wildlife Area.

1. The Wood County State Wildlife Area Advisory Committee (the Committee) shall be made up of 9 residents of Wood County, with at least 1 but not more than 3 of its members being Wood County Conservation Congress Delegates. No Department of Natural Resources employees or County Board members may be eligible to serve on the Committee.
2. Members of the Committee will serve 3 year terms, staggered, so that 3 terms will expire each year on June 30th. Committee members may serve only 3 consecutive terms (effective July 1, 1992) without sitting out one year.
3. The function of the Committee will be advisory only and is responsible for reporting to the Park and Forestry Committee.
4. Applications and resumes for appointment to the Committee are to be filed with the County Forest Administrator who will submit them to the Park and Forestry Committee for their review. The Park and Forestry Committee each year will recommend three candidates, for appointment to the Committee, to the County Board Chairperson. The County Board Chairperson will make the appointments.
5. The Committee will follow the rules of parliamentary practice as contained in Robert's Rules of Order. Any deviation from Rules of Order will be by majority vote and only for specific issues.
6. An election will be held at the first meeting of the Committee, after the annual appointment of the new members. A chairperson, vice chairperson and secretary will be elected by the members of the committee.
7. Members of the Committee will not receive per diem or reimbursement from the County, for mileage driven.
8. The Committee Chairperson will call all meetings, draft the agendas, and preside over the meetings of the Committee. The Agendas will be forwarded to the secretary of the Committee.

9. The secretary of the committee will submit the meeting agendas to the Forest Administrator's office by the Wednesday of the week before the meeting is to be held.

The secretary of the Committee will take all minutes, including all motions, seconds and supporting information. The minutes of the meeting will be submitted to the County Forest Administrator within ten (10) days of the meeting, to be put on the agenda of, and for the consideration of, the Park and Forestry Committee who will take all official action. The secretary shall send a copy of the minutes to each Committee member.

10. The vice chairperson will chair the meeting in the absence of the chairperson.

11. Any committee member, with two or more unexcused absences occurring in one year, may be removed from the Committee by majority vote of the Park and Forestry Committee.

12. Five (5) members of the Committee constitutes a quorum.

13. The Committee will consider and make recommendations on issues which are brought properly before them, and will report these recommendations to the Park and Forestry Committee.

14. All rules pertaining to County Committees apply to this committee, unless otherwise provided for above.