

COUNTY FOREST COMPREHENSIVE LAND USE PLAN

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REV: 05/21/19

CHAPTER 200

GENERAL ADMINISTRATION

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200 GENERAL ADMINISTRATION

Objectives

1. To comply with and implement the provisions of the County Forestry Ordinance.
2. To administer and manage the County Forest in accordance with s. 28.11, Wis. Stats.
3. To cooperate with the Department of Natural Resources and other agencies and organizations in the interest of furthering the optimum management of the forest on a sustainable basis.
4. To provide adequate financial support for the program by using county designated revenues and appropriations, along with funds available from federal and state sources.
5. To maintain an adequate system of accounts, records and reports for the orderly administration of the forest and evaluation of program needs and implementation.
6. To facilitate the administration of the forest by authorizing personnel, equipment and facilities necessary to assist the Committee and the administrator in carrying out their duties.

Commented [PTT1]: These are considered statewide program objectives. Leave as is, but add objectives as appropriate to your county

Commented [EP2]: Add Iron County's objectives

205 ROLES

(Define your administrative structure)

The County and the Department have a mutual interest in administration of the County Forest. It shall be the policy of the County Board through the Forestry and Parks Committee to cooperate with county and Department personnel in carrying out the program on the county forest. The County/Department roles are further defined in the Public Forest Lands Handbook, 2460.5.

Commented [PTT3]: Insert an introductory paragraph defining your county's administrative structure (County Administrator vs. Administrative Coordinator, Committee name, other items of importance.

205.1 COUNTY BOARD OF SUPERVISORS

Powers of the Iron County Board, relative to the management of county forest lands are defined in s.28.11(3) and additional authority may include:

- Annual Budget and Work Plan
- Grants/Loans
- Land acquisitions
- Other- as pertinent to your county...

Commented [PTT4]: The first 2 bullet points are program wide. Tailor additional as appropriate.

205.1.1 Forestry Committee

The Board of Supervisors assigns the administration of the County Forest to the Forestry and Parks Committee as detailed below.

1. Preparation of an annual work plan and budget for the ensuing calendar year to be presented for the Board's approval.
2. Establishment and maintenance of the facilities necessary to conduct forest operations.
3. Negotiations for and acquisition of lands necessary to further the objectives of the county forest.
4. Review and approval of proposed recreation projects on the county forest lands.
5. Cooperation with the Department of Natural Resources on all matters pertaining to natural resource management on the county forest.
6. Participation in all other activities involved in the execution and administration of forestry operations in the county forest program.
7. Employ personnel to administer and implement the county forest program.
8. Hold committee meetings as necessary to carry out the above duties.

**Commented [PTT5]:** Edit to include formal Committee name.

**Commented [EP6]:** done

**Commented [PTT7]:** These are example Committee duties. Add or delete as appropriate.

205.1.2 Forest Administrator

1. The Forest Administrator will act as the agent of the committee and will carry out its orders, as well as execute assignments outlined in the comprehensive plan, and an annual plan, all within the framework outlined in s. 28.11, Wis. Stats.
2. The Forest Administrator will prepare an agenda for and will be present at all Forestry and Parks Committee meetings.
3. The Forest Administrator will record minutes of each meeting and distribute as appropriate, as well as maintain a permanent minutes record.
4. The Forest Administrator will serve as the Director of the Forestry Department in coordinating the programs of work of staff members and other matters as directed by the Committee.

**Commented [PTT8]:** Edit to reflect position title.

These are example Administrator duties. Add or delete as appropriate.

5. *The Forest Administrator will supervise the timber sale program, tree planting, site preparation, timber stand improvement, road and firebreak construction and maintenance, land acquisition, entry and withdrawal of county forest lands, trespass investigations, and long and short-term planning, all within the restrictions of s. 28.11 Wis. Stats.*

## 205.2 DEPARTMENT OF NATURAL RESOURCES

The role of the Department in the County Forest program is to:

1. Encourage technically sound management of the County Forest resources.
2. Protect the public rights, benefits and investments in County Forest lands.
3. Administer state compensation to the county for the public rights, benefits and privileges the county forest lands provide as required by s. 28.11-(8) Wis. Stats.
4. Provide County Forest assistance consistent with those identified per the [Public Forest Lands Handbook](#).

