

POLK COUNTY
COUNTY FOREST COMPREHENSIVE LAND USE PLAN
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POLK COUNTY FOREST COMPREHENSIVE LAND USE PLAN

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 an infinitely 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 to provide the basis of 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 County and the Department of Natural Resources have a mutual interest in the administration of the County Forest. It shall be the policy of the County Board through the Property, Forestry and Recreational Committee to cooperate to the fullest extent with county and state personnel in carrying out the program on the county forest and to perpetuate the State/County partnership through the administration of the county forest. The County/State roles are further defined in the Public Forest Lands handbook, 2460.5.

205.1 COUNTY BOARD OF SUPERVISORS

The Polk County Forestry Ordinance adopted May 6, 1936, prescribes rules and regulations for the administration of county powers and duties as provided in Chapter 26, 27, 28, 29 and 59 of the Wisconsin Statutes, under which the Polk County Board of Supervisors is granted specific powers relative to the establishment, development, management and protection of the county forest to provide sustained yield of forest products for commercial use and the

associated benefits of soil and water conservation, scenic and recreational values, and fish and wildlife resources; all in cooperation with the Wisconsin Department of Natural Resources.

205.1.1 Forestry Committee

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

1. Preparation of an annual work plan and budget for the ensuing calendar year to be presented for the Committee'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 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.

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 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 Property, Forestry and Recreational Committee meetings. The minutes from these meetings will be maintained as a permanent record with the County Clerk.
3. 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.

4. 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 of Natural Resources 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 (a), (b), Wis. Stats.
- (4) Provide County Forest assistance consistent with those identified in Chapter 200 of the Public Forest Lands handbook and as referenced in Chapter 900 of this plan.

205.2.1 Central Office - Madison

It is the function of this office 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)(2d) 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.

205.2.2 Local Office

Field representatives of the Department of Natural Resources 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 of Natural Resources 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:

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 the 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.
7. Assist in County Forest timber theft and larceny investigations.
8. Participate in resource planning affecting the County Forest including, but not limited to preparation of maps from aerial photos and completion and maintenance of compartment reconnaissance.
9. Coordinate with the Forest administrator all DNR activities that occur on or affect the county forest to promote integrated management. Organize and prepare minutes of annual partnership meeting as required in Chapter 210-65,

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 related laws.
2. Forest Pest Control - Provide technical services for prevention, detection and suppression of forest pests in the region.
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 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

The policy in dealing with other public agencies, non-profit organizations, private individuals and public utilities is to meet the obligations of the county to the public in accordance with s. 28.11 Wis. Stats., while maintaining the best interests of Polk County. Unless otherwise delegated to the forest administrator, all considerations for special cooperation will be brought before the Committee.

210.1 PUBLIC AGENCIES

The county will cooperate with public agencies, such as the University of Wisconsin Extension, Soil Conservation Service, Land Conservation Committee and others, to provide consultation services within their respective fields. In turn, the Committee will cooperate with agencies and municipalities in the best interests of the public.

210.1.1 Research Agencies

The Committee may enter into agreements with the North Central Forest Experiment Station of the United States Department of Agriculture, the University of Wisconsin and other research agencies for the purpose of conducting forest research. This may involve the use of county forestlands, labor, materials and equipment.

210.1.2 State Historical Society

The county will collaborate with the State Historical Society on projects bearing historical significance and will comply with 44.30 Wis.Stats. DNR Manual Code 1810.1 exempts many projects from historical / cultural review however, forest certification standards require a review on all land disturbing projects. The DNR liaison will check the historic properties map set on the DNR intranet (http://intranet.dnr.state.wi.us/int/land/facilities/facilities_management/arch/) for all timber sales and other potentially ground disturbing projects. A contact should be made with the DNR's Cultural Resource specialist if a cultural or archeological site is identified on the map set. Information on the presence or absence of archeological / cultural resources will be included in the timber sale narratives.

210.2 NON-PROFIT ORGANIZATIONS

Cooperation with non-profit organizations will be considered on an individual project basis. Local organizations and those involved with education will have priority.

210.3 PRIVATE INDIVIDUALS OR INDUSTRY

Unless specifically provided for in the County Forest Comprehensive Plan, any business proposals or requests by private individuals or industry concerning the County Forest will be brought before the Committee.

210.4 TRIBAL NATIONS

The County will collaborate with Tribal representatives on projects that could potentially impact Native American archeological or cultural resources. Native American tribes are encouraged to contribute to the comprehensive Forest planning process. Gathering rights for Tribal members on County Forest land is provided and detailed in Chapter 525 of this Plan.

