

**Lincoln County**  
**Forestry, Land and Parks Committee**  
**Monday, May 11, 2020 at 9:00 a.m.**

Meeting Location: Room 257/Government Services Center 801 N. Sales St., Merrill, WI 54452  
Via Teleconference and In-Person Attendance

Persons wishing to attend the meeting by phone may call into the telephone conference beginning ten minutes prior to the start time indicated above using the following number:

Conference Call: 1 567-455-3874

Access Code: 111 346 542 #

The teleconference cannot start until the host (department head) dials in and enters the host password.

Due to COVID-19 restrictions on mass gatherings, you are encouraged to attend by phone. Preference for in-person attendance will be given to committee members, County Board members and essential staff. For those attending in person, please observe social-distancing by staggering your arrival time and by maintaining spacing between attendees of at least 6 feet. Attendees should spread out around the perimeter of the room.

**AGENDA**

1. Call meeting to order.
2. Approve minutes of March 10, 2020 meeting.
3. Review year to date budget report.
4. Comments from members of the public or invited guests.
5. Open and award land sale bids.
6. Open and award timber sale bids.
7. Recognize Dean Bowe for 25 years of service.
8. Approve/Sign Forest Administrators timesheets.
9. Approve 2021 Capital Outlay Request.
10. DNR 3-year audit report.
11. 2019 budget modification.
12. GLTPA request letter.
13. WDNR Report – Bill Groth.
14. Review Administrator’s written report.
15. Close timber sales.
16. Set next meeting date.
17. Adjourn meeting.

**DISTRIBUTION:**

Forestry, Land and Parks Committee  
Members - William Bialecki (E), Kevin Koth (E), Corey Nowak (E), Frank Saal, Jr., Timothy Panfil

Administration Coordinator  
Other County Board Supervisors  
Department Heads

News Media - Notified on \_\_\_\_\_ at \_\_\_\_\_ m. by \_\_\_\_\_

Bulletin Boards:  
Service Center - Posted on \_\_\_\_\_ at \_\_\_\_\_ m. by \_\_\_\_\_

**There may be a quorum of other Lincoln County committees present at this meeting. Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. You may contact the County Clerk at 715-539-1019. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.**

#### GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

#### NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

#### MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

#### TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

#### EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

#### PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

#### STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(c).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

#### CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session within twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

#### BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

#### USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

#### LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
  2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
- PENALTY:** Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each.

**Lincoln County Forestry, Land and Parks Committee**  
**Minutes of**  
**Tuesday, March 10, 2020 @ 9:00 A.M.**  
**Lincoln County Service Center, Conference Room 107**  
**801 N. Sales St., Suite 106, Merrill, WI 54452 \*\*715-539-1034\*\***

**Members Present:** William Bialecki, Timothy Panfil, Frank Saal, Kevin Koth

**Members Absent:** None

**Members Excused:** Corey Nowak

**Visitors:** Kevin Kleinschmidt, Amy Krueger, Bill Groth, Dean Bowe, Jeni Burton, Jason Hake

1. Call meeting to order. The Lincoln County Forestry, Land and Parks Committee met on Tuesday, March 10, 2020, in Conference Room 107, Lincoln County Service Center. The meeting was called to order by Chair Frank Saal at 9:00 a.m.

2. Approve minutes of February 10, 2020 meeting. Motion by Koth, second by Panfil to approve minutes of February 10, 2020 meeting as printed. All ayes. Motion carried.

3. Review year to date budget report. The Committee reviewed year to date budget report and placed on file.

4. Comments from members of the public or invited guests. None

5. Open and award land sale bids. No land sale bids received.

6. Open and award timber sale bids. No timber sale bids received.

7. Recognize Jeni Burton for 25 years of service.

The committee recognized and thanked Jeni for her 25 years of dedicated service to Lincoln County.

8. Approve/Sign Forest Administrators Timesheets. Motion by Bialecki to approve Forest Administrators timesheets from 1/27/20-2/9/20, 2/10/20-2/23/20 and 2/24/20-3/8/20, second by Koth. All ayes. Motion carried.

9. Review and approve draft chapters 2000, 3000 and 4000 of 15-Year Plan. Kevin indicated that Chapter 2000 is a summary of anticipated future needs, past accomplishments and monitoring that is being conducted on the forest. Chapter 3000 covers the eight resource management blocks that the county forest is divided into, and Chapter 4000 is the public comment process of the 15-Year Plan and future amendment list. Discussion followed. Motion by Panfil, second by Saal to approve draft chapters 2000, 3000 and 4000 of the 15-Year Plan. All ayes. Motion carried.

10. Approve timber sale contract addition. Kevin stated that a suggestion from the recent DNR audit for program years 2016, 2017 and 2018, was to document what our whole tree chipping policy consists of in the timber sale contract and prospectus for transparency purposes. Discussion followed. Motion to approve contract and prospectus addition by Saal, second by Panfil. All ayes. Motion carried.

11. Authorize advertising for quotes to replace 1995 snowmobile trailer. Kevin noted that our current trailer is 25 years old and in need of replacement. The old trailer will be sold on-line or traded in. Motion by Koth to approve advertising for quotes to replace, second by Panfil. All ayes. Motion carried.

12. Forest Administrator Recruitment and Transition. Kevin indicated that he has turned in his notice of retirement from Lincoln County and last day will be April 10, 2020. Jason Hake handed out a timeline and plan for recruitment of a new forest administrator. The committee was in agreement with the plan submitted by Jason.

13. Opposing the relocation of problem wolves in Lincoln County. Kevin stated that this resolution would supplement a resolution passed by Lincoln County in 2010. Relocating problem wolves is not currently being done on a large scale, but had been practiced in the past. This resolution would be proactive and oppose relocating problem wolves to our county if this control response option is ever used as a management tool in the future. Motion by Bialecki, second by Koth to approve and forward to county board. All ayes. Motion carried.

14. Set date and authorize advertising for Spring 2020 timber sale. Motion by Saal, second by Panfil to authorize for advertising and set the date for spring timber sale as May 11, 2020. All ayes. Motion carried.

15. WDNR Report, Bill Groth. Bill reported that they are preparing for fire season. They will mark next timber sale as soon as the snow melts.

16. Review Administrator's written report. Kevin reported that snowmobile trails in the southern part of the county closed March 7 and northern snowmobile trails closed today. Underdown cross-country ski trails closed March 9. Weight limits went on county highways yesterday so logging activity will start to slow down. The County Forest Road Aid grant payment for 2020 increased from what has been received in previous years.

Kevin distributed the Recreation Officer's report. The Administrator's report was reviewed and placed on file.

17. Close timber sales.

T005-17	Country Forest Products	Close and return Irrevocable Letter Of Credit
T039-19	Kestler Logging, Inc.	Close and refund bond.
T031-15	Smola Brothers	Close and refund bond.
T037-18	Timberline Logging, LLC	Close and return Irrevocable Letter Of Credit
T021-15	Turtle Lake Forestry, LLC	Close and refund bond.
T026-18	Wilson Forestry, LLC	Close and return Irrevocable Letter Of Credit
T034-18	Futurewood Corporation	Close and refund bond.

Motion by Koth, second by Bialecki to close sales per Kevin's recommendation. All ayes. Motion carried.

18. Set next meeting date. The next Forestry, Land & Parks Committee Meeting is set as follows:  
Monday, April 6, 2020 at 9:00 a.m., LCSC Conference Room 107  
Monday, May 11, 2020 at 9:00 a.m., LCSC Conference Room 107

19. Adjourn meeting. Motion by Bialecki, second by Koth to adjourn meeting at 9:23 a.m. All ayes. Motion carried.

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FOR 2020 04

	ORIGINAL APPROP	TRNFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0062 FORESTRY							
0000 DIVISION							
62000000 511000 UNDISTRIBUTED S	0	0	0	68,194.18	.00	-68,194.18	100.0%*
62000000 520000 UNDISTRIBUTED F	0	0	0	8,641.59	.00	-8,641.59	100.0%*
TOTAL DIVISION	0	0	0	76,835.77	.00	-76,835.77	100.0%
0100 FORESTRY STATE AID							
62010000 511000 10100 STATE AID	35,000	0	35,000	.00	.00	35,000.00	.0%
62010000 520000 10100 STATE AID	15,000	0	15,000	.00	.00	15,000.00	.0%
TOTAL FORESTRY STATE AID	50,000	0	50,000	.00	.00	50,000.00	.0%
0101 WILDLIFE HABITAT							
62010100 571000 10101 WILDLIFE H	4,700	0	4,700	.00	.00	4,700.00	.0%
TOTAL WILDLIFE HABITAT	4,700	0	4,700	.00	.00	4,700.00	.0%
0102 CCF							
62010200 511000 10102 CCF SALARI	1,957	0	1,957	.00	.00	1,957.00	.0%
62010200 520000 10102 CCF FRINGE	734	0	734	.00	.00	734.00	.0%
62010200 571000 10102 CCF MISCEL	1,223	0	1,223	.00	.00	1,223.00	.0%
62010200 596001 10102 CCF EQUIPM	978	0	978	.00	.00	978.00	.0%
TOTAL CCF	4,892	0	4,892	.00	.00	4,892.00	.0%
0103 SNOWMOBILE STATE AID							
62010300 595000 10103 SNOWMOBILE	78,350	0	78,350	25,564.05	.00	52,785.95	32.6%

