

**FOREST ADMINISTRATOR'S REPORT
JANUARY 14, 2026**

Langlade County Board: Forestry & Recreation Committee

DATE: January 14, 2026

TIME: 5:30 p.m.

PLACE: Highway Department- Conference Room

- 1. Call the meeting to order**
- 2. Please silence all cell phones**
- 3. Conduct Roll Call**
- 4. Recite the Pledge of Allegiance**
- 5. Approve the previous meeting minutes of December 3, 2025**
- 6. Correspondence for Committee**
- 7. Partner Reports (DNR, Economic Development, Trail Partners, Snow Council, Silent Sports Council, Wildlife and Fisheries Council, others)**
- 8. Forest Administrator's Report – Written Report**
- 9. Timber Sale Contract Extensions-** Packet includes #9- Expiring Timber Sale Contract Recommendations- actions can be determined in discussion however the Forest Administrator recommends 4 separate actions based upon extension provisions.
- 10. 2026 Forestry, Parks and Recreation Department Work Plan and Forest Administrator Grant-** Packet includes #10 a.- 2026 Annual Work Plan, #10.b.- Forest Administrator Grant, #10 c.-Finance Back up for 2025 actuals, and #10.d.- Resolution for County Board. Committee action is required for the work plan and grant which must be approved by County Board by the end of January 2026 to get the grant money. Action can be determined in discussion.
- 11. Capital Improvement Project Funding –** Packet includes #11. Recommended actions for carryover, which shows 440 account carry-over recommendations. Most carryovers are required for grants and projects that are in process for 2026. Some may be considered discretionary. Action can be determined in discussion
- 12. 2026 Shooting Range ADA Improvement Project**
 - a. Draft Plan Map- Two #12.- Items are in the packet with different views of the project. The project RFP will be drafted and advertised hopefully by February 9,2026 after engineering firm provides more official plan drawings and volume estimations. Project will be planned for completion between spring break-up and June 15th. The range will need to be closed during the construction phase.
 - b. Delayed Spring Opening and Reduced annual pass- Forest administrator recommends Committee action to delay the spring opening of the shooting range until June 15th in 2026 and to change the annual shooting range pass fee to \$20 for the 2026 season due to the shortened season.
- 13. 2026 Off-Road Races**
 - a. Antigo Lions Withdrawal from Race Agreement 2025-2027- In the packet is #13.a- Lions email requesting cancellation of the 2025-2027 off road racing agreement and return of the security deposit. Committee action would be required to set terms of cancellation. Actions can be determined in discussion.
 - b. New Potential Option for 2026 Off-Road Races- Zach Zagar will be present to propose a different type of arrangement to allow for continuation of the off-road races in 2026.

14. Office Manager

- a. Position Description- Packet item #14 a. is a new job description which addresses all duties of the position, less those that were assumed by the Finance Department from the maintenance part of the position. This position descriptions retains some limited duties in assisting with fairgrounds agreements, winter storage and keys for the department and fairgrounds. Regardless of when the position may be refilled, the position description needs action by the Committee to make the changes as it is much different than the description currently on file.
 - b. Demand Impacts of not refilling- Packet item #14.b is a summary of duty shifting and program impacts that are likely if the office manager position is not refilled.
 - c. Position Requisition Form- Packet item #14 c. is the position requisition form originally filled out when the position was advertised. As per discussion with the Personnel Committee if the position is to be refilled the job description needs approval of Committee and the requisition form needs signature of the Committee Chair with action approval in the minutes. Actions can be determined in discussion.
 - d. **Jack-a-Lope Slope Sledding Hill Grand Opening County Sponsorship-** Jack Lake Silent Sports Association is planning a grand opening event on January 31st. Forest Administrator recommends Committee action for the County to sponsor the event that would provide insurance coverage for the event. Committee may also consider some donation to JLSSA for food which they will provide for the event, actions can be determined in discussion.
15. **Land Available for Purchase-** Jack Lake Parcel- Packet item #16. Provides information on a parcel that is available near Jack Lake and adjacent to County Forest. This property would be a good acquisition to protect Jack Lake and camper experience at the campground and the park, however the asking price is very high. Uncertain if the Knowles-Nelson Stewardship program will be renewed but if it is this parcel may be eligible for 50% of appraised value to be funded by that program. Actions can be determined in discussion.
16. **Wisconsin State Trails Council-** Verbal Update from the Forest Administrator
17. **Veteran's Memorial Park ADA Project-** Verbal Update from the Forest Administrator
18. **2026 Sustainable Forestry Grant Projects-** Sherry East and Norway Lake- Verbal Update from Forest Administrator
19. **At approximately 6:45 pm, consider moving into closed session pursuant to Section 19.85 (1)(f), Wisconsin Statutes, considering disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, to review disciplinary data related to the Forest Administrator position.**
20. **At approximately 7:15 pm, return to open session with possible action on any matters discussed in closed session.**
21. **Next Meeting Date**
22. **Adjourn Meeting**