215 FINANCIAL SUPPORT

The Committee shall prepare an annual budget. 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:

215.1.1 Timber Sale Revenue

All revenue received from the sale of timber stumpage or cut forest products shall be deposited in the Polk County general fund. All severance taxes incurred as result of such sales shall be segregated into a separate account from timber sales income and paid as required by statute.

215.1.2 Parks and Recreation Revenue

All revenue including, but not limited to, camping fees, rental fees, day use and trail use fees shall be deposited in the general fund.

215.1.3 County Forest Land Acquisition Fund

This is a non-lapsing fund for the purpose of financing land acquisition for the County Forest. This fund consists of the net proceeds from the sale of land withdrawn from the County Forest.

215.1.4 Other County Forest Revenue

All revenue collected from fees and use permits, sale of building materials, sale of surplus materials and equipment, fire or other damage collections, or other revenue received by the committee shall be deposited in the Polk County general fund.

215.2 OUTSIDE SOURCES OF REVENUE

State, Federal and other funds will be sought and utilized by the Committee to extend local funds as much as possible. After feasibility is determined, the Committee will prepare the necessary resolutions for County Board approval and will develop the necessary applications.

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 from zero 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 Administrator Grant Program (s. 28.11(5)(5m) Wis. Stats). Annual grants are available to fund up to 50% of the salary and benefits of a professional forester in the position of county forest administrator or assistant county forest administrator. Benefits may not exceed 40% of salary. Application is made by County Board resolution with payment by April 15th of each year.
4. Sustainable County Forest Grants. Annual grants made for short-term projects that promote sustainable forestry. Details are contained in NR47.75 of Wisconsin Administrative Code.
5. County Conservation Aids (S.23.09(12)Wis. Stats.). These funds are a 50% cost sharing aid and are to be used for projects that improve fish and wildlife resources of Polk County. See DNR Manual Code No. 8718 for detail.
6. Wildlife Habitat Development Grant (s. 23.09 (17m)Wis.Stats). This grant, funded through the forestry mil tax, provides five cents per acre per year for

wildlife habitat management. Advance funds shall be deposited in the County Wildlife Management fund account. Projects must be consistent with the scope of this plan. See Public Forest Lands handbook 2460.5, Chapter 220 or Wildlife Management Operations handbook, Chapter 20 for complete details.

7. Snowmobile Aids(s. 23.09 (26)(25)Wis. Stats.) These are grants for approved snowmobile projects, not restricted to county forestlands. See DNR Manual Code No. 8719.51 and Snowmobile Aids Program Guide publication for details; also Chapter NR 50 of Wisconsin Administrative Code.
8. Motorcycle Outdoor Recreation Program (MORP) per s. 23.09 (25). Consult DNR publication guidelines for Motorcycle Recreation Program and Chapter NR 65 of Wisconsin Administrative Codes for details.
9. All-Terrain Vehicle (ATV) Aids Program. Provides grants for the maintenance, acquisition, development and rehabilitation of trails and intensive use areas. See Chapter NR 64 of the Wisconsin Administrative Code for details.
10. Acquisition and Development of Local Parks. Provides up to 50% matching grants for acquisition, development and renovation of local parks, trails and recreation areas.
11. County Forest Road Aids funds are available for each designated mile of County Forest road. The certification is done on a biannual basis.

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. Small Business Administration (SBA) Tree Planting Grant Program. The SBA

Grant provides 50% cost-sharing for approved tree planting projects. This is administered by the DNR.

6. National Recreational Trails Act (NRTA). This legislation provides grants to develop, maintain, renovate and acquire trails for motorized, non-motorized, or combined use.
7. 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 Bureau of Endangered Resources for information.
8. Other State, federal and local grants periodically come available. Consult the Directory of State and Federal Financial Assistance Programs available from DNR Community Services specialist or visit the website www.dnr.state.wi.us/org/caer/cfa for an up-to-date list.

215.2.3 Other Funds

Other potential funding sources are groups such as Ducks Unlimited, Ruffed Grouse Society, Trout Unlimited, Whitetails Unlimited, local sportsman's clubs, service organizations, garden clubs, youth groups, 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.

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 operation of the forestry department. A job description, time and expense report, and training record will be kept on each employee.

220.1 ACCOUNTS

All accounts and bookkeeping procedures will be handled by the Forest administrator and secretarial assistants or as otherwise directed by the Committee.

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 (NR47.75 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.