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FOR 2020 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL SNOWMOBILE STATE AID	78,350	0	78,350	25,564.05	.00	52,785.95	32.6%
0104 ATV STATE AID							
62010400 511000 10104 ATV SALARI	9,584	0	9,584	734.16	.00	8,849.84	7.7%
62010400 520000 10104 ATV FRINGE	3,195	0	3,195	415.25	.00	2,779.75	13.0%
62010400 571000 10104 ATV MISCEL	1,598	0	1,598	.00	.00	1,598.00	.0%
62010400 595000 10104 ATV CLUB E	23,565	0	23,565	11,135.00	.00	12,430.00	47.3%
62010400 596001 10104 ATV EQUIPM	1,598	0	1,598	391.00	.00	1,207.00	24.5%
TOTAL ATV STATE AID	39,540	0	39,540	12,675.41	.00	26,864.59	32.1%
0106 FOREST ROAD AID							
62010600 511000 10106 FOREST ROA	4,120	0	4,120	539.11	.00	3,580.89	13.1%
62010600 520000 10106 FOREST ROA	1,648	0	1,648	332.00	.00	1,316.00	20.1%
62010600 571000 10106 FOREST ROA	824	0	824	.00	.00	824.00	.0%
62010600 596000 10106 FOREST ROA	1,648	0	1,648	1,656.22	.00	-8.22	100.5%*
TOTAL FOREST ROAD AID	8,240	0	8,240	2,527.33	.00	5,712.67	30.7%
0108 COUNTY FORESTRY							
62010800 511000 CO FORESTRY SAL	303,116	0	303,116	76,968.11	.00	226,147.89	25.4%
62010800 511001 CO FORESTRY PER	1,500	0	1,500	460.98	.00	1,039.02	30.7%
62010800 520000 CO FORESTRY FRI	156,391	0	156,391	37,326.99	.00	119,064.01	23.9%
62010800 531010 CO FORESTRY AUD	1,700	0	1,700	.00	.00	1,700.00	.0%
62010800 531320 CONTRACTED SERV	5,000	0	5,000	.00	.00	5,000.00	.0%
62010800 551000 CO FORESTRY INS	10,000	0	10,000	.00	.00	10,000.00	.0%
62010800 552001 CO FORESTRY TEL	1,500	0	1,500	160.36	.00	1,339.64	10.7%
62010800 554001 PRINTING ALLOCA	800	0	800	252.29	.00	547.71	31.5%
62010800 555000 CO FORESTRY TRA	5,000	0	5,000	.00	.00	5,000.00	.0%
62010800 560000 CO FORESTRY OFF	1,500	0	1,500	322.18	.00	1,177.82	21.5%
62010800 571000 CO FORESTRY MIS	25,000	0	25,000	9,297.47	.00	15,702.53	37.2%
62010800 591000 CO FORESTRY DEP	90,000	0	90,000	.00	.00	90,000.00	.0%
62010800 596001 CO FORESTRY EQU	35,000	0	35,000	8,284.44	.00	26,715.56	23.7%
62010800 596002 CO FORESTRY BUI	11,250	0	11,250	.00	.00	11,250.00	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
62010800 596005 ROAD AIDS ALLOC	25,000	0	25,000	.00	.00	25,000.00	.0%
TOTAL COUNTY FORESTRY	672,757	0	672,757	133,072.82	.00	539,684.18	19.8%
0109 PARKS							
62010900 511000 PARKS SALARIES	72,631	0	72,631	22,282.48	.00	50,348.52	30.7%
62010900 511001 PARKS PER DIEM	1,500	0	1,500	.00	.00	1,500.00	.0%
62010900 520000 PARKS FRINGE	33,306	0	33,306	11,310.83	.00	21,995.17	34.0%
62010900 531320 CONTRACTED SERV	50,000	0	50,000	2,079.83	.00	47,920.17	4.2%
62010900 551000 PARKS INSURANCE	3,300	0	3,300	.00	.00	3,300.00	.0%
62010900 552001 PARKS TELEPHONE	800	0	800	78.39	.00	721.61	9.8%
62010900 554001 PRINTING ALLOCA	700	0	700	196.23	.00	503.77	28.0%
62010900 555000 PARKS TRAVEL TR	400	0	400	.00	.00	400.00	.0%
62010900 560000 PARKS OFFICE SU	1,500	0	1,500	91.01	.00	1,408.99	6.1%
62010900 570000 PARKS RECREATIO	15,000	0	15,000	.00	.00	15,000.00	.0%
62010900 571000 PARKS MISCELLAN	8,000	0	8,000	909.92	.00	7,090.08	11.4%
62010900 596001 PARKS EQUIPMENT	20,000	0	20,000	2,090.94	.00	17,909.06	10.5%
62010900 596002 PARKS BUILDING	8,750	0	8,750	.00	.00	8,750.00	.0%
TOTAL PARKS	215,887	0	215,887	39,039.63	.00	176,847.37	18.1%
0110 FORESTRY BUILDING							
62011000 511000 FORESTRY BUILDI	0	0	0	2,178.23	.00	-2,178.23	100.0%*
62011000 520000 FORESTRY BUILDI	0	0	0	1,389.33	.00	-1,389.33	100.0%*
62011000 571000 FORESTRY BUILDI	0	0	0	4,211.90	.00	-4,211.90	100.0%*
62011000 596001 FORESTRY BUILDI	0	0	0	880.25	.00	-880.25	100.0%*
TOTAL FORESTRY BUILDING	0	0	0	8,659.71	.00	-8,659.71	100.0%
0112 LAND AGENT							
62011200 511000 LAND AGENT SALA	8,386	0	8,386	2,673.84	.00	5,712.16	31.9%
62011200 511001 LAND AGENT PER	2,000	0	2,000	.00	.00	2,000.00	.0%
62011200 520000 LAND AGENT FRIN	4,062	0	4,062	1,320.87	.00	2,741.13	32.5%
62011200 552001 LAND AGENT TELE	500	0	500	44.78	.00	455.22	9.0%
62011200 554001 PRINTING ALLOCA	400	0	400	112.14	.00	287.86	28.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
62011200 555000 LAND AGENT TRAV	200	0	200	.00	.00	200.00	.0%
62011200 560000 LAND OFFICE SUP	800	0	800	52.01	.00	747.99	6.5%
62011200 571000 LAND AGENT MISC	700	0	700	.00	.00	700.00	.0%
62011200 596001 LAND AGENT EQUI	1,600	0	1,600	.00	.00	1,600.00	.0%
62011200 596002 LAND AGENT BUIL	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL LAND AGENT	23,648	0	23,648	4,203.64	.00	19,444.36	17.8%
<hr/> 0113 BEAVER							
62011300 532000 BEAVER EXPENDIT	5,000	0	5,000	3,401.00	.00	1,599.00	68.0%
TOTAL BEAVER	5,000	0	5,000	3,401.00	.00	1,599.00	68.0%
<hr/> 0114 FORESTRY EQUIPMENT							
62011400 511000 EQUIPMENT SALAR	0	0	0	5,257.43	.00	-5,257.43	100.0%*
62011400 520000 EQUIPMENT FRING	0	0	0	3,300.03	.00	-3,300.03	100.0%*
62011400 543000 EQUIPMENT REPAI	0	0	0	10,596.82	.00	-10,596.82	100.0%*
62011400 562001 EQUIPMENT FUEL	0	0	0	3,993.04	.00	-3,993.04	100.0%*
62011400 596001 EQUIPMENT EQUIP	0	0	0	-15,643.37	.00	15,643.37	100.0%
TOTAL FORESTRY EQUIPMENT	0	0	0	7,503.95	.00	-7,503.95	100.0%
<hr/> 0115 PHOTO							
62011500 561410 PHOTO EXPENDITU	10,626	0	10,626	.00	.00	10,626.00	.0%
TOTAL PHOTO	10,626	0	10,626	.00	.00	10,626.00	.0%
<hr/> 0116 PD GRT AND PARKS IMPROVEMENTS							
62011600 571000 PARKS IMPROVE -	112,929	0	112,929	.00	.00	112,929.00	.0%
TOTAL PD GRT AND PARKS IMPROVEMENTS	112,929	0	112,929	.00	.00	112,929.00	.0%
<hr/> 0117 MISC DAM							
62011700 571000 MISC DAM MISCEL	6,469	0	6,469	.00	.00	6,469.00	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL MISC DAM	6,469	0	6,469	.00	.00	6,469.00	.0%
<u>0185 FOREST ACCESS PLAN</u>							
62018500 571000 FOREST ACCESS M	49,060	0	49,060	.00	.00	49,060.00	.0%
TOTAL FOREST ACCESS PLAN	49,060	0	49,060	.00	.00	49,060.00	.0%
<u>0241 CCF- MISCELLANEOUS</u>							
62024100 571000 CCF- MISCELLANE	3,219	0	3,219	.00	.00	3,219.00	.0%
TOTAL CCF- MISCELLANEOUS	3,219	0	3,219	.00	.00	3,219.00	.0%
<u>0245 RUFF GROUSE</u>							
62024500 571000 RUFF GROUSE MIS	5,577	0	5,577	.00	.00	5,577.00	.0%
TOTAL RUFF GROUSE	5,577	0	5,577	.00	.00	5,577.00	.0%
<u>0261 UNDERDOWN IMPROVEMENTS - HORSE</u>							
62026100 571000 10083 MISCELLANE	6,545	0	6,545	.00	.00	6,545.00	.0%
TOTAL UNDERDOWN IMPROVEMENTS - HORSE	6,545	0	6,545	.00	.00	6,545.00	.0%
<u>0262 RECREATIONAL TRAILS ACCOUNT</u>							
62026200 511000 10164 SALARIES A	0	0	0	2,495.00	.00	-2,495.00	100.0%*
62026200 520000 10164 EMPLOYEE B	0	0	0	1,528.53	.00	-1,528.53	100.0%*
62026200 596001 10164 EQUIPMENT	0	0	0	2,340.52	.00	-2,340.52	100.0%*
TOTAL RECREATIONAL TRAILS ACCOUNT	0	0	0	6,364.05	.00	-6,364.05	100.0%
<u>0265 RECREATION OFFICER - GRANT</u>							

FOR 2020 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
62026559 598000 10090 TRANSFER O	76,045	0	76,045	.00	.00	76,045.00	.0%
TOTAL RECREATION OFFICER - GRANT	76,045	0	76,045	.00	.00	76,045.00	.0%
TOTAL FORESTRY	1,373,484	0	1,373,484	319,847.36	.00	1,053,636.64	23.3%
TOTAL EXPENSES	1,373,484	0	1,373,484	319,847.36	.00	1,053,636.64	
GRAND TOTAL	1,373,484	0	1,373,484	319,847.36	.00	1,053,636.64	23.3%

\*\* END OF REPORT - Generated by Jeni Burton \*\*

Lincoln County Employee Timesheet

Name: Dean Bowe

Department: Forestry

Pay Period:

Employee Number: 197

Representative Status: Nonrepresented

FLSA Status: Exempt

From: 4/20/2020

To: 5/3/2020

4/20	4/21	4/22	4/23	4/24	4/25	4/26	4/27	4/28	4/29	4/30	5/1	5/2	5/3	Hours	Pay Category	FMILA hours
8	8	8	8	8			8	8	8	8	8			80	Regular	
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	<b>TOTAL HOURS PAID</b>	
														0		
														0		
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	<b>TOTAL HOURS REPORTED</b>	

I certify that the foregoing is true and correct.

*Dean Bowe*  
Employee signature

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Supervisor signature

Mandatory for all employees

**GRANT ALLOWABLE EXPENDITURES**

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

COMPLETED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Lincoln County Employee Timesheet

Name: Dean Bowe Department: Forestry Pay Period:

Employee Number: 197 Representative Status: Nonrepresented

FLSA Status: Exempt From: 4/6/2020 To: 4/19/2020

4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	Hours	Pay Category	FMILA hours
8	8	8	8				8	8	8	8	8			72	Regular	
				8										0	Vacation:	
														8	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	<b>TOTAL HOURS PAID</b>	
														0		
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	<b>TOTAL HOURS REPORTED</b>	

I certify that the foregoing is true and correct.

