

COUNTY FOREST COMPREHENSIVE LAND USE PLAN

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2/16/2021

CHAPTER 200

**GENERAL ADMINISTRATION**

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## **200 GENERAL ADMINISTRATION**

### Objectives

1. To comply with and implement the provisions of Chapter 19 of the Florence 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, 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, reports for the orderly administration of the forest, 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.

## **205 ROLES**

The Florence County Forestry and Parks Department reports to the Forestry and Parks Committee of the Florence County Board of Supervisors. The Forestry and Parks Committee is a 5-person committee. The Florence County Board has 12 seats.

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 Florence County Forest. The County/Department roles are further defined in the Public Forest Lands Handbook, 2460.5.

### **205.1 COUNTY BOARD OF SUPERVISORS**

Powers of the Florence 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
- Approve bids for project work and equipment purchases and other non-timber sale bids

#### 205.1.1 Forestry Committee

The Florence County 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 land acquisition of lands necessary to further the objectives of the county forest.
4. Review and approval of all 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.
9. Approve/Reject timber sale bids.
10. Approve all monthly bills and monthly financial statements.

#### 205.1.2 Forestry and Parks Administrator

1. The Forest Administrator will act as the agent of the committee and will carry out its orders, execute assignments outlined in the comprehensive plan and an annual work 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

most Forestry and Parks Committee meetings. In the event the Forest Administrator cannot be present at the committee meeting the Assistant Forest Administrator will be present or other designee of the committees choosing.

3. The Forest Administrator will record minutes of each meeting and distribute as appropriate, as well as, maintain a permanent minute's record.
4. The Forest Administrator will serve as the Administrator of the Forestry Department in coordinating the programs of work of staff members and other matters as directed by the Committee.
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/short-term planning, all within the restrictions of s. 28.11 Wis. Stats.
6. Participates in statewide and national forestry, parks, and recreation issues. Maintains membership with the Wisconsin County Forest Association.
7. Participates as a member of the Operations Team for the Spread Eagle Barrens State Natural Area, and as a member of the Wild Rivers Advisory Committee for the Pine/Popple Wild Rivers.
8. Conducts all tax delinquent lands sales and any work related to easements and mining leases.

## 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.
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. Approve annual work plan
10. Audit Programmatic and Financials of timber sale program

### 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 Forestry and Parks Administrator in the preparation of the annual budget, annual work plan, and the County Forest Comprehensive Land Use Plan.
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, as well as, 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, 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 Florence County to cooperate with public agencies, non-profit organizations, tribal nations, and others.

## **215 FINANCIAL SUPPORT**

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

### **215.1 REVENUE FROM OPERATIONS**

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

#### **215.1.1 Timber Sale Revenue**

Timber Sale revenue is generated from sales sold on the Florence County Forest. Invoices are generated for 2 different timber sale types. Lump Sum Timber Sales and Scale Sales (field scaled, mill ticket, or combination). Income is received at the Forestry Office and accounted for. Funds are then transferred to the County Treasure for receipting and deposit in the County General Fund. Timber Sale revenue is deposited into 3 different accounts.

#24260	20% state payment (if there is outstanding loan balance)
#24465	10% Town payment
#46734	90% Timber Sale Revenue (70% if there is outstanding loan balance)



#46735 Misc. forestry revenues

#### 215.1.2 Parks and Recreation Revenue

Parks, campgrounds, boat landing, and other recreational funds are collected and deposited into accounts for each program. The following are the accounts for the recreational programs.

#43575	State Aid- Ski Lodge
#43572	Snowmobile trail
#43579	ATV trails
#43580	State Parks
#46731	Ski Hill Revenue
#46732	County Park/Campground Revenue
#46739	Boat Launch Revenues
#48205	Ski Lodge Rental

#### 215.1.3 Other County Forest Revenue

There are several other revenue accounts used for the Florence County Forestry and Parks department. The following are the rest of the revenue accounts.

#43272	USFS Projects
#43418	DOT Rent
#43581	State Aid Forestry (Kincaid payments)
#43583	Administrator Grants
#43584	Wildlife habitat
#43586	Forest Roads
#46736	Resource Center Revenues/reimbursements
#46738	Misc wildlife revenues (Rifle Range Donation box)
#48300	Land Sales

### 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:

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: Grant available to assist Counties in purchasing additional lands to add to the County Forest land base, usually funded at 50% of the purchase price.

#### 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, Whittails Unlimited, National Wild Turkey Federation, local sportsman's clubs, service organizations, etc. As needs arise these organizations can be contacted to help work or donate to projects that will benefit their associated wildlife.

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.

#### 215.3 COUNTY EXPENDITURES

All purchases and expenditures shall comply with County purchasing policy found on Article XX of the Florence County Administrative Policy Manual, and state statutes.

