

LINCOLN COUNTY FOREST FIFTEEN-YEAR COMPREHENSIVE LAND USE PLAN

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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 §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 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 administration of the County Forest. It shall be the policy of the County Board through the Lincoln County Forestry, Land and Parks 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 Lincoln County Forestry Ordinance, adopted by Ordinance Number 25 on September 18, 1967, prescribes rules and regulations for the administration of County powers and duties and is now part of Chapters 16 and 19 of the Lincoln County Code of General Ordinances, effective March 3, 1991, under which the Lincoln 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 Lincoln County Board of Supervisors assigns the administration of the County Forest to the Forestry, Land and Parks Committee as detailed below.

1. Review and approval of an annual work plan and budget for the ensuing calendar year prepared by the Forest Administrator 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, subject to the Board's approval, 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 directives, as well as execute assignments outlined in the comprehensive plan and annual plan, all within the framework outlined in §28.11, Wis. Stats.
2. The Forest Administrator will prepare an agenda for and will be present at all Lincoln County Forestry, Land 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 work programs 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, recreational and parks program, land acquisition, entry and withdrawal of County Forest lands, trespass investigations, and long and short term planning, all within the restrictions of §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 §28.11 (a), (b), Wis. Stats.
4. Provide County Forest assistance in matters 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 §28.11 (8) (b) Wis. Stats.
2. Certify and make acreage payments to towns pursuant to §28.11 (8) (a) Wis. Stats.
3. Maintain and certify County Forest acreage by township, and audit distribution of severance share payments (§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 §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 Forestry, Land and Parks 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.

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. Facilitate the application of the State recon system with County geographic information systems (GIS).
10. 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 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 - Enforcement and technical assistance in matters related to water and shore land management, pollution detection and waste

disposal.

5. Endangered Resources - Provide technical expertise on rare, threatened or endangered species and natural community surveys, identification and management. Assist DNR personnel and the County in identifying local and landscape level issues.
6. Recreational Planning – Provide outdoor recreation planning services to the County upon request. These services include technical and general assistance for Recreational Planning and Development.

## **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 §28.11 Wis. Stats., while maintaining the best interests of Lincoln 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, Natural Resource 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**

As stated in Section 16.04 (16) of the County Forest and Recreational Trails Ordinance, 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 Forest lands, 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/](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 have potential to impact Native American archeological or cultural resources. Native American tribes are encouraged to contribute during the Forest planning process. Gathering rights for Tribal members on County Forest land is provided and detailed in Chapter 500 (525) of this Plan.

### 215 FINANCIAL SUPPORT

An annual budget shall be prepared by the Forest Administrator, and reviewed and approved by the 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 Forestry, Land and Parks Department:

All monies received from firewood/bough permits, gravel, contract renewal fees, bond forfeitures, fees and use permits, easements, sale of building materials, sale of surplus materials and equipment, fire or other damage collections or other revenue received by the Forestry, Land and Parks Department shall be recorded as revenue in the County Forestry Fund. All monies received from camping fees, shelter rentals and horse/cross-country ski donations shall be recorded as revenue in the Parks Fund. 100% of gross timber sale stumpage shall be deposited in the Forest Land Revenue Account. If the Forestry, Land and Parks Department has an outstanding loan to the Department of Natural Resources, 20% of gross timber sale stumpage shall be applied to repay severance loan. 10% of gross timber sale stumpage shall be recorded as a liability and apportioned among the towns in accordance with the County Forest Law. 20% of gross timber sale stumpage shall be recorded as revenue in the General Fund. All aforementioned revenues in excess of expenses shall be closed to the Undesignated Account. The balance in this account shall not exceed 75% of the previous year's expenses. Monies in excess of 75% of the previous year's expenses shall be transferred to the general fund after the annual audit has been completed. In any year which has an operating deficit, monies will be applied from the Undesignated Account to cover expenses until the balance is drawn down to the limit of 25% of the previous year's expenses. If this does not cover the full deficit, the 20% of revenues recorded in the General Fund will be reduced by an amount sufficient to cover the remaining shortfall.

## 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 (§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 (§28.11 (8)(b)(2) Wis. Stats.) Project loans 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 (§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 15<sup>th</sup> 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 (§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 Lincoln County. See DNR Manual Code No. 8718 for details.
6. Wildlife Habitat Development Grant (§23.09 (17m) Wis. Stats). This grant, funded through the forestry mill tax, provides ten 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 (§23.09(26)(25)Wis. Stats.) These are grants for approved snowmobile projects, not restricted to County Forest lands. 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 §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 become 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](http://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 operations of the Forestry Department. A job description, time and expense report and training records will be kept on each employee. A monthly report is prepared and presented to the Committee and includes authorized employee expenses, bills for supplies and equipment, and bills for other expenditures.

## 220.1 ACCOUNTS

All accounts and bookkeeping procedures will be handled by the Forest Administrator and office assistants or as otherwise directed by the Committee. The Forestry Department operates as an Enterprise Fund.

### 220.1.1 State Aid Forestry Account

Variable acreage share loans (§28.11 (8)(b)(1) Wis. Stats), project loan funds (§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.