*Dean Bowe*  
Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

COMPLETED BY:

APPROVED BY:

Lincoln County Employee Timesheet

Name: Kevin Kleinschmidt

Department: Forestry

Pay Period:

Employee Number: 143

Representative Status: Nonrepresented

FLSA Status: Exempt

From: 3/9/2020

To: 3/22/2020

Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	FMILA hours
8.5	8.5	8	8.5	8			8	9	8.5	8	8			83	Regular: Forestry	
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
														80	<b>TOTAL HOURS PAID</b>	
														0		
														0		
														83	<b>TOTAL HOURS REPORTED</b>	

I certify that the foregoing is true and correct.

Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

COMPLETED BY:

Lincoln County Employee Timesheet

Name: Kevin Kleinschmidt

Department: Forestry

Pay Period:

Employee Number: 143

Representative Status: Nonrepresented

FLSA Status: Exempt

From: 3/23/2020

To: 4/5/2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours	Pay Category	FMLA hours
8.5	8	8.5	8	8	0	0	8.5	8	8	8.5	8	0	0	82	Regular: Forestry	
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
														80	<b>TOTAL HOURS PAID</b>	
														0		
														0		
														0		
8.5	8	8.5	8	8	0	0	8.5	8	8	8.5	8	0	0	82	<b>TOTAL HOURS REPORTED</b>	

I certify that the foregoing is true and correct.

Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

COMPLETED BY:

Lincoln County Employee Timesheet

Name: Kevin Kleinschmidt

Department: Forestry

Pay Period:

Employee Number: 143

Representative Status: Nonrepresented

FLSA Status: Exempt

From: 4/6/2020

To: 4/19/2020

Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	FMLA hours
8.5	8	8	8	8	0	0	0	0	0	0	0	0	0	32.5	Regular: Forestry	
				8										0	Vacation:	
														8	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
	8	8	8	8	0	0	8	8	8	8	8	0	0	40	TOTAL HOURS PAID	
														0		
														0		
8.5	8	8	8	8	0	0	0	0	0	0	0	0	0	40.5	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.

Employee signature *Kevin Kleinschmidt*

Supervisor signature \_\_\_\_\_

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

Lincoln County Forest  
 Capital Outlay/Improvement Schedule  
 2021

\* Capital Improvement  
 Equipment Items

Equipment Description	Model	Year	Acquisition Cost	New or Replacement	Expected Life	Criteria for Replacement (e.g., # of miles/copies)	Source of Funds (tax levy, revenues, grant)
1/2 TON 4x4 TRUCK #2	DODGE	2018	22,781.00	25,000.00	2024	90,000 miles	C F EQUIP FUND
PLATFORM TRUCK M8500 #4	STERLING	2003	38,800.00	* 80,000.00	2021	90,000 miles	C F EQUIP FUND
1/2 TON 4 x4 TRUCK #5	CHEVY	2006	19,766.00	25,000.00	2020	90,000 miles	C F EQUIP FUND
PLATFORM TRUCK F750 #6	FORD	2013	79,923.00	* 80,000.00	2025	90,000 miles	C F EQUIP FUND
3/4 TON 4 door 4x4 TRUCK #7	DODGE	2019	38,152.00	40,000.00	2027	90,000 miles	C F EQUIP FUND
1/2 TON 4x4 TRUCK #8	FORD	2017	27,137.00	25,000.00	2025	90,000 miles	C F EQUIP FUND
1/2 TON 4x4 Supercab TRUCK #9	FORD	2014	26,560.00	30,000.00	2021	90,000 miles	C F EQUIP FUND
JD 5100-M TRACTOR #11	J D	2012	64,703.00	*70,000.00	2026	4,000 hours	C F EQUIP FUND
450 K DOZER #12	J D	2018	89,333.00	* 90,000.00	2035	4,000 hours	C F EQUIP FUND
LAWN TRACTOR/MOWER #13	JD X590	2019	4,650.00	7,000.00	2025	5 years	C F EQUIP FUND
LOADER #14	KOMATSU	2006	79,843.00	* 80,000.00	2030	4,000 hours	C F EQUIP FUND
GRADER #17	DRESSER	1987	36,000.00	* 100,000.00	2022	5,000 hours	C F EQUIP FUND
FORK LIFT #19	MY40MB	1963	4,625.00	15,000.00	2021	3,000 hours	C F EQUIP FUND
SURE-TRAC 7'X12' TRAILER #22	ATV TUBE	2017	1,850.00	2,000.00	as needed	15 years	C F EQUIP FUND
JEEP TRAILER #23			500.00	2,000.00	as needed	15 years	C F EQUIP FUND
UTILITY TRAILER-Lawnmower #29			500.00		2023	15 years	C F EQUIP FUND
BRUSH HOG MOWER #27	307R	1981	2,000.00	10,000.00	as needed	20 years	C F EQUIP FUND

Oversight Committee Approval:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Lincoln County Forest  
Capital Outlay/Improvement Schedule  
2021

Page 2

Equipment Description	Model	Year	Acquisition Cost	New or Replacement	Expected Life	Criteria for Replacement (e.g., # of miles/copies)	Source of Funds (tax levy, revenues, grant)
PRENTICE SKIDDER #31			2,500.00	20,000.00	as needed	20 years	C F EQUIP FUND
LOADMASTER TRAILER #32		1995	950.00	2,500.00	2020	15 years	C F EQUIP FUND
BIG TEX 24TON TRAILER #34	Big Tex	2019	17,500.00	26,000.00	2028	15 years	C F EQUIP FUND
WELDER AC-DC #38	Miller	2014	2,550.00	3,000.00	as needed		
HUSQV CHAINSAW #40	XP346	2011	500.00	700.00	as needed	as needed	C F EQUIP FUND
HUSQV CHAINSAW #41	55		500.00	700.00	as needed	as needed	C F EQUIP FUND
HUSQV CHAINSAW #42	XP346	2011	600.00	800.00	as needed	as needed	C F EQUIP FUND
HUSQV CHAINSAW #43	55	2007	500.00	700.00	as needed	as needed	C F EQUIP FUND
HUSQV CHAINSAW #45	55	2007	500.00	700.00	as needed	as needed	C F EQUIP FUND
HUSQV CHAINSAW #49	55		500.00	700.00	as needed	as needed	C F EQUIP FUND
SELF PRO LAWNMOWER#51	LWNBY		500.00	700.00	as needed	as needed	C F EQUIP FUND
HUSQV BRUSH CUTTER #44	345F	2007	500.00	700.00	as needed	as needed	C F EQUIP FUND
HUSQV BRUSH CUTTER #46	345FR	2017	500.00	700.00	as needed	as needed	C F EQUIP FUND
HUSQV BRUSH CUTTER #48	345FR	2013	500.00	700.00	as needed	as needed	C F EQUIP FUND
HUSQ POWER POLE SAW#50	327PT5S	2014	480.00	500.00	as needed	as needed	C F EQUIP FUND
STIHL MIST BLOWER #61	SR400		1,000.00		as needed	as needed	C F EQUIP FUND
STIHL MIST BLOWER #64	SR420	2007	1,000.00		as needed	as needed	C F EQUIP FUND
STIHL MIST BLOWER #65	SR420	2007	1,000.00		as needed	as needed	C F EQUIP FUND
GENERATOR #72	HONDA		2,000.00	3,000.00	as needed	as needed	C F EQUIP FUND
SHOP COMPRESSOR #73			1,000.00	5,000.00	as needed	20 years	C F EQUIP FUND
POWER WASHER#74	HONDA	2015	1,000.00		as needed		

Oversight Committee \_\_\_\_\_

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Lincoln County Forest  
Capital Outlay/Improvement Schedule  
2021

Page 3

Equipment Description	Model	Year	Acquisition Cost	New or Replacement	Expected Life	Criteria for Replacement (e.g., # of miles/copies)	Source of Funds (tax levy, revenues, grant)
HANDHELD RADIOS		2015	\$945.00	\$1,000	2025	10 years	C F REVENUE
VEHICLE RADIOS		2005	5,000.00	7,500.00	2026	20 years	C F REVENUE
PLANTER #78			1,500.00	5,000.00	as needed	20 years	C F EQUIP FUND
V-BLADE #79			800.00	4,000.00	as needed	20 years	C F EQUIP FUND
BACK HOE #80	J D	2013	11,695.00	12,000.00	2026	as needed	C F EQUIP FUND
BACK BLADE FRONTIER #81	RB2409	2011	5,639.00	7,000.00	as needed	as needed	C F EQUIP FUND
REFRIG VAN (COMPRESSOR) #103	CHEV	1968	1,500.00	15,000.00	as needed	20 years	C F REVENUE
SNOWMOBILE #104	SKANDIC	2007	8,300.00	10,000.00	2022	10 years	C F EQUIP FUND
SNOWMOBILE #105	SKANDIC	2010	6,500.00	10,000.00	2023	10 years	C F EQUIP FUND
SNOWMOBILE #106	SKANDIC	2017	11,000.00	12,000.00	2027	10 years	C F EQUIP FUND
ATV-4X4 #111	HONDA	2014	7,365.00	10,000.00	2029	15 years	C F EQUIP FUND
ATV-4X4 #112	POLARIS	2006	4,825.00	7,000.00	2023	15 years	C F EQUIP FUND
ABOVEGROUND GAS TANK		1994	4,450.00	15,000.00	2025	30 years	C F REVENUE
ABOVEGROUND DIESEL TANK		1994	4,450.00	15,000.00	2025	30 years	C F REVENUE

Oversight Committee \_\_\_\_\_  
Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Lincoln County  
 Vehicle Schedule  
 Department: Forestry as of 5/8/2021

Vehicle					Assigned(take home) to	Current	Replacement	County
No.	Make	Model	Year	VIN No.	Employee	Mileage	Date	Logo
2	DODGE	RAM 1500	2018	3C6JR7DG4JG248945	NO	38,000	2024	NO
4	STERLING	ACTERRA	2003	2FZAANCS63ALO3257	NO	90,522	2021	Glued Placard
5	CHEVY	SILVERADO	2006	3GCEK14V36G161670	NO	91,413	2020	Magnetic/Removable
6	FORD	F750	2013	3FRYF7FJXDV778154	NO	35,944	2025	Magnetic/Removable
7	DODGE	RAM 2500	2019	3C6UR5CJ1KG713780	NO	3,000	2027	Magnetic/Removable
8	FORD	F150	2017	1FTMF1EPXHKE56471	NO	19,500	2025	NO
9	FORD	F150	2014	1FTFX1EF5EKE55740	NO	75,000	2021	NO





March 3, 2020

Mr. Frank Saal, Chair  
County Forestry Committee  
600 Cottage St.  
Merrill, WI 54452

Subject: Lincoln County Forestry Audit (2016-2018)

Dear Mr. Saal,

Attached for your consideration are the Lincoln County Forest Program Review and Audit Report prepared by Hillary Keller (Rhinelanders), Kate Lenz (Peshtigo), Leeann Thole (Financial Specialist, Trout Lake), and Judy Freeman (Financial Specialist, Flambeau River State Forest). The audit/program review occurred on August 27, 2019 and was specific to the State Aid Forestry Fund activity, the Timber Sale Program accountability and the Wildlife Habitat Management Program for the period of January 1, 2016 through December 31, 2018.