### 205.2.1 Division of Forestry

It is the function of this Division to:

1. Certify and make forest aid payments (variable acreage and project loans) to the county and audit county expenditures of the forestry fund account pursuant to s. 28.11(8)(b), Wis. Stats.
2. Certify and make acreage payments to towns pursuant to s. 28.11(8)(a), Wis. Stats.
3. Maintain and certify County Forest acreage by township, and audit distribution of severance share payments (s. 28.11(9) Wis. Stats.) made annually by the counties.
4. Collect severance share payments of not less than twenty percent of actual stumpage sales value on timber cut from the County Forest pursuant to s. 28.11(9)(a), Wis. Stats.
5. Administer various aids and grants pertaining, but not limited to, the County Forest program.

**Commented [PTT9]:** All of Section 205.2 referencing DNR is static language and should remain intact.

6. Assist with development and implementation of the County Forest Comprehensive Land Use Plan.
7. Interpret and administer the laws and regulations set forth by the Legislature and the Natural Resources Board.
8. Review and approve or deny applications for withdrawal and entry of lands into the County Forest Law program.
9. 3-year Audit Programmatic and Financials

#### 205.2.2 Local Office

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

##### 205.2.2.1 Forest Management

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

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

#### 205.2.2.2 Other DNR Program Functions

1. Fire Management - Maintain a system of communications, equipment, and trained personnel to prevent and suppress forest fires, assist with prescribed burns: and enforce forest fire related laws.
2. Forest Pest Control - Provide technical services for prevention, detection and suppression of forest pests in the district.
3. Wildlife Management - Conduct surveys of wildlife populations, habitat, and public use. Wildlife personnel use this information when providing technical assistance on long term ecosystem planning as well as wildlife habitat management, habitat improvement and wildlife health. Attend committee meetings as requested.
4. Fisheries Management - Maintain the quality of the fishery resource in the waters of the Forest to produce a balanced return to the angler, consistent with sound management principles.
5. Law Enforcement - Enforce state natural resource laws and regulations and assist in the enforcement of county and federal natural resource laws and ordinances.
6. Environmental Protection - Enforce and provide technical assistance in matters related to water and shore land management, pollution detection and waste disposal.
7. Endangered Resources - Provide technical expertise on rare, threatened or endangered species and natural community surveys, identification and management. Assist other DNR functions and the county in identifying local and landscape level issues.

#### 210 COOPERATION

To meet the obligation of the county to the public in accordance with s.28.11, it is in the best interest of Iron County to cooperate with public agencies, non-profit organizations, tribal nations, and others.

#### 215 FINANCIAL SUPPORT

An annual budget shall be prepared by the Committee. This budget shall contain county state, private, non-profit and federal funds needed to carry out the forestry, park and recreation program on the forest.

## 215.1 REVENUE FROM OPERATIONS

The following procedure will apply in crediting income from the forest:

**Commented [PTT10]:** Insert language on process for accounting for program revenue on your forest, including disposition of funds by program type. Add or delete sections as appropriate.

### 215.1.1 Timber Sale Revenue

*Individual Counties describe as appropriate to your county operations*

### 215.1.2 Parks and Recreation Revenue

*Individual Counties describe as appropriate to your county operations*

### 215.1.3 Other County Forest Revenue

*Individual Counties describe as appropriate to your county operations*

## 215.2 OUTSIDE SOURCES OF REVENUE

### 215.2.1 State Funds

In addition to other state funds that may subsequently become available for county use, the following state funding sources will be used where appropriate in administration of the Forest:

**Commented [PTT11]:** Statewide language. Do not edit.

1. Variable Acreage Share Loan (s. 28.11(8)(b)1., Wis. Stats.). The county may apply for variable acreage share loans in the amount of up to fifty cents per acre of regular entry County Forest land by December 31. Payment is made to the county on or before March 31st of each year and deposited in the State Forest Aid fund. Application is made by County Board Resolution.
2. Project loans (s. 28.11(8)(b)2., Wis. Stats.) are available to undertake acquisition and development projects of an "economically productive nature". Fish and game projects or recreation projects do not qualify. Application is made by County Board Resolution.