### 220.1.2 Other County Forest Accounts

County Forestry, Land and Parks funds are budgeted annually, and are non-lapsing funds.

### 220.1.3 Account Numbers

#### Assets

Pooled cash	62000000-111001
Petty cash	62000000-118130
Property Taxes Rec.	62000000-121000
Accounts Receivable	62000000-131000
Due from other Govt's	62000000-142000
Land	62000000-182000
Buildings	62000000-183000
Accum Deprec Buildings	62000000-183900
Land Improvements	62000000-184000
Accum Deprec Land Improvements	62000000-184900
Machinery and Equipment	62000000-185000

Accum Deprec Mach and Equip 62000000-185900

Liabilities

Vouchers Payable 62000000-211000  
Accrued Wages 62000000-217000  
Accrued Per Diem 62000000-217010  
Current Portion of L-T Debt 62000000-223000  
Land Timber Deposits 62000000-233020  
Due State 62000000-242000  
Sales Tax due State 62000000-242130  
Forest Land Rev due Towns 62000000-244910  
Due other Funds 62000000-250000  
Deferred Property Tax 62000000-261100  
Long-Term Debt 62000000-291100

Fund Balance

Fund Balance 62000000-300000

<u>Account Name</u>	<u>Expenditures</u>	<u>Revenues</u>
Tax Levy		62000060-411100
Undistributed Salaries	62000000-511000	
Undistributed Fringe	62000000-520000	
Miscellaneous	62000000-571000	
Transfer Out	62000059-592000	
Forestry State Aid		62010000-436900-10100
State Aid Salaries	62010000-511000-10100	
State Aid Fringe	62010000-520000-10100	
Wildlife Habitat Management		62010100-436900-10101
Wildlife Salaries	62010100-511000-10101	
Wildlife Fringe	62010100-520000-10101	
Wildlife Miscellaneous	62010100-571000-10101	

Wildlife Equip Allocation	62010100-596001-10101	
Fish and Game Projects (CCF)		62010200-436900-10102
CCF Salaries	62010200-511000-10102	
CCF Fringe	62010200-520000-10102	
CCF Miscellaneous	62010200-571000-10102	
CCF Equipment Allocation	62010200-596001-10102	
Snowmobile State Aid		62010300-436900-10103
Snowmobile Salaries	62010300-511000-10103	
Snowmobile Fringe	62010300-520000-10103	
Snowmobile Club Expense	62010300-571000-10103	
Snowmobile Miscellaneous	62010300-595000-10103	
Snowmobile Equip Alloc	62010300-596001-10103	
ATV State Aid		62010400-436900-10104
ATV Salaries	62010400-511000-10104	
ATV Fringe	62010400-520000-10104	
ATV Club Expense	62010400-571000-10104	
ATV Miscellaneous	62010400-595000-10104	
ATV Equip Alloc	62010400-596001-10104	
Forest Road State Aid		62010600-436900-10106
Road Aid Salaries	62010600-511000-10106	
Road Aid Fringe	62010600-520000-10106	
Road Aid Miscellaneous	62010600-571000-10106	
Forest Land Revenue		62010700-469000
County Forestry Fund		62010800-469000
Forestry Salaries	62010800-511000	
Forestry Fringe	62010800-520000	
Forestry Per Diem	62010800-511001	
Forestry Audit Services	62010800-531010	
Forestry Committee Exp	62010800-555003	
Forestry Phone	62010800-552001	
Forestry Train/travel	62010800-555000	

Forestry Other Supplies	62010800-560000	
Forestry Miscellaneous	62010800-571000	
Forestry Insurance	62010800-551000	
Forestry Equip Alloc	62010800-596001	
Forestry Bldg Alloc	62010800-596002	
Depreciation	62010800-591000	
Debt payments	62010800-597000	
Parks		62010900-467200
Parks Salaries	62010900-511000	
Parks Fringe	62010900-520000	
Parks Per Diem	62010900-511001	
Parks Committee Exp	62010900-555003	
Parks Phone	62010900-552001	
Parks Train/travel	62010900-555000	
Parks Other Supplies	62010900-560000	
Parks Miscellaneous	62010900-571000	
Parks Insurance	62010900-551000	
Parks Equip Alloc	62010900-596001	
Parks Bldg Alloc	62010900-596002	
Forestry Building		62011000-469000
Building Salaries	62011000-511000	
Building Fringe	62011000-520000	
Building Miscellaneous	62011000-571000	
Building Insurance	62011000-551000	
Building Equip Alloc	62011000-596001	
Other Revenue		62011100-469000
Land Agent		62011200-469000
Land Agent Salaries	62011200-511000	
Land Agent Fringe	62011200-520000	
Land Agent Per Diem	62011200-511001	
Land Agent Committee Exp.	62011200-555003	