Comments were received from the Lincoln County Forestry Office at the time of the audit. Their input and cooperation were noteworthy in developing this final document. Lincoln County Forestry personnel have instituted ideas that have made the Lincoln County Forestry Program unique and successful within Wisconsin. The cooperative effort to strive for the best "on the ground" forest management practices will benefit the County and future generations. We are pleased that Lincoln County has an outstanding forestry program and the staff displays a positive attitude toward program improvements. We welcome the opportunity to work with you to realize the goals and objectives of your forestry program while providing the maximum benefits to Lincoln County.

The audit/program review team appreciated the open discussion and exchange of ideas made possible by this type of program review. It is our hope that it proves to be a constructive influence in strengthening the partnership principle in the County Forest Program. We appreciate the courtesy and cooperation extended to the audit team and look forward to working with Lincoln County in the future.

Sincerely,

James K. Warren  
Forestry Field Operations Bureau Director

CC: Kevin Kleinschmidt, Lincoln County Forest Administrator  
Hillary Keller – DNR Forestry Staff Specialist  
Kate Lenz – DNR Forestry Staff Specialist  
Bill Groth – DNR County Forest Liaison  
Shelley Wrzochalski – DNR Team Leader  
Joe Schwantes – DNR Area Forestry Leader  
Ryan Severson – DNR Northeast District Forestry Staff Supervisor

**Lincoln County Forest**  
**Program Review (2016, 2017, 2018)**  
**Executive Summary**  
**Date of Review: August 27, 2019**

The review was conducted in three parts: a programmatic evaluation of timber sale accountability, a fiscal review of the county's State Aid Forestry Fund account and associated grants / loans, and a review of Lincoln County's progress on forest certification initiatives. Together these examinations identified the following commendations that revealed program areas that were particularly well done and worthy of mention:

**Commendations**

1. All aspects of the review items were found to be as required, providing for fiscal security, timely payments, adequate records, and detailed timber sale inspection notes.
2. Lincoln County is commended on collecting revenue for timber sales in the amount of \$6,749,000.00 during this three-year review period. The timber sales not only bring revenue into the county and townships, but also stimulate the local economy.
3. All payments to the township were paid on time in the very early part of January.
4. Harvesting has matched projections for long term sustainable harvest goals, which have been calculated to promote consistency and balance.
5. Timber sale files reviewed were well organized, comprehensive, and consistent, and included a helpful checklist. Forestry staff were very accommodating during the review and provided all requested information promptly.
6. The use of a shared timber sale inspection report system promotes better quality and efficiency of timber sale administration and it is a valuable documentation tool.
7. There is good documentation of correspondence related to invoicing and other communications with the contractors and adjacent landowners.
8. There is documentation in the reviewed timber sale folders which demonstrates actions taken to track down late mill scale slips.
9. The Recreation Officer is an asset for timber sale administration and has improved the quality of recreational sites in the County through enforcement efforts.
10. Forest reconnaissance needs are being met and there is a proactive plan in place to prevent backlog in the future.
11. County staff have developed strong relationships with local communities and user groups, which has led to the enhancement of County Forest recreation through good communication and cooperative maintenance efforts.

The audit also revealed areas for improvement and possible changes that would improve the county's management and accountability of the County Forest program.

**Recommendations**

1. Increased visibility and disclosure of the whole tree chipping policy during the timber sale advertising process and inclusion in the signed contract may help to avoid potential future conflicts. Any alterations to the contract (ex: changing product codes from 20T to 24T) should be documented and included in a contract amendment.

DNR may follow up on audit recommendations by requiring additional information from the county to demonstrate progress toward fixing any problems or potential problems noted in this audit.

## **PART I: EVALUATION OF TIMBER SALE PROGRAM AND ACCOUNTABILITY**

The question addressed in this portion of the Lincoln County Forest Program Review was "What degree of control and accountability does the county maintain over its timber sales program through its administrative efforts?"

A number of activities are involved in addressing this total question. The various aspects are specifically outlined in s.s. 28.11(6) of the County Forest Law which deals with the approved methods of conducting timber sales.

Although the statutes establish the legal limits within which timber sales are authorized to be conducted, the aggressiveness of the administrative policies of the individual county really determines the degree of accountability that is maintained.

In order to determine the degree of timber sales accountability maintained by the county we examined nine sale folders, severance tax billings and payments, and reviewed county procedures. Seven review items were examined. Our review findings and recommendations for each item are shown below.

### **Item 1:** VERIFICATION OF COUNTY PAYMENT TO TOWNS OF 10% OF GROSS TIMBER SALE REVENUE PURSUANT TO ss. 28.11(9)(d). Wis. Stats.

The county clerk's and forest administrator's records were examined for the years 2016 through 2018 to verify that the County annually paid the appropriate townships the statutory 10% of the gross receipts which the County received from timber sales on lands entered as County Forest.

- A review of payments from the audit period proved that payments are made in accordance with the percentage charts provided by the DNR and that payments have been made in January.

### **Item 2:** VERIFICATION OF COUNTY PAYMENT OF THE 20% SEVERANCE TAX TO THE STATE PURSUANT TO s.s. 28.11(9)(a) Wis. Statutes.

The county procedures for paying severance due the state were examined. Severance tax invoices and the detailed DNR County Forest Ledger Account (Rpt. 53B) were examined for the period of 2016 to 2018.

- Lincoln County did not have an outstanding loan balance during the 3-year period; therefore, no severance payment was owed.

### **Item 3:** AWARD OF SALES & BIDDING

A review of nine sales and their bid opening summaries were made to determine compliance with requirements for advertising and direct sale of forest products (*s.28.11(6)(b), Wis. Stats.*)

- Of the nine timber sales reviewed, all were advertised and had appropriate documentation as required.

### **Item 4:** TIMBER SALES RECORDS

Individual timber sales files, related mill scale and field scale slips, and ledgers were examined on nine closed-out timber sales. The forest administrator was also interviewed.

- Timber sale financial files were neat and well organized and easy to follow. Stumpage volumes and invoices were verified. Sale records were checked to ensure that payments were received within 30 days. For most of the sales that we reviewed, we found that invoices were consistently being paid within the required 30-day period. However, we did find two sales where payments were not made during the required 30-day payment period and interest penalties were not assessed.

**Item 5: SALE MODIFICATIONS**

A number of timber sale reports (DNR form 2460-1) on file were reviewed to determine what, if any, modifications are made to sales after they are sold.

- Decisions to extend timber sales were made with consideration for events that affected the logging industry beyond the local level (ex: increases in salvage sales due to storm damage in other counties).
- A contract was changed from the original product code (20T to 24T). The contractor cut the sale as whole tree and the contract was not amended to reflect this change or to explain the reasoning on the prospectus.

**Item 6: ACCOUNTABILITY OF STUMPAGE VOLUMES HARVESTED BY LOGGERS**

The County Forest administrator was interviewed and nine county timber sale files were examined.

- A review of the timber harvest scales and volume reports was found to be accurate.

**Item 7: TIMBER SALE PERFORMANCE BONDS**

Several completed sales records were reviewed to evaluate the use of performance bonds on timber sales.

- Timber sales had the bond amount throughout the sale for the set amount.

**PART II: FISCAL REVIEW OF STATE AID FORESTRY ACCOUNT & WILDLIFE HABITAT GRANT FOR 2016 THROUGH 2018.**

A review of the Lincoln County State Aid Forestry account and associated Wildlife Habitat Grant account has been made, covering the period January 1, 2016 to December 31, 2018.

The scope of the review consisted of reviewing the county's annual audits, county accounting expenditure reports, DNR central office records, and the procedures for voucher authorization and classification.

Grant and interest-free funding awarded to Lincoln County for the audit period included:

Year	Cty. Forest Admin. Grant	County Forest Sustain. Grant	Wildlife Habitat Grant	Variable Acreage Loan	Project Loan
2016	53872.00	N/A	4754.21	N/A	N/A
2017	54001.50	N/A	4730.15	N/A	N/A
2018	54764.50	N/A	4726.72	N/A	N/A

County Forest Administrator Grant - Annual grant that provides 50% of the salary & benefits (not to exceed 40% of salary) for a county forest administrator or assistant administrator.

- Review of the actual expenditures for salary and fringe, taking into account the adjustments made in 2017 and 2018, show a net underpayment of \$185.23 for the current 3-year audit period 2016-2018. DNR will not be making an adjustment to the grant to be paid in 2020.
- Continue to submit annual work plan and salary breakdown of the county forest administrator position. Deposit grant money in the state aid forestry fund and draw upon it for administrator's salary as required in NR47.70(4)(b), Wis. Adm. Code.

County Forest Sustainable Grant - Provides short term funding for sustainable forestry projects

- ✓ Lincoln County did not receive the Sustainable Forestry Grant during the 3-year period; therefore, no payments are owed.

Wildlife Habitat Grant - Annual grant that provides \$.05/acre for approved wildlife projects.

- ✓ Lincoln County spent the annual allotment each year and met the requirements for each project as stated.
- ✓ Ending balance for 2018 was \$0.00

Interest free loans (Variable acreage and project) - Provides funding to both ongoing and one-time projects benefiting the county forest.

- ✓ Lincoln County did not receive the Variable acreage loan during the 3-year period; therefore, no payments are owed.

### **PART III: FOREST CERTIFICATION**

In 2004, Lincoln County joined twenty-six other county forests as part of a group forest certification effort. The DNR functions as the group manager and is responsible for maintaining the group(s) certificate(s). The individual county forests are group members. In the group manager role, DNR is required to periodically verify compliance of the group members with the certification principles and standards. Lincoln County participates in group certification under the Sustainable Forestry Initiative (SFI) and the Forest Stewardship Council (FSC). Independent certification auditors have identified the need for corrective actions (CARs) in the following areas. This DNR audit evaluated Lincoln County's efforts at addressing the CARs over the last two years.

SFI OFI 2018-01: There is an opportunity to improve road maintenance to comply with Wisconsin BMPs.