3. County Forest Administration Grant Program (s. 28.11-(5m) Wis. Stats)

Annual grants are available to fund up to 50% of the salary and fringe benefits of a professional forester in the position of county forest administrator or assistant county forest administration. Benefits may not exceed 40% of salary. Application is made by County Board resolution with payment by April 15<sup>th</sup> of each year.

4. Sustainable County Forest Grants. Annual grants made for short-term unanticipated projects that promote sustainable forestry. Details are contained in s. NR 47.75, Wisconsin Administrative Code.

5. County Fish And Game Projects s. 23.09(12), Wis. Stats.).

6. Wildlife Habitat Development Grant (s. 23.09(17m), Wis.Stats).

7. County Forest Road Aids funds are available for each designated mile of County Forest road. The certification is done on a biannual basis.

8. Knowles-Nelson Stewardship Program:

**Commented [BK112]:** Await state budget decisions.  
This section will need to be edited once state budget is adopted.  
**Commented [PTT13]:** Statewide language. Do not edit.

215.2.2 Federal funds and programs

In addition to others that may be available, the following funds and programs will be used where practical:

1. Land and Water Conservation Fund Act (LAWCON) This fund provides up to 50% matching grants for the acquisition, development and renovation of local parks.

2. Resource Conservation and Development (Technical Services).

3. Pittman-Robertson fund. This fund provides for wildlife management and habitat improvement.

4. Sport Fish Restoration (Dingell-Johnson) fund. This fund provides financing for fish management projects administered by DNR.

5. Federal Endangered Species fund. This fund provides cost sharing and grants for surveys, monitoring and management programs that conserve a threatened or endangered species. Contact the DNR Natural Heritage Conservation for information.

215.2.3 **Other Funds**

Other potential funding sources are groups such as Ducks Unlimited, Ruffed Grouse Society, Trout Unlimited, Whitetails Unlimited, National Wild Turkey Federation, local sportsman's clubs, service organizations, etc.

The Committee will consider donations, endowments and other gifts, whether real estate, equipment or cash. The county corporation counsel may be consulted to ascertain whether such gifts benefit the county.

**Commented [PTT14]:** Described any other external revenue sources here.

215.3 **COUNTY EXPENDITURES**

All purchases and expenditures shall comply with County purchasing policy, and state statutes.

**Commented [PTT15]:** Reference your County procurement policy document if applicable..

**220 COUNTY RECORDS**

The County Forest administrator will keep concise and orderly records and accounts of all revenue received, expenditures incurred and accomplishments resulting from the operations of the forestry department. A job description, time and expense report, and training record will be kept on each employee.

220.1 **ACCOUNTS**

220.1.1 State Aid Forestry Account

Variable acreage share loans (s. 28.11(8)(b)1., Wis. Stats.), project loan funds (s. 28.11(8)(b)(2.)Wis. Stats.), and sustainable forestry grants (s. 28.11(5r), Wis. Stats., and s. NR 47.75, Wis. Adm. Code) that are distributed by the DNR are deposited in this account. Expenditures of variable acreage share funds from this account are restricted to the purchase, development, preservation and maintenance of the county forest. Expenditure of project loan funds are governed by the conditions of project approval. Sustainable Forestry grants from this account must be spent specific to the approved project. Revenue received from the sale of equipment purchased with State Aid Account money must be redeposited in the State Aid Account.

**Commented [PTT16]:** Provide information on your budget account structure as appropriate. State Aid Forestry Account is listed as an example.

220.1.2 Other County Forest Accounts

**Commented [PTT17]:** Add language based on account framework, to include accounts such as parks, road aids, land acquisition, etc.

220.1.3 Account Numbers

**Commented [PTT18]:** Insert Account types and numbers as appropriate.

*Note: Counties should list the account numbers specific to their budget breakdown.*

<u>County Parks and Recreation:</u>	<i>Expenditures</i>	<i>Revenue</i>
<i>Name of Account</i>		
<i>County Parks</i>	#____	#____
<i>County Shelter Rental</i>	#____	#____
<i>Camping Revenue</i>	#____	#____

<u>Land, Forest &amp; Parks outlay</u>	<i>Expenditures</i>	<i>Revenue</i>
<i>Snowmobile Trail Fund</i>	#____	#____
<i>County Forestry</i>	#____	#____
<i>Wood Permits</i>	#____	#____