#### **220 COUNTY RECORDS**

The Florence 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. All personnel files are maintained by the Florence County Clerk's office.

## 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.

### 220.1.2 Other County Forest Accounts

The Florence County Forestry and Parks Department has multiple accounts with several line item accounts within each account. These line-item accounts help to differentiate certain costs such as; utilities, payroll, insurance costs, fuel... The breakdown for each account is adjusted yearly to keep the budget as close to actual costs as possible. There are several accounts managed by the Forestry and Parks Department that are not associated with the County Forest. These include ATV trails, Snowmobile trails, USFS Projects, County Lands Sales, and the Wild Rivers Interpretive Center.

### 220.1.3 Account Numbers

Below are the account numbers for the Florence County Forestry and Parks Department. At times other accounts maybe used for specific projects.

<u>County Parks and Recreation:</u>	<i>Expenditures</i>
<i>Name of Account</i>	
<i>Land Sales</i>	<i>#51910</i>

<i>County Parks</i>	#55200
<i>Promotion</i>	#55300
<i>Ski Hill</i>	#55440
<i>Snowmobile trails</i>	#55445
<i>ATV Trails</i>	#55447
<i>Forestry</i>	#56120
<i>USFS Projects</i>	#56121
<i>Forest Roads</i>	#56122
<i>Wildlife</i>	#56126
<i>Interpretive Center</i>	#57120
<i>Resource Center</i>	#57130

## 220.2 TIMBER SALES

### 220.2.1 Active Files

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

## **225 PERSONNEL**

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

### **225.1 COUNTY FOREST STAFF**

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

Forestry and Parks Administrator

Forestry and Parks Assistant Administrator

Business Manager

Recreation Coordinator/ Equipment Operator

Parks and Ski Hill Manager

Parks and Ski Hill Assistant

2 or more seasonal workers

### **225.2 HIRING PERSONNEL**

The Florence County Administrative Policy Manual Articles III through Article VII outline the process for hiring personnel.

### **225.3 OTHER SOURCES OF LABOR**

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

#### 225.4 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 Florence 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 Forestry and Parks Administrator. The Forestry and Parks Administrator will be responsible for locating equipment, considering the most economical alternatives of buying, borrowing, renting or constructing. The Forestry and Parks Administrator will also be responsible for maintaining an inventory, to be updated annually, of equipment under his/her jurisdiction. Any forestry and parks department employee may purchase equipment and supplies when he / she has prior approval from the Forestry and Parks Administrator. All purchases will follow Florence County procurement policies. The Forestry and Parks Department utilizes a multitude of small tools and equipment for maintenance of the County Parks System. This includes several lawnmowers, weed eaters, leaf blowers, chainsaws, and other small tools. Current large equipment needed for the general maintenance of the Florence County Forest is:

- 5- ½ ton pickup trucks
- 1 -3/4 ton pickup truck
- 1 -1 ton dump truck
- 5 landscaping trailers
- 1 7 ton equipment trailer
- 1 Agricultural tractor with loader and implements
- 1 loader backhoe
- 1 skidsteer with attachments

#### 230.1 FACILITIES

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

1. Office space - Provided in the Florence Natural Resource Center.
2. Forestry shop building - located at the Florence Natural Resource Center. 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. Keyes Lake Park - Located in the Town of Commonwealth, includes boat landing, pavilion, beach area, toilets, table, and grills.
4. Lake Emily Lake Park and Campground - Located in the Town of Commonwealth, includes campground with 18 sites, boat landing, pavilion, beach area, toilets, table and grills.
5. West Bass Lake Park and Campground - Located in the Town of Homestead, includes campground with 28 sites, boat landing, pavilion, beach area, toilets, table and grills.
6. Fisher Lake Park - Located in the Town of Florence, includes boat landing, little league baseball field, ATV park, beach area, toilets, table and grills
7. Vagabond Park – Located in the Town of Florence, includes boat landing, beach area, tables and grills.
8. Keyes Peak Recreation area – Located in the Town of Commonwealth, includes a Log Ski Lodge, 5 stall cold storage garage, cold storage pole building, 3 rope tow lines, disc golf course, walk way and steps to the top of the ski hill.
9. 11 Boat landings some of which include bathrooms and picnic tables.
10. 5 carry-in access sites
11. Wayside located in the Town of Fence on State Highway 101 on the Popple River
12. 2 Cross Country Ski Trails, one located on Highway D in the Town of Fern and the other on LaSalle Falls Road in the Town of Homestead
13. 2 Equestrian Trail heads with Potable Water and Bathroom both located in the Town of Homestead.
14. Nicolet State Trail Head – Located in the Town of Tipler, includes a pavilion



and bathrooms

15. Hall's Creek Dam – this is a wildlife flowage approximately 120 acres, includes the water control structure and overflow area.
16. Homestead/Aurora Conservation Pond – Wildlife flowage approximately 10 acres.