- ✓ County Forest roads have regular maintenance performed in spring and fall and additional maintenance is completed as needed. Culvert locations have been recorded with a GPS unit and all high priority culverts have been replaced. The county is currently working on ditching and drainage and focusing on moderately prioritized culverts with equipment availability. BMPs are followed for roads and trails.
- ✓ Roads are monitored after heavy rain or wind events, and are routinely inspected by foresters, shop staff, and user groups. A checklist is used to document any work that needs to be completed, and records of work are on file for road and trail inspections and maintenance.

SFI OFI 2018-02: There is an opportunity to improve in the timeliness of training for forest chemical applications regarding state-certified applicators.

- ✓ All three county foresters and the DNR liaison are certified. Certification expiration is staggered and tracked closely to avoid lapses.

CARS & OFI/Observations (both SFI and FSC) from prior audits that may require attention

1. Soil Productivity & BMPs
  - ✓ Soil, water, and invasive species protection standards and BMPs can be found in timber sale contracts and 15-Year Plan. They are addressed in the pre-sale meeting and enforced through timber sale administration. Rutting and compaction are managed.
  - ✓ Additional invasive species management is addressed on recreational sites through education of user groups, snow fencing, and the use of manure bunkers at trailheads.
  - ✓ Known invasive species sites are mapped with GPS and treated every year.
2. Use of SFI/FSC logos
  - ✓ Lincoln County does not utilize the forest certification logos on their documents or website. The certificate number is included on haul/scale tickets and the timber sale prospectus, contract, and invoices.
3. Opportunity for improvement in the criteria and implementation of stand level retention within larger aspen clear-cut blocks
  - ✓ Aspen is retained within aspen clear-cut blocks as a dominant species with exceptions made for silvicultural, aesthetic, species diversity, and forest health concerns.
4. Consultation with indigenous people
  - ✓ Contact is made during the 15-Year Plan updating process. The Forest Administrator is available to be contacted and public comment is taken at committee meetings. No-charge treaty gathering permits are issued.
5. FSC - High Conservation Value Forests (HCVF) and SFI - Forests with Exceptional Conservation Value (FECV)
  - ✓ Lincoln County has five HCVF swamp sites (Sparrow, Tomahawk, Budinga, Bradley, and Highway 8). Special management considerations are given during harvests, and recon is updated on a more frequent basis (every five years) in some areas to monitor for forest health concerns.
  - ✓ Relieve plots were set up for research purposes by external partners in special use areas.
6. Natural Regeneration Monitoring
  - ✓ Natural regeneration is monitored on an as-needed basis. Stands are monitored more closely with survival checks (Intermediate Treatment HM 8) in higher risk species, such as oak, white birch, and aspen growing in low-ground sites.
7. Pesticide Application Safety & Documentation
  - ✓ All three County foresters and the DNR liaison forester are certified.
  - ✓ Foresters follow the label, research options, and consult with specialists before pesticide use. Written prescriptions are used for every site. Chemicals used are not on derogation list and they are stored in a locked cabinet.

8. Monitoring Results

- ✓ Lincoln County Forest completes annual reports based on their approved annual work plans. The reports are approved by committee and the County Board. They are posted on their website and sent to both the DNR liaison and WCFA.

# COUNTY FOREST INTERNAL CERTIFICATION REVIEW

**Group Organization's Name:** Wisconsin County Forest – Certification

**Internal Auditors (print)** Hillary Keller, Kate Lenz

**Internal Auditor's Signatures:** \_\_\_\_\_

**Date:** 8/27/2019 **County:** Lincoln

The County Forest program conducts annual internal program reviews to determine compliance with the County Forest Law, the County Forest Comprehensive Land Use Plan (15 Yr. Plan), and Forest Certification standards.

A check-mark (X) shall be indicated in the correct box indicating Exceed the Basic Requirements (Exc), Conformance (Con), Opportunity for Improvement (OFI), or Non-conformance (NC). Definitions are as follows:

Exceed the Basic Requirements (Exc) – Indicates a County substantially exceeds the certification indicator

Conformance (Con): Indicates a County meets the certification indicator

Opportunity for Improvement (OFI): Indicates marginal or questionable compliance with the indicator OR it may identify work that is already planned but not completed / implemented as yet. OFIs do not indicate a current deficiency with respect to the indicator but serve to identify areas that can be strengthened or which merit future attention

Non-conformance (NC): Indicates a County is not in compliance with the indicator

Where a non-conformance is found, the Lead Auditor shall fully document the rationale for the nonconformity on an Internal Corrective Action Request (CAR) form. Internal CAR forms shall be submitted to the County Forest Administrator, DNR Liaison Forester, Chair of the Wisconsin County Forests Association (WCFA) Certification committee, and the DNR County Forest Specialist. Internal CARs shall only be written after communication with the County Forest Administrator, Liaison Forester, Team Leader and County Forest Specialist as outlined in the Public Forest Lands Handbook. (page 290-14).

Standard Requirements	SFI	FSC	COMMENTS
<b>Forest Management Planning</b>			
How are long term sustainable harvest levels determined? How are annual harvest schedules established? For the past 3-10 years, have harvest establishment levels averaged less than long term harvest goals?	PM 1.1	C 5.1 C 5.6 C 8.2	Discussed at partnership meetings and addressed in annual work plan and 15 year plan. 2100 acres AAC is a balance between annual and long-term goals. WisFIRS system used. Recon is done at rate of at least 10% per year. 95% recon is < 15 years old. 09-18 2030 acres. 16-18 2099 acres. 15-year average is 2567 acres.  Long term sustainable harvest levels are calculated to promote consistency and balance. There is no significant backlog of recon, and there is a plan in place to keep up with future needs.  <input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance
How often does the County report and amend their approved 15 Year Plan (including Annual Work Plan additions)? How is the plan current with appropriate science, technology, and county policy?	PM 1.1	C 5.6 C 7.2	Annually and as needed. Amended through DNR guidance, committee and County Board policy updates.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance
How are annual accomplishments evaluated against annual work plans?		C 8.4	Annual report and WisFIRS.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance
Are the 15-year plan, annual work plan, and annual reports made available to the public? If so, where does the public go to access this information?		C 7.4 C 8.5	Yes: copy in office, website, WCFA office, and DNR.  Staff maintains their own website, and they have had relevant training to help them perform this task. Committee meetings have proper public notice and available information.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance
How often does the County Forestry Committee meet to review operations and discuss issues? How are annual accomplishments communicated to the public, local DNR, and Central Office DNR?	PM1.1	C 8.1 C 8.2	Monthly or as needed. Approved by committee and County Board. Posted on website and sent to DNR liaison and WCFA.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance

Standard Requirements	SFI	FSC	COMMENTS
Does the County Forest ever convert one forest type to another forest cover type? If so, what process is followed.	PM 1.2		<p>Natural regeneration to aspen in plantations to reduce herbicide use. Forest types are typically converted naturally if conditions require it (soil conditions, natural regen) with limited herbicide use.</p> <p>There has been an emphasis on removing ash in hardwood stands. Black ash swamps will be a concern in the future, and consideration has been given to how this can be managed.</p> <p><input type="checkbox"/> Exceeds   <input checked="" type="checkbox"/> Conformance   <input type="checkbox"/> OFI   <input type="checkbox"/> Non-Conformance</p>

Standard Requirements	SFI	FSC	COMMENTS
<b>Forest Productivity</b>			
How does the County track regeneration success in both natural and artificial stands? What are the measures to ensure future stocking densities are met?	PM 2.1	C 8.2	<p>WisFIRS and 1, 3, and 5 year plantation checks. 10% or more annual recon update of county forest acreage since 2007.</p> <p>Statement in contract (Care must be taken to protect adv. Regen. Or whole tree harvesting subject to field approval) and timber sale admin.</p> <p>Silvicultural Handbook tools to monitor natural regen 21-25 in 2019 version. Intermediate Treatment HM8 in WisFIRS is used to check questionable regen (ex: oak, white birch, low ground aspen).</p> <p>Rutting and compaction standards are also enforced.</p> <p><input type="checkbox"/> Exceeds   <input checked="" type="checkbox"/> Conformance   <input type="checkbox"/> OFI   <input type="checkbox"/> Non-Conformance</p>
To achieve management objectives: How do you minimize chemical use? What other factors are taken into consideration (e.g. narrow spectrum, managing excess product, storage, record keeping, correct selection of pesticide, other means of control)?	PM 2.2	C 6.6 C 6.7	<p>Mechanical release, hand pulling, weed torch. Staff educate user groups to find and report invasive species so areas can be treated sooner.</p> <p>All 3 field foresters are certified and DNR liaison is as well. Pesticide certification of employees is tracked carefully, with staggered certification expiration dates.</p> <p>Written prescriptions completed for every site including HRD, saved on "O" drive/Pesticides.</p> <p>Use chemicals not on derogation list and chemicals locked in cabinet in shop. Staff follow labels, do research, talk to specialists. Co-op has contact with extensive knowledge.</p> <p><input checked="" type="checkbox"/> Exceeds   <input type="checkbox"/> Conformance   <input type="checkbox"/> OFI   <input type="checkbox"/> Non-Conformance</p>