<u>State Forest Aid Funds</u>	<i>Expenditures</i>	<i>Revenue</i>
<i>State Aid Forestry Fund</i>	#____	#____
<i>State Aid Conservation</i>	#____	#____
<i>Wildlife Habitat Management</i>	#____	#____
<i>Forest Road Fund</i>	#____	#____
<i>Timber Deposits in Suspense</i>	#____	#____

220.2 TIMBER SALES

220.2.1 Active Files

**Commented [PTT19]:** Minimum requirements for determined by DNR. Do not edit.

Active timber sale files (hardcopy or e-copy), at a minimum, should contain or reference the following items:

1. Timber sale cutting notice and report (Form 2460-1)
2. Timber sale narrative (Form 2460-1A)

3. Contract and all addendums
4. Timber sale map
5. Ledger account of scale
6. Timber sale inspection journal / notes
7. Pertinent correspondence
8. Liability insurance
9. FISTA training
10. Financial assurance (performance bonds, ILC, etc...)
11. Field scale sheets
12. Lock box tickets (if applicable)

**220.2.2 Closed Files**

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

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

**Commented [PTT20]:** Do not edit.

**225 PERSONNEL**

The Forest Administrator shall have authorization to organize the workload of the Forestry and Parks Department employees and contractors. Personnel of the Forestry and Parks Department will be governed by the work policies as set forth by the county, and their respective work policies.

**Commented [PTT21]:** Edit to reflect department head title and department name.

**225.1 COUNTY FOREST STAFF**

The following positions are essential for the operation of the Forest:

- Forest Administrator
- Office Manager / Trails Coordinator
- Three (3) Foresters

**Commented [PTT22]:** List as appropriate.  
*Forest administrator, parks administrator, assistant county forester, deputy forests and parks administrator, two field foresters, scaler, forestry foreman, two parks foremen, three equipment operators, one forestry laborer, the custodian, nine part-time caretakers and one part-time clerk typist. Other labor is hired on a part-time basis or for training positions as needed.*

**Commented [EP23]:** done

- Equipment Operator / Mechanic
- Two (2) Recreation Forest Technicians
- Five (5) Part-time Caretakers
- Other labor is hired on a part-time basis as needed.

225.2 **HIRING PERSONNEL**

*Describe your County policy.*

**Commented [PTT24]:** Insert County hiring policy or reference policy document

225.3 **OTHER SOURCES OF LABOR**

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

225.5 **TRAINING**

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

230 **EQUIPMENT**

All equipment and supplies will be coordinated by the Forest Administrator. The Forest Administrator will be responsible for locating equipment, considering the most economical alternatives of buying, borrowing, renting or constructing. The Forest Administrator will also be responsible for maintaining an inventory, to be updated annually, of equipment under his/her jurisdiction. Any forestry department employee may purchase equipment and supplies when he / she has prior approval from the Forest Administrator. Equipment shall be purchased by competitive bidding as per county policy.

**Commented [PTT25]:** Consider itemized list of equipment considered necessary for operations.

**Necessary Equipment includes:**

- Office equipment including computers and related software
- Vehicles

**Commented [EP26]:** Add or delete as needed.

- ATV's, UTV's, and Snowmobiles
- GPS and handheld computers or dataloggers
- Forestry field equipment (marking guns, snowshoes, etc.)
- Heavy Equipment including dump trucks, end loader, excavator, dozer, road grader, and backhoe
- Snow grooming equipment including tractor, drag, and roller
- Miscellaneous hand tools and maintenance and repair tools and equipment

230.1 **FACILITIES**

Maintenance of the facilities is assigned to the Forest Administrator and includes the following:

*List and describe as appropriate*

*Examples*

1. *Office space - Provided in the \_\_\_\_\_ County Courthouse.*
2. *Forestry shop building - located \_\_\_\_\_ on County Highway " \_ ". A cold storage garage and adjacent building is used to store vehicles and equipment used in operation of the forest and parks program. The garage is also used for construction, maintenance and repair of County Forest equipment and facilities.*
3. *\_\_\_ Park - Located in the Town of \_\_\_\_\_, includes change rooms, toilets, table and grills.*
4. *Waysides and Day Use Areas, such as \_\_\_ and scattered waysides, some of which have picnic tables and toilets.*

**Commented [PTT27]:** List county facilities and locations to include office, shop, parks, day use, etc.