

COUNTY FOREST COMPREHENSIVE LAND USE PLAN

TABLE OF CONTENTS

REV: 07/24/2020

CHAPTER 200

GENERAL ADMINISTRATION

<u>Section</u>	<u>Subject</u>	<u>Page</u>
200	GENERAL ADMINISTRATION	3
205	ROLES	3
205.1	COUNTY BOARD OF SUPERVISORS	3
205.1.1	Environmental Services Committee	4
205.1.2	Forest Administrator	4
205.2	DEPARTMENT OF NATURAL RESOURCES	5
205.2.1	Division of Forestry	5
205.2.2	Local DNR Office	6
205.2.2.1	Forest Management.....	6
205.2.2.2	Other DNR Functions	7
210	COOPERATION	8
215	FINANCIAL SUPPORT	8
215.1	REVENUE FROM OPERATIONS.....	8
215.1.1	Timber Sale Revenue.....	8
215.1.2	Parks and Recreation Revenue.....	8
215.1.3	Other County Forest Revenue.....	9
215.2	OUTSIDE SOURCES OF REVENUE.....	9
215.2.1	State Funds.....	10
215.2.2	Federal Funds and Programs.....	10
215.2.3	Other Funds.....	11
215.3	County Expenditures.....	11
220	COUNTY RECORDS	12
220.1	ACCOUNTS	12
220.1.1	State Aid Forestry Account.....	12
220.1.2	Account Numbers	12
220.2	TIMBER SALES	14
220.2.1	Active Timber Sale Files	14
220.2.2	Closed Timber Sale Files	15
225	PERSONNEL	15
225.1	COUNTY FOREST STAFF	15
225.2	HIRING PERSONNEL.....	16
225.3	OTHER SOURCES OF LABOR.....	16

	225.4 TRAINING.....	16
230	EQUIPMENT	16
	230.1 FACILITIES.....	16

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 Forest Administrator in carrying out their duties.

205 ROLES

Polk County has an administrative form of government with a county administrator.

Polk County and the Department of Natural Resources have a mutual interest in administration of the Polk County Forest. It shall be the policy of the Polk County Board through the Environmental Services Committee to cooperate with the Polk County Forestry Department and the Wisconsin Department of Natural Resource personnel in carrying out the program on the county forest. The County/Department roles are further defined below as well as in the Public Forest Lands Handbook, 2460.5.

205.1 COUNTY BOARD OF SUPERVISORS

Powers of the Polk County Board, relative to the management of county forest lands are defined in [s.28.11 \(3\)](#) as well as the Polk County Forestry Ordinance adopted May 6, 1936.

Additional authority may include:

- Annual Budget and Work Plan

- Grants/Loans
- Land acquisitions
- Formulating Policy and Ordinances
- Setting Fee Schedules

205.1.1 Environmental Services Committee

The Board of Supervisors assigns the administration of the County Forest to the Environmental Services 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 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 functions associated with 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 Environmental Services 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/County Clerk will prepare forestry related agenda

items for the Environmental Services meeting and will be present at all meetings when a forestry agenda item exists.

3. The Forest Administrator/ County Clerk 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 and short term planning, all within the restrictions of s. [28.11](#) Wis. Stats.
6. The Forest Administrator will perform other duties as assigned

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. This is applicable only if the Forestry Department has a loan balance.
5. Administer various aids and grants pertaining to, 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. 3-year Audit Programmatic and Financials

205.2.2 Local DNR 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 Environmental Service 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 Environmental Services 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. 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 Polk County to cooperate with public agencies, non-profit organizations, tribal nations, and others.

215 FINANCIAL SUPPORT

An annual budget shall be prepared by the Environmental Services 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:

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 separate accounts(s) 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, day use and trail use fees shall be deposited in the general fund.

215.1.3 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.

215.1.4 County Forest Land Acquisition Fund

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

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 15th 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: Annual grants made for short-term projects such as land acquisition. For more information:
<https://dnr.wi.gov/topic/stewardship/grants/CountyForests.html>

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, donations 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.