Standard Requirements	SFI	FSC	COMMENTS
<p>What are the rutting and soil protection standards in timber sale contract? How are they monitored and documented during active sales? Are standards documented anywhere else?</p>	PM 2.3	C 5.3 C 6.5	<p>6" or more with channelized flow to wetland, stream or lake.          6" and 100' long in RMZ on road, landing or primary skid trail.          10" and 66' in upland on road, landing or primary skid trail.          6" and 100' on secondary skid trail or harvest area.          BMPs applied to all timber sales, timber sale administration and enforce items in contract, addressed in pre-sale meeting.          In contract and 15-year plan.</p> <p><input type="checkbox"/>Exceeds <input checked="" type="checkbox"/>Conformance <input type="checkbox"/>OFI <input type="checkbox"/>Non-Conformance</p>
<p>Are ecological impacts of timber harvests considered? If so, where are such considerations documented?</p>	PM 2.3 PM 4.1	C 5.5	<p>Yes –2460 timber sale narrative and 15-year plan.          BMPs applied to all timber sales, NHI searches, Wildlife Action Plan followed, timber sale administration inspections.</p> <p><input type="checkbox"/>Exceeds <input checked="" type="checkbox"/>Conformance <input type="checkbox"/>OFI <input type="checkbox"/>Non-Conformance</p>
<p>Are BMPs for Water Quality, BMPs for Invasive Species, Guidelines for biomass harvesting &amp; Rutting guidelines implemented and documented in the timber sale contract and 15 yr. plan?          What techniques are used to minimize threats from invasive exotic species on the county forest?</p>	PM 2.3 PM 2.4 PM 3.1 PM 3.2 PM 4.2	C 5.3 C 6.3 C 6.5	<p>Included in 15-year plan and documented in timber sale narrative and contract.          Clean machines before/after harvesting, pre-sale meetings with contractors, avoid skid trails through invasive area, flag invasive area for harvest last, avoid landings within invasive areas, restrict to frozen snow covered.          Trailheads, campgrounds, and recreation areas monitored.          GPS locations of every known invasive on GIS system and treated every year.          Snow fence to exclude in heavily used areas. Educated user groups to help ID and hand pull in recreation areas. Handed out publications to ID to user groups.          Manure bunkers at trailhead.</p> <p><input checked="" type="checkbox"/>Exceeds <input type="checkbox"/>Conformance <input type="checkbox"/>OFI <input type="checkbox"/>Non-Conformance</p>
<p>Are short &amp; long term impacts of timber sales and mitigation measures documented in the Timber Sale Notice &amp; Cutting Report?          What types of mitigation measures are used on timber sales and other forest management operations?</p>	PM 2.4	C 6.1 C 6.2 C 6.3	<p>Yes.          Implementation of BMPs, safeguards for RTE species, landscape scale diversity. Protect forests from damaging agents –Oak Wilt-April 15-July 15 restriction, spray for HRD in non-frozen, prepare for Emerald Ash Borer.          Maintain and improve long-term forest health and productivity through proper management.          Public knowledge is growing on forest health timing issues.</p> <p><input type="checkbox"/>Exceeds <input checked="" type="checkbox"/>Conformance <input type="checkbox"/>OFI <input type="checkbox"/>Non-Conformance</p>

Standard Requirements	SFI	FSC	COMMENTS
<b>Protection and Maintenance of Water Resources</b>			
How does the County modify management techniques for wet conditions?	PM 3.1	C 5.3 C 6.5	Timber sale admin in the field, timing, seasonal/weather-dependant and general restrictions, enforcing rutting standards, trying to find area of higher elevation in sale to allow contractor to keep working without damage, 15-year plan.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance
What, if any, special management techniques are used in Riparian Management Zones (RMZs)? How are these areas designated on timber sales? Is this included in the 15-year plan? Include protection of non-forested wetlands (bogs, vernal pools, fens, marshes).	PM 3.2	C 6.3 C 6.5	BMPs applied, equipment free zones RMZ (yellow lines and shown on TS map), filter strips, seasonal restrictions, minimum 60 ft <sup>2</sup> /acre residual BA, no biomass harvesting, no landings, no equip within 15', 15-50' equip only when frozen or dry, rutting policy and timber sale administration. Wetlands and bogs are utilized for green tree retention areas through the creation of filter strips. Designation and design in timber sale contract and 15-year plan.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance

Standard Requirements	SFI	FSC	COMMENTS
<b>Conservation of Biological Diversity including Forests with Exceptional Conservation Value</b>			
Are green tree retention guidelines applied on all pertinent timber sales? Where and how is this documented?	PM 4.1	C 6.3	In 15-year plan, 2460 timber sale narrative. Maintain 3-15% representative of dominant species unless concern for aspen regen or replanting. Adjustments are made for smaller aspen sales. Documentation included in 2460 when there are exceptions. Green tree retention areas are shown on the timber sale map. Aspen is reserved in aspen stands.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance

Standard Requirements	SFI	FSC	COMMENTS
<p>Does the County have any “Forests of Exceptional Conservation Value” identified in their 15 Year Plan? How does the County ensure that the attributes of the “Forests of Exceptional Conservation Value” that make it special are considered during any active management?</p> <p>Does the County have any High Conservation Value Forests (HCVFs) identified in their 15-Year Plan? Where/who does the county Consult to identify HCVFs and their associated attributes and management? Where are HCVFs assessment and management direction documented? How does the County ensure that the attributes that make a HCVF special are considered during any active management? After active management on a HCVF, what monitoring is done to evaluate the effectiveness of the treatment?</p> <p>Are Representative Sample Areas (RSAs) of existing ecosystems within the landscapes identified in the 15-Year Plan? How are management activities limited within these areas?</p>	<p>PM 4.2 PM 4.3</p>	<p>C 6.1 C 6.2 C 6.4 C 9.1 C 9.2 C 9.3 C 9.4</p>	<p>Five swamp HCVF sites (Sparrow, Tomahawk, Budinga, Bradley and Hwy 8). S-code, area of special concern. Managed to perpetuate the site. Consult with DNR on NHI info. Sites are swamps so harvest only occurs during frozen conditions. Target recon updates every five years in HCVF sites (even though most are non-productive forest) to monitor for any changes or forest health concerns.</p> <p>Releve plots have been established by researchers in special use areas; land was donated to county to manage for aesthetics (lakes in the area). Three releve plots were set by Randy Hoffman in the Roothouse/Ghost Lake area in Lincoln County on July 19, 2006. Base releve plots were set up on county forests with sustainable forestry grant through WCFA and UW-Superior.</p> <p>Monitoring of these sites is addressed in new 15-Year Plan template which will take effect 1/1/21. Harrison Hills lakes and Prairie Dells area will also be addressed.</p> <p><input checked="" type="checkbox"/> Exceeds    <input type="checkbox"/> Conformance    <input type="checkbox"/> OFI    <input type="checkbox"/> Non-Conformance</p>

Standard Requirements	SFI	FSC	COMMENTS
<b>Visual Quality and Recreational Benefits</b>			
Are aesthetics considered during the establishment of timber harvests? If so, what references or techniques are applied?	PM 5.1 PM 5.2		<p>Yes, follow aesthetic handbook, zones in 15-year plan, and part of Silviculture Handbook. Follow green-up requirements, leave residual trees, road corridors, even-aged sale size and irregular lines, sale timing, buffers along waterways, manage for longer-lived species where appropriate.</p> <p>Long-term harvest plan in Underdown: balancing needs of hunters and trail users with sale design. Have been thinning stand to keep shade on the trail; clearcuts with educational signs.</p> <p><input checked="" type="checkbox"/>Exceeds   <input type="checkbox"/>Conformance   <input type="checkbox"/>OFI   <input type="checkbox"/>Non-Conformance</p>
Are even-aged harvests staggered in order to allow for green-up (5' tall regeneration or 3 years) before harvesting adjacent stands?	PM 5.3		<p>Yes, tracked in WisFIRS.</p> <p>Consideration for green up documented in the 2460 narrative. Large aspen stands have been broken down into smaller and/or scattered blocks to manage for aesthetics and rotation concerns. Aspen coppice harvests are usually 60-70 acres but are variable.</p> <p><input type="checkbox"/>Exceeds   <input checked="" type="checkbox"/>Conformance   <input type="checkbox"/>OFI   <input type="checkbox"/>Non-Conformance</p>
How are aesthetics considered when establishing harvests adjacent to recreational areas (including campgrounds, trails, etc.)?	PM 5.1 PM 5.4		<p>Convert to longer-lived species, public education, buffer zones, timing, activity restrictions, clear debris from trail, sale design, avoid high use times, consider trail use, considerations for green up, statement on timber sale map that rec trails are of high importance.</p> <p>Good communication and working with user groups to design trails (mitigate for steep slopes and aquatic features) has had good results. A voucher system is used to encourage volunteer work with good results and positive feedback. Proactive coordination between user groups helps to avoid conflicts. Signs and posts provided when possible, and the county is often making revenue with trails.</p> <p><input checked="" type="checkbox"/>Exceeds   <input type="checkbox"/>Conformance   <input type="checkbox"/>OFI   <input type="checkbox"/>Non-Conformance</p>
Does your annual work plan consider promotion of recreational opportunities for the public?	PM 5.4		<p>Yes, annual work plans and partnership meetings discuss recreation projects for the upcoming year (going over existing rec facilities and planned improvements).</p> <p><input type="checkbox"/>Exceeds   <input checked="" type="checkbox"/>Conformance   <input type="checkbox"/>OFI   <input type="checkbox"/>Non-Conformance</p>

Standard Requirements	SFI	FSC	COMMENTS
How often are designated County Forest roads maintained? How often are other motorized roads/trails maintained?	PM 2.3	C 6.5	<p>Spring and fall maintenance and as needed. Monitor after heavy rain or wind. Routine inspections by foresters, shop staff, user groups, etc. and documentation on file for road/trail inspections and maintenance. BMPs used for roads and trails.</p> <p>A checklist is used to document any work that needs to be done which is retained at shop. Culverts are all recorded with GPS. Replaced all high priority culverts. Working on ditching and drainage, focusing on moderately prioritized culverts with equipment availability. Cooperation and communication with towns has assisted with road management and protection (related to timber sale hauling).</p> <p><input checked="" type="checkbox"/>Exceeds   <input type="checkbox"/>Conformance   <input type="checkbox"/>OFI   <input type="checkbox"/>Non-Conformance</p>

Standard Requirements	SFI	FSC	COMMENTS
<b>Protection of Special Sites</b>			
How does the County identify special sites? How are NHI, historical, and archaeological inventories managed for their unique features? How are they evaluated and protected during management practices? Where are these reviews and mitigation measures documented?	PM 4.2 PM 4.3 PM 6.1	C 6.1 C 6.3 C 6.4	<p>Special sites are identified in 15-Year Plan. NHI, historical, and archaeological hits are referred to DNR liaison, wildlife specialist, or ER prior to sale establishment and documented in narrative. Special sites are S-code in WisFIRS, local sites are mapped on GIS layer, use of REZs or exclude from sale area when applicable. Documented in 2460, confidential files, and GIS.</p> <p>In addition to DNR historical records, local records, field observations, and local knowledge from residents is also considered when designing sales. Local files and shapefiles for documentation.</p> <p><input checked="" type="checkbox"/>Exceeds   <input type="checkbox"/>Conformance   <input type="checkbox"/>OFI   <input type="checkbox"/>Non-Conformance</p>
How is information in the 15-Year Plan with respect to special sites communicated to the stand level?		C 6.2	<p>S-code in WisFIRS, NHI, state or local historical or archaeological record.</p> <p><input type="checkbox"/>Exceeds   <input checked="" type="checkbox"/>Conformance   <input type="checkbox"/>OFI   <input type="checkbox"/>Non-Conformance</p>
Is there Type 1 or 2 Old Growth on the County Forest? If so, how are those areas preserved?		C 6.3	<p>No.</p> <p><input type="checkbox"/>Exceeds   <input checked="" type="checkbox"/>Conformance   <input type="checkbox"/>OFI   <input type="checkbox"/>Non-Conformance</p>