220.1.3 Account Numbers

Revenue

<u>Account</u>	<u>Obj</u>	<u>Pro</u>	<u>Yr</u>	<u>Fund</u>	<u>Dept</u>	<u>Description</u>
43581	000	000	00	241	28	STATE AID FORESTRY
43582	000	000	00	101	28	STATE AID ADMINISTRATOR
43584	000	000	00	101	28	STATE AID CO. FOREST ROADS
43592	000	000	00	101	28	STATE AID WILDLIFE HABITAT
46810	000	000	00	101	28	NON-SEVERENCE CO. FOREST LAND
46811	000	000	00	101	28	COUNTY FOREST REVENUE

Expense

56110	219	000	00	101	28	OTHER PROFESSIONAL SEVICES
56110	225	000	00	101	28	TELEPHONE
56110	311	000	00	101	28	POSTAGE AND BOX RENT
56110	312	000	00	101	28	OFFICE PAPER AND FORMS
56110	313	000	00	101	28	COPIES
56110	314	000	00	101	28	SMALL ITEMS OF EQUIPMENT
56110	316	000	00	101	28	BULLETINS / PUBLICATIONS
56110	324	000	00	101	28	MEMBERSHIP DUES
56110	325	000	00	101	28	REGISTRAION FEES
56110	326	000	00	101	28	ADVERTISING

56110	332 000 00	101	28	MILEAGE EMP AUTO ALLOWANCE
56110	335 000 00	101	28	MEALS
56110	336 000 00	101	28	LODGING
56110	349 000 00	101	28	OTHER SUPPLIES – PAINT, ETC
56110	396 000 00	101	28	TREES (REFORESTATION)
56110	834 000 00	101	28	COMPUTER REPAIR/REPLACE

State aid forestry

56111	245 000 00	241	28	GROUNDS AND IMPROVEMENT
56111	396 000 00	241	28	TREES
56111	821 000 00	241	28	LAND

State aid maintenance of forest roads N/L

56114	245 000 00	101	28	GROUNDS AND IMPROVEMENT
56114	998 000 00	101	28	REVENUE APPROP.
56114	999 000 00	101	28	MAIN. FOR. ROADS CARRY OVER BAL

State aid wildlife Habitat N/L

56115	000 000 00	101	28	WILDLIFE HABITAT
56115	998 000 00	101	28	REVENUE APPROP
56115	999 000 00	101	28	WILDLIFE HABITAT-CARRY O/BAL

220.2 220.2 TIMBER SALES

220.2.1 Active Files

Active timber sale files shall contain 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

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

225 PERSONNEL

Under direction of the Committee, the Forest administrator shall have authorization to organize the workload of the forestry department employees and arrange for additional services from the county social services department. Personnel of the forestry department will be governed by the work policies as set forth by the county, their respective work policies, and collective bargaining agreements.

225.1 COUNTY FOREST STAFF

There is a full time County Forest Administrator on staff. The Forest Administrator is also the Parks Assistant. There are no other full time employees within the forestry department. The forestry department works closely with the Parks Department conducting forestry and parks work. Other labor is hired on a limited term basis as needed.

225.2 HIRING PERSONNEL

All hiring of permanent personnel will be approved by the Committee, having been accounted for in the annual work plan and budget. The actual hiring of permanent personnel will be by recommendation of the Committee with approval of the Personnel Committee. Seasonal help and short-term labor for special projects will be recruited and hired by the Forest administrator.

225.3 OTHER SOURCES OF LABOR

Federal and state manpower programs such as Economic Opportunity Act Programs, Community Work Experience and Wisconsin Conservation Corps (WCC) may be utilized on a project basis. The forest administrator will recommend programs that can be utilized on the forest to the committee for their approval.

225.4 SPECIALIZED PERSONNEL

Projects requiring expenditures for specialized skills and/or operation of specialized equipment are handled on a contract basis by the Committee if such skills and equipment are not available from the county.

225.5 TRAINING

The Forest 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 Polk County Forest. A training record will be retained for each employee identifying the course name, content and date of attendance.

230 EQUIPMENT

The Forest administrator will coordinate all equipment and supplies. 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 or the department foreman. All county-purchasing policies shall be followed.

230.1 FACILITIES

The administrator is responsible to see that all property of and on the county forest is properly maintained. At this time actual maintenance of the ATV Trail, ATV parking lot, Snowmobile trails and the Apple River Park is supervised by the Polk County Parks Department. Office space is provided for the administrator in the Polk County Government Center.

235 FOREST CERTIFICATION GROUP ADMINISTRATION

As the certification group manager, the Department of Natural Resources will be responsible for overall administration of the certification effort in both the Sustainable Forestry Initiative (SFI) and Forest Stewardship Council (FSC) certification groups. The DNR County Forest Specialist will work in close cooperation with the Wisconsin County Forests Association in coordinating this

effort. The group manager's responsibilities will include:

- Record keeping for both the SFI and FSC groups
- Coordinating communication with the certification auditing firms
- Reporting and payment fees
- Processing new entries and departures from the groups
- Internal compliance monitoring
- Dispute resolution

Detail on the certification group administration is maintained in the Public Forest Lands Handbook.