215.3 COUNTY EXPENDITURES

All purchases and expenditures shall comply with County purchasing policy, and state statutes. County Capital expenditures are expenditures greater than \$5,000 on an individual item with an expected use for greater than one year.

The County Expenditure Policy can be found under the Polk County Department of Administration home page at: https://www.co.polk.wi.us/index.asp?SEC=0258C01F-8569-4111-A4B1-2D938706F5B8&Type=B_LIST.

General guidelines are listed below.

Procedures for purchase are outlined by dollar amounts

1. Orders greater than or equal to \$3,000 and less than \$7,500. Two informal bids must be obtained.
2. Orders greater than or equal to \$7,500 and less than \$15,000. Two formal bids must be obtained
3. Orders greater than or equal to \$15,000. A department head must request authorization from the Department of Administration to proceed with the advertisement of bids
4. Items in excess of \$25,000 leased, purchased, or contracted through this process must be submitted to the General Government Committee for their review.
5. All purchases of over \$150,000 must have a written, independent analysis of costs or price pursuant to federal requirements and include a bid guarantee equivalent to 5% of the bid price from each bidder (such as bid bond or certified check), a performance bond on the part of the contractor for 100 percent of the contract price, and a payment bond on the part of the contractor for 100 percent of the contract price.

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.

220.1.2 Other County Forest Accounts

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

*41110 000 000 00 101 28 GENERAL PROPERTY TAX

*The forestry Department collects no levy dollars and pays for other County Services

Expense

56110	009	000	00	101	28	PARA-PROFESSIONAL
56110	151	000	00	101	28	SOCIAL SECURITY
56110	152	000	00	101	28	RETIREMENT
56110	154	000	00	101	28	HEALTH INSURANCE
56110	155	000	00	101	28	LIFE INSURANCE
56110	160	000	00	101	28	DISABLITY
56110	161	000	00	101	28	FLEX COMP FEES
56110	162	000	00	101	28	SHORTERM DISABILITY
56110	225	000	00	101	28	TELEPHONE
56110	240	000	00	101	28	IT GLOBAL HARDWARE
56110	243	000	00	101	28	COMPUTER REPAIR/REPLACEMENT
56110	244	000	00	101	28	MAINTENANCE AGREEMENTS
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	346	000	00	101	28	CLOTHING & UNIFORMS
56110	349	000	00	101	28	OTHER SUPPLIES – PAINT, ETC
56110	396	000	00	101	28	TREES (REFORESTATION)

STATE AID FORESTRY- NON LAPSING

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	999	000	00	101	28	MAIN. FOR. ROADS CARRY OVER BAL
56115	245	000	00	101	28	WILDLIFE HABITAT
56115	999	000	00	101	28	WILDLIFE HABITAT-CARRY O/BAL

Trust Accounts

24260	851	000	00	000	00	20% STATE LOAN PAYBACK
24460	851	000	00	101	00	CO Forest STATE SH D DIST (Twp severance)

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)
13. Pertinent Reviews (NHI Cultural Resources)

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
6. Timber Sale closeout form

225 PERSONNEL

The Forest 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

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 Environmental Services Committee, having been accounted for in the annual work plan and budget. The actual hiring of permanent personnel will be by recommendation of the Environmental Services Committee with approval from the Employee Services Department. Seasonal help and short-term labor for special projects will be recruited and hired by the Forest Administrator in conjunction with the Employee Services Department.

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 Polk 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 or the department foreman. Equipment shall be purchased by competitive bidding as per county policy.

230.1 FACILITIES

The Forest Administrator is responsible to see that all property on the county forest is

properly maintained. At the time the plan was written the actual maintenance of the Sterling ATV Trail, ATV parking lot, and Snowmobile trails, Apple River, Sommers Lake and Mackie Lake is managed in conjunction with the parks department. The office space for the Forester Administrator is provided in the County government center.