Standard Requirements	SFI	FSC	COMMENTS
Are legacy trees identified on timber sales? If so, are they retained or how are they designated long term?		C 6.3	Yes, marked as leave trees. GPS locations in GIS system and in WisFIRS so future foresters can ID and maintain. Legacy trees are also mentioned in 2460 narrative.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance

Standard Requirements	SFI	FSC	COMMENTS
<b>Efficient Use of Fiber Resources</b>			
What measures are taken to ensure good utilization, minimize waste, and protect residual trees on timber harvests? How are timber sale inspections documented? How does the county encourage or ensure opportunity for local businesses of various sizes?	PM 7.1	C 5.2 C 5.3 C 6.5 C 8.2	Timber sale administration, prospectus and contract language with utilization specifications, presale meetings with contractors. Inspection records are emailed to all forestry staff and DNR and county rec. officer, so everyone has current info on timber sale activity. Cameras are used on sales as needed/available. Sales of various sizes and value are established and sold by competitive bidding.  <input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance
How has the County offered non-traditional forest products for sale including small diameter woody biomass, low grade wood, boughs, and firewood or Christmas trees? On county forests that allow either whole tree or biomass harvesting, how are BMPs for biomass harvesting implemented?	PM 7.1	C 5.3 C 5.4 C 5.6 C 6.3 C 6.5	Offered through permits. Have only had a few tribal bough permits issued and none recently. Biomass harvesting is through sale amendment or direct sale and follow guidelines, including soil checks. Leave one out of every ten average tops on site, do not need to pick up every stick or tree missed with skidding, do not clean up already downed trees, maintain 5 oven dried tons/acre FWD. Specified in contract and on inspection reports.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance
When utilization or market issues arise with local contractors how are they handled? (e.g. changing markets, changing utilization standards, etc.) How do you offer sales for diversified markets?	PM 7.1	C 5.2	Try to follow contract as best possible. If changes are needed, modification of utilization standards are approved by forestry committee and DNR. In extreme cases, still apply silvicultural standards but modify utilization standards such as basswood pulpwood and lack of markets. Sales for diversified markets are consistent with management objectives of the individual sale area and follow contract and other guidelines. Working with contractors who are working on salvage sales elsewhere.  <input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance

Standard Requirements	SFI	FSC	COMMENTS
How are local logging and/or forest management contractors made aware of contracting possibilities? How does the county ensure timber harvests offered for both large and small contractors?	PM 7.1	C 4.1 C 5.2	Timber sale mailing lists, advertisements in two papers and on website, prospectus and maps available at Merrill Forestry Office and Tomahawk Annex, foresters tell active contractor working on forest, phone calls from contractors. Diversification of sale size and value. Maps are georeferenced and can be used with smartphones.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance
How does the County identify FSC and/or SFI-certified forest products coming from the forest to assist with chain-of custody? Does the county have approval documentation for their use of all trademarks and logos?	PM 11.1	C 8.3	Haul tickets have correct certification number and claim and are used to maintain chain of custody. Number is also on invoices, prospectus, and contract. Trademarks were approved by Doug Brown in 2018. Lincoln County does not use logos.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance

Standard Requirements	SFI	FSC	COMMENTS
<b>Legal &amp; Regulatory Compliance</b>			
How does the County ensure they do not violate laws, regulations, or 15-Year Plan requirements (worker's rights, safety, etc.)?	PM 9.1	C 1.1 C 4.1 C 4.2	County safety training for staff, county administration oversees employee rights, 15-year plan. Open meeting laws, OSHA training standards referenced in contracts. The County has not been found in violation of any laws, regulations, or 15-Year Plan requirements in the last 3 years.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance

Standard Requirements	SFI	FSC	COMMENTS
<p>How does the County prevent illegal or unauthorized activities on the County Forest?</p> <p>How does the County document or communicate situations in which compliance with laws and regulations conflict with FSC principles?</p>	PM 9.1	C 1.4 C 1.5	<p>Timber sale administration, contract enforcement, and pursuit of enforcement of state statute where/when appropriate. Recreational Officer, staff patrol, user group and public tips. Surveillance cameras. Enforcement through DNR and Corp Counsel.</p> <p>The Recreational Officer has had a significant impact on the County Forest by responding to and monitoring for illegal activity at specific recreation sites. On a larger scale, their frequent and widespread presence has been noticed by the public and has served as a deterrent for illegal or unauthorized activities.</p> <p>Compliance with laws or regulations that conflict with FSC principles, Criteria, or Indicators are documented and referred to DNR.</p> <p><input checked="" type="checkbox"/>Exceeds    <input type="checkbox"/>Conformance    <input type="checkbox"/>OFI    <input type="checkbox"/>Non-Conformance</p>

Standard Requirements	SFI	FSC	COMMENTS
<b>Forestry Research, Science, and Technology</b>			
How has the County supported research, training, or forestry education activities either individually, through the Statewide Implementation Committee (SIC) or in their support of WCFA?	PM 10.1 PM 10.2	C 4.1	Yes. WCFA board of Directors has made this a priority so Lincoln County supports through WCFA, Log-a-Load for kids, school presentations, student projects, Arbor Day presentations to nursing home residents, community involvement educational programs, eagle scout programs, job shadow. Treehaven (UWSP) utilized the forest for summer camp and other programs. Participation in grouse translocation to Missouri program. Lincoln County also supported the establishment of releve plots in HCVF sites and USFS butternut research on the County Forest.  <input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance
How do County Forest staff stayed current on impacts to forests, wildlife, and biological diversity associated with climate change?	PM 10.3	C 4.1 C 4.2 C 7.1 C 7.2 C 7.3 C 8.2	By attending training and educational seminars involving sustainable forest management and considering potential changes in management plans. Climate change website, DNR info from specialists. The WCFA Executive Director is a member of the SIC who offers support for research, training & forestry education through grants. WCFA also weighs in on inconsistent practices through their involvement on the SIC.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance

Standard Requirements	SFI	FSC	COMMENTS
<b>Training and Education</b>			
What training does the County require for timber sale contractors? How are training records for contractors retained on file or accessed through FISTA when individual sales are sold?	PM 7.1 PM 11.1		The County requires FISTA training. Electronic FISTA database is checked for compliance and records are retained in both the timber sale folder and in a binder at the office.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance
What training opportunities do county staff have for training either specific to or related to their jobs? (forestry education, safety) Are training records retained for staff? If so, where are they retained?	PM 11.1	C 4.1	A binder of training records kept for each employee and certificates is maintained and tracked by Acct Tech. consistent with county safety policy. Annual training is conducted by county and other opportunities through WCFA, DNR, and county insurance provider are utilized.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance

Standard Requirements	SFI	FSC	COMMENTS
What process is used to hire new forestry staff?	PM 9.2	C 4.1	<p>Written policy in county personnel manual and regulated by county administration dept. to ensure compliance with laws concerning civil rights, equal employment opportunities, anti-discrimination, and workers' compensation. Hiring practices are non-discriminatory and follow applicable federal, state, and local regulations.</p> <p><input type="checkbox"/> Exceeds   <input checked="" type="checkbox"/> Conformance   <input type="checkbox"/> OFI   <input type="checkbox"/> Non-Conformance</p>

Standard Requirements	SFI	FSC	COMMENTS
<b>Community Involvement and Landowner Outreach, Public Land Management Responsibilities</b>			
Is education information, including that prepared by DNR & WCFA, provided to the public at county offices or websites?	PM 12.1 PM 12.2		<p>Yes at both. Examples are info on invasive species, annual reports, annual work plans, ATV/UTV use. Rec Officer educates people in the field. Staff give presentations at user group meetings. Informational signs are sometimes posted in areas where recreational trails are near even-aged harvesting.</p> <p><input type="checkbox"/> Exceeds   <input checked="" type="checkbox"/> Conformance   <input type="checkbox"/> OFI   <input type="checkbox"/> Non-Conformance</p>
How does the county staff deal with concerns or issues raised by the public regarding practices on the County Forest that appear inconsistent with SFI principles?	PM 12.3		<p>Have not had any. If any occur, bring to the attention of the county forestry committee, and if needed report to State SFI Implementation Committee. The DNR would be kept informed on situation and the administrator is available as a first contact.</p> <p>Letters are sent to landowners of property adjacent to timber sales, and these letters are retained as documentation in the sale folders.</p> <p><input type="checkbox"/> Exceeds   <input checked="" type="checkbox"/> Conformance   <input type="checkbox"/> OFI   <input type="checkbox"/> Non-Conformance</p>
How does the county interact with the affected public on short and long term planning & management?	PM 13.1	C 4.4	<p>Contacts and meetings with user groups. If conflicts arise, bring groups together at a meeting to resolve the issue. If a new trail, etc. is being proposed in the Underdown, have meeting to make sure any negative effects to other groups are avoided. Adjoining landowner letters and Ice Age Trail notification in timber sale planning process. Silvicultural signs on Underdown trails. Committee meeting open to public and contacts with user groups in 5-Year Rec Plan and 15-Year Forest Plan.</p> <p><input checked="" type="checkbox"/> Exceeds   <input type="checkbox"/> Conformance   <input type="checkbox"/> OFI   <input type="checkbox"/> Non-Conformance</p>

Standard Requirements	SFI	FSC	COMMENTS
How does the County determine harvest boundaries when timber sales abut private land? How does the County document access use rights held by private parties? Have there been conflicts with adjacent landowners over management/boundary issues? If so, how are they resolved?	PM 9.1	C 2.1 C 2.3	Lines established by county surveyor if needed. Notification letters sent to all adjoining landowners and copies of correspondence are maintained in the timber sale folder. Private access use documented with forest access permits. No conflicts have occurred, but if disputes do arise: try to resolve through committee, otherwise through legal means with corporation counsel.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance

Standard Requirements	SFI	FSC	COMMENTS
<b>Indigenous Peoples' Rights</b>			
Does the County provide a written policy indicating their commitment to the rights of indigenous peoples?	PM 8.1	C 3.1 C 3.2 C 3.3 C 3.4	Yes, 500-32 in the 15-Year Plan.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance
In what way does the county communicate with Tribes having an interest in their County Forest? How are cultural Tribal sites on the County Forest identified and protected? If within the ceded territory, how does the County provide for Tribal gathering rights?	PM 8.2	C 3.1 C 3.2 C 3.3 C 3.4	Forest Administrator is available to be contacted and public comment is taken at committee meetings. Contact is made during 15-Year Plan updating process. No cultural sites that they are aware of. Staff had received cultural and arch training. Maintain GIS layer of local hist/arch sites to protect. No-charge permits are issued for treaty gathering permits.  <input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Conformance <input type="checkbox"/> OFI <input type="checkbox"/> Non-Conformance