Land Agent Phone	62011200-552001	
Land Agent Train/Travel	62011200-555000	
Land Agent Other Supplies	62011200-560000	
Land Agent Miscellaneous	62011200-571000	
Land Agent Insurance	62011200-551000	
Land Agent Equip Alloc	62011200-596001	
Land Agent Bldg Alloc	62011200-596002	
Beaver	62011300-532000	62011300-474910
County Access Grant		62023900-436900
County Access Grant Per Diem	62023900-511001	
County Access Grant Mileage	62023900-555001	
County Access Grant Supplies	62023900-560000	
County Access Grant Misc.	62023900-571000	
Ruffed Grouse		62024500-489000
Ruffed Grouse Salaries	62024500-511000	
Ruffed Grouse Fringe	62024500-520000	
Ruffed Grouse Equip Alloc	62024500-596001	
Funds Applied		62000000-499990
Equipment Salaries	62011400-511000	
Equipment Fringe	62011400-520000	
Equipment Fuel	62011400-562001	
Equipment Repair & Maint	62011400-543000	
Equipment Miscellaneous	62011400-571000	
Equipment Small Tools	62011400-565002	
Equipment Insurance	62011400-551000	
Equipment Alloc	62011400-596001	
Photo Expense	62011500-561410	
Prairie Dells		62011600-436900-10079
Prairie Dells Salaries	62011600-511000	
Prairie Dells Fringe	62011600-520000	
Prairie Dells Miscellaneous	62011600-571000	

Miscellaneous Dam Salaries	62011700-511000	
Miscellaneous Dam Fringe	62011700-520000	
Miscellaneous Dam Misc		62011700-571000

## 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 as needed to carry out projects on the forest. 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

Permanent employees of the Lincoln County Forestry Department at this time are: Administrator, Assistant Administrator, 2 County Foresters, Foreman Technician, 2 Forestry Workers, Office Coordinator, Account Technician and Administrative Secretary. One Forestry Worker is hired as seasonal labor.

## 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 Administrative and Legislative Committee. Seasonal help and short-term labor for special projects will be recruited and hired by the Forest Administrator. The following definitions are found in the Personnel Policies of the Lincoln County Code of Ordinances:

- a. Limited Term Employee: (LTE) Employment for a period of up to 120 calendar days. Limited term employees will not be hired while qualified employees are on layoff status. Limited time periods as stated above can be waived for on-the-job injured employees. Limited term employees will not be eligible for benefits provided by Lincoln County. The time worked as a limited time employee will not be used for the purpose of seniority or for benefit purposes. Limited term employees will require approval by the Administrative Coordinator and the appropriate oversight committee only.
- b. Seasonal Employee: Employment during the season in which services are required. Not to exceed 5 months. Seasonal employees may be hired only if a seasonal position has been authorized by the County Board per Section 4.06 of the County ordinances. This authorization will create the position and Departments will not need Board approval to fill seasonal positions each year once the position has been created.

## 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 for appropriate training in order to keep staff current with safety requirements, BMP's, silviculture, pesticides, new technologies, and other training appropriate to manage the County Forest. A training record will be retained for each employee identifying the course name 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. In most cases, competitive bidding will be used as per §59.52 (29), Wis. Stats. when making a substantial equipment purchase. The Committee reviews all bills paid by the Forestry Department .

#### 230.1 FACILITIES

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

1. Office space - Provided in the Lincoln County Land Resource Center, 1106 East Eighth Street, Merrill, Wisconsin.

2. Forestry shop buildings (Two 60' x 100' buildings) located at N5569 County Road K, Irma, Wisconsin. One building is an insulated steel building that is heated and includes an office and maintenance and storage areas. The other is a metal pole building that is used for vehicle, equipment, material and supplies storage. Field crews headquarter and operate from this location.
3. Otter Lake Recreational Area - Located in the Township of Harrison, includes 25 primitive campsites, nature trail, a picnic and beach area, boat landing, changing facilities, 2 wells, toilets, picnic tables and grills.
4. Camp New Wood Park – Located in the Township of Rock Falls, includes 7 primitive campsites, shelters, playground, picnic area, boat landing, well, toilets, picnic tables and grills.
5. Tug Lake Recreational Area – Located in the Township of Rock Falls, includes shelter, playground, picnic and beach area, changing facilities, well, toilets, picnic tables and grills.
6. Underdown Recreation Area – Located in the Town of Birch, includes a main parking lot, camping, well, toilets and boat landings. Recreational uses include cross country ski trails, equestrian and mountain bike trails, and funded snowmobile and winter ATV trails. Bridle trails are marked for annual events and trail riding.
7. Ice Age Trail – Traverses through Harrison Hills, Underdown and New Wood Blocks.
8. Snowmobile Trails – Traverse all areas of Lincoln County and are located on most blocks of County Forest lands.
9. All Terrain Vehicle Trails – Both winter and summer trails are provided on County Forest land.
10. Waysides and Day Use Areas – Located at Larson Lake and Haymeadow have picnic tables and toilets. Larson Lake has a well.
11. Scenic Area – Prairie Dells, located in the Township of Schley.

## **235 FOREST CERTIFICATION GROUP ADMINISTRATION**

The Department of Natural Resources, as the certification group manager, 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 of 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.