**Lincoln County**  
**Budget Modification Form**  
For the Year 2019

Issue Date: 12/31/2019

County Department: Forestry

Budget Modification Number:  
(Finance will assign)

1474158 1474158 0  
Overage Covered By

<u>Account Number</u>	<u>Account Name</u>	<u>Increase</u>	<u>Decrease</u>		
62000059.598000	Transfer Out	1,206,934		1206934	
62000000.499990	Funds Applied	1,206,934			1206934
62010000.520000.10100	Admin Grant Fringe	7,804		7804	
62010000.436900.10100	Admin Grant Revenue	7,012			7012
62010000.511000.10100	Admin Grant Salaries		792		792
62010100.571000.10101	Wildlife Habitat Misc	897		897	
62010100.511000.10101	WH Wage		650		650
62010100.520000.10101	WH Fringe		200		200
62010100.596001.10101	WH Equip Allocation		47		47
62010200.571000.10102	CCF Misc	2,626		2626	
62010200.511000.10102	CCF Salaries		1,533		1533
62010200.520000.10102	CCF Fringe		489		489
62010200.596001.10102	CCF Equipment		220		220
62010200.436900.10102	CCF State Aid	384			384
62010300.511000.10103	Snowmobile Salaries	672		672	
62010300.520000.10103	Snowmobile Fringe	246		246	
62010300.595000.10103	Snowmobile Club Exp	54,991		54991	
62010300.596001.10103	Snowmobile Equipment	202		202	
62010300.571000.10103	Snowmobile Misc		6,676		6676
62010300.436900.10103	Snowmobile State	49,435			49435
62010400.511000.10104	ATV Salaries	5,097		5097	
62010400.520000.10104	ATV Fringe	5,227		5227	
62010400.595000.10104	ATV Club Expenditures	1,957		1957	
62010400.596001.10104	ATV Equipment Exp	16,382		16382	
62010400.571000.10104	ATV Misc		28,663		28663
62010500.531320.10500	Turkey Stamp Exp	15,800		15800	
62010500.436900.10500	Turkey Stamp Rev	15,800			15800
62010600.511000.10106	Forest Road Salaries	1,279		1279	
62010600.520000.10106	Forest Road Wage	1,387		1387	
62010600.571000.10106	Forest Road Misc	4,045		4045	
62010600.596000.10106	Forest Road Equipment Allocation	8,784		8784	
62010600.436900.10106	Forest Road Rev	254			254
62010900.531320	Parks Contracted Services		15,241		15241
62010800.511001	Forestry Per Diem	2,053		2053	
62010800.551000	Forestry Insurance	1,055		1055	
62010800.554001	Forestry Printing Allocation	5		5	
62010800.571000	Forestry Misc	9,273		9273	
62010800.511000	Forestry Salaries		12,386		12386

62010900.511000	Parks Salaries and Wages	37,856	37856
62010900.520000	Parks Fringe	2,602	2602
62010900.596001	Parks Equipment Allocation	7,024	7024
62010900.531320	Parks Contracted Services	34,759	34759
62010900.570000	Parks Rec Trails	12,723	12723
62011000.511000	Forestry Building Wage	2,504	2504
62011000.520000	Forestry Building Fringe	1,001	1001
62011000.571000	Forestry Building Misc	11,793	11793
62011000.596001	Forestry Building Equip Allocation	1,970	1970
62010800.596005	Roads Allocation	17,268	17268
62011200.511000	Land Agent Salaries	2,362	2362
62011200.511001	Land Agent Per Diem	2,000	2000
62011200.520000	Land Agent Fringe	362	362
62011300.511000	Beaver Wages	13	13
62011300.520000	Beaver Fringe	7	7
62011300.532000	Beaver Expense	20	20
62011400.511000	Forestry Equip Wages	9,611	9611
62011400.520000	Forestry Fringe	4,888	4888
62011400.543000	Forestry Equip and Repair	16,176	16176
62011400.562001	Equip Fuel	18,596	18596
62011400.565002	Equip Small Tool	976	976
62011400.571000	Equip Misc	218	218
62011400.596001	Equip Allocation	50,465	50465
62026200.511000.10164	RTA 1921 Wages	3,763	3763
62026200.520000.10164	RTA 1921 Fringe	3,324	3324
62026200.596001.10164	RTA 1921 Equipment Allocation	2,758	2758
62026200.436900.10164	RTA 1921 Grant Rev	9,845	9845

**Description of need:**

Modify 2019 budget to adjust to actual

Department Head Signature \_\_\_\_\_

Committee Approval:

Finance Committee Approval:  
(if over 10% of Department budget)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



**Executive Committee:**

<b>Bruce "Sparky" Enstrom</b> President Menominee, MI	<b>Matt Jensen</b> WI Vice President Crandon, WI	<b>Dave Slater</b> MI Vice President Gwinn, MI	<b>Troy Brown</b> Secretary/Treasurer Antigo, WI	<b>Guy Longhini</b> Member at Large Toivola, MI	<b>Mark Huempfer</b> Member at Large Wausaukee, WI	<b>Max Ericson</b> Past President Minong, WI	<b>Henry Schienebeck</b> Executive Director Rhineland, WI
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April 14, 2020

**Board of Directors:**

**Jeff Bean**  
Arpin, WI

**Scott Bowe**  
Madison, WI

**Aaron Burmeister**  
Seymour, WI

**Mike Elenz**  
Kingsford, MI

**Kevin Haustein**  
Bessemer, MI

**Dave Johnson**  
Quinnesec, MI

**Scott Koerner**  
Oshkosh, WI

**Tim Lee**  
Mellen, WI

**Larry Lloyd**  
Homewood, IL

**Rebekah Luedtke**  
Rhineland, WI

**Todd Penrose**  
Ishpeming, MI

**Todd Pond**  
Tomahawk, WI

**Todd Shamion**  
Crystal Falls, MI

**Jordan St. John**  
Spalding, MI

**Tony Siverling**  
Eau Claire, WI

**Mike Sturgill**  
Onaway, MI

**Allan Suzan**  
Ojibwa, WI

**DJ Zellar**  
Germfask, MI

Dear Ms. Luedke,

Great Lakes Timber Professionals Association (GLTPA) greatly appreciates the efforts of Wisconsin's County Forest professionals to keep timber sales operating in this time of uncertainty.

As you are aware, the ongoing COVID-19 outbreak is causing widespread disruption in the economy, wood products are no exception to this. While we do not yet know how long this outbreak will last and should there be considerable disruption in wood flow, GLTPA respectfully requests that WCFA member counties consider taking steps wherever possible to ensure that purchasers of county timber remain viable during this pandemic. There are several areas over which none of us have control however, there are some opportunities which can be of value in helping recovery begin much faster once this pandemic is under control.

With that in mind GLTPA is asking WCFA member counties to consider taking the following actions to assist GLTPA member companies and the forest products industry as they manage this disruption.

First, provide timber sale contract holders with a no cost one-year extension on all county timber sales due to expire between now and the end of 2020.

To the extent practicable, release deposits and bonds within 20 working days of timber sale completion allowing purchasers to retain and conserve cash for future operations.

It is also critical that county forest personnel continue preparing and advertising new timber sales. Current conditions will undoubtedly have a long-term impact on wood consuming markets. In order to shorten the length of this negative impact, GLTPA is asking that counties consider eliminating minimum bid requirements or having an overall sale minimum as opposed to tree species or product specific minimums. This will allow market conditions to utilize raw fiber value as a means of helping loggers and industry recover more rapidly once this pandemic is stabilized.

Finally, GLTPA is asking that consideration be given to reducing bid bonds and performance bonds to 5%. Doing so will allow contractors to have additional credit lines and cash available for business operations in these uncertain times.

GLTPA believes taking these suggested steps will help ensure that timber purchasers remain viable by not having to comply with contract provisions which no longer align with current market realities. Hopefully WCFA members agree retaining viable forest management capacity is critical to reducing the risk of large-scale fires, insect outbreaks on Wisconsin's forests, and maintaining the health of our rural economies.

We thank you in advance for your consideration of this request.

Sincerely,

Henry Schienebeck, GLTPA Executive Director

Bruce "Sparky" Enstrom, GLTPA President

*The Great Lakes Timber Professionals Association (GLTPA) is a non-profit organization representing loggers, truckers, sawmills, paper manufacturers, private and commercial forest landowners, forestry professionals, school districts and outdoor recreation enthusiasts in Michigan and Wisconsin. GLTPA's mission is to "Protect a Multiple-Use Forest for Future Generations".*

**County Forest Administrator's Report**  
**Department Activity March 1, 2020 – April 30, 2020**

Specific Activities

3/7- Zones 2, 3 and 4 Snowmobile Trail Closure  
3/9-Safety Program Meeting  
3/9-Underdown Winter Trail Closure  
3/10-Forestry, Land and Parks Committee Meeting  
3/10-Zone 1 Snowmobile Trail Closure  
3/16-Department Head Meeting  
3/18-WCFA Certification and Legislative Committee Conference Call  
3/23-Department Head Meeting  
3/25 Office closed to public, departments started working from home  
3/31-Snowmobile Trailer Bids Due-could not accept due to purchasing moratorium of non-essential items  
4/6 Tree planting postponed until next year  
4/9 Kevin's last day  
4/13 Motorized aid applications in to DNR  
4/14 Meet with Jason on work plan, Mark Swope LTE started at shop  
4/15 Jeni/Amy alternating days in the office/working from home  
4/24 Based on recommendation from Health Department; campgrounds, park playgrounds and bathrooms closed until further notice  
4/24 Postponed recreational trail opening due to poor trail conditions  
4/29 Tax delinquent property team meeting  
4/30 Highway weight limits off at noon

Recreational officer's report

General Activities

COVID-19 Issues  
2020 Fall Timber Sales  
2021 Spring Timber Sales  
2020 Budget  
2019 Budget  
2019-20 Snowmobile and ATV Grants  
2020 Park Projects  
15 Year Plan Update  
DNR Audit  
Harrison Dam  
Somo Dam  
Tripoli Dam  
Safety Plan  
Park and Campground Issues  
Hiawatha Trail Issues  
Forest Certification Issues  
Tax Delinquent Parcels  
Our Way House  
County Forest Roads

Contact with Recreational Officer on Issues  
Firewood Permits  
Access Permits  
Handicapped Hunter Permits  
Beaver Trapping Issues  
Timber Sale Monitoring and Administration  
Ice Age Trail Issues  
Snowmobile/ATV Trail Issues  
X-C Trails  
Underdown Horse Club Issues  
Worked with Public on Issues Brought to Office  
Work with Loggers on Issues Brought to Office  
Preparation of Information for Committee Meeting