

MONROE COUNTY FOREST COMPREHENSIVE LAND USE PLAN

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CHAPTER 200

GENERAL ADMINISTRATION

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200 GENERAL ADMINISTRATION

Objectives

1. To comply with and implement the provisions of the County Forestry Ordinance.
2. To administer and manage the County Forest in accordance with s. 28.11, Wis. Stats.
3. To cooperate with the Department of Natural Resources and other agencies and organizations in the interest of furthering the optimum management of the forest on a sustainable basis.
4. To provide adequate financial support for the program by using county designated revenues and appropriations, along with funds available from federal and state sources.
5. To maintain an adequate system of accounts, records and reports for the orderly administration of the forest and evaluation of program needs and implementation.
6. To facilitate the administration of the forest by authorizing personnel, equipment and facilities necessary to assist the Committee and the administrator in carrying out their duties.

205 ROLES

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

Monroe County has a County Administrator who supervises the day-to-day operations of all county departments and staff, directly and through department heads. The Committees and the County Board advise and make policy decisions concerning the operations of the county. The Natural Resource and Extension Committee is the committee of jurisdiction for the Forestry & Parks Department.

205.1 COUNTY BOARD OF SUPERVISORS

Powers of the Monroe County Board, relative to the management of county forest lands are defined in s.28.11 (3) and additional authority may include:

- *Annual Budget and Work Plan*
- *Grants/Loans*
- *Land acquisitions*
- *Park and Recreation Policy*

205.1.1 **Natural Resources and Extension Committee**

The Board of Supervisors assigns the administration of the County Forest to the Natural Resources and Extension Committee as detailed below.

1. *Preparation of an annual work plan and budget for the ensuing calendar year to be presented for the Board's approval.*
2. *Establishment and maintenance of the facilities necessary to conduct forest operations.*
3. *Negotiations for and acquisition of lands necessary to further the objectives of the county forest.*
4. *Review and approval of all proposed recreation projects on the county forest lands.*
5. *Cooperation with the Department of Natural Resources on all matters pertaining to natural resource management on the county forest.*
6. *Participation in all other activities involved in the execution and administration of forestry operations in the county forest program.*
7. *Employ personnel to administer and implement the county forest program.*
8. *Hold committee meetings as necessary to carry out the above duties.*

205.1.2 *Forestry & Parks Administrator*

1. *The Forest Administrator will act as the agent of the committee and will carry out its orders, as well as execute assignments outlined in the comprehensive plan, and an annual plan, all within the framework outlined in s. 28.11, Wis. Stats.*
2. *The Forest Administrator will prepare an agenda for and will be present at all*

Natural Resource and Extension Committee meetings.

3. *The Forest Administrator will record minutes of each meeting and distribute as appropriate, as well as maintain a permanent record of minutes.*
4. *The Forest Administrator will serve as the Director of the Forestry Department in coordinating the programs of work of staff members and other matters as directed by the Committee.*
5. *The Forest Administrator will supervise the timber sale program, tree planting, site preparation, timber stand improvement, road and firebreak construction and maintenance, land acquisition, entry and withdrawal of county forest lands, trespass investigations, and long and short term planning, all within the restrictions of s. 28.11 Wis. Stats.*

205.2 DEPARTMENT OF NATURAL RESOURCES

The role of the Department in the County Forest program is to:

1. Encourage technically sound management of the County Forest resources.
2. Protect the public rights, benefits and investments in County Forest lands.
3. Administer state compensation to the county for the public rights, benefits and privileges the county forest lands provide as required by s. 28.11-(8) Wis. Stats.
4. Provide County Forest assistance consistent with those identified per the [Public Forest Lands Handbook](#).

205.2.1 Division of Forestry

It is the function of this Division to:

1. Certify and make forest aid payments (variable acreage and project loans) to the county and audit county expenditures of the forestry fund account pursuant to s. 28.11(8)(b), Wis. Stats.
2. Certify and make acreage payments to towns pursuant to s. 28.11(8) (a), Wis. Stats.
3. Maintain and certify County Forest acreage by township, and audit distribution of severance share payments (s. 28.11(9) Wis. Stats.) made

annually by the counties.

4. Collect severance share payments of not less than twenty percent of actual stumpage sales value on timber cut from the County Forest pursuant to s. 28.11(9) (a), Wis. Stats.
5. Administer various aids and grants pertaining, but not limited to, the County Forest program.
6. Assist with development and implementation of the County Forest Comprehensive Land Use Plan.
7. Approve Annual Work Plan.
8. Interpret and administer the laws and regulations set forth by the Legislature and the Natural Resources Board.
9. Review and approve or deny applications for withdrawal and entry of lands into the County Forest Law program.
10. Audit Programmatic and Financials

205.2.2 Local Office

Field representatives of the Department are available to provide technical advice and assistance to the county in natural resources management. This assistance includes, but is not limited to the following:

205.2.2.1 Forest Management

The forester designated by the Department to serve as liaison to the Committee will provide technical assistance in managing the resources of the county forest. The forester's duties include the following, but not limited to:

1. Attend all Committee meetings and any county board meetings as requested.
2. Assist in establishing, inspecting, and administering timber sales in cooperation with county forest personnel.
3. Process timber sale approvals, cutting notices and reports.
4. Maintain for the Department a record of forest management accomplishments, forms and maps.
5. Assist in preparation of projects, plans and estimates.

6. Provide assistance to the Committee in the preparation of the annual work plan and the County Forest Comprehensive Land Use Plan.
7. Assist in County Forest timber theft and larceny investigations.
8. Organize and prepare minutes of annual partnership meeting as required in the [Public Forest Lands Handbook](#).
9. Coordinate with the Forestry & Parks Administrator all WDNR activities that occur on or affect the county forest to promote integrated management.

205.2.2.2 Other DNR Program Functions

1. Fire Management - Maintain a system of communications, equipment, and trained personnel to prevent and suppress forest fires, assist with prescribed burns: and enforce forest fire related laws.
2. Forest Pest Control - Provide technical services for prevention, detection and suppression of forest pests in the district.
3. Wildlife Management - Conduct surveys of wildlife populations, habitat, and public use. Wildlife personnel use this information when providing technical assistance on long term ecosystem planning as well as wildlife habitat management, habitat improvement and wildlife health. Attend committee meetings as requested.
4. Fisheries Management - Maintain the quality of the fishery resource in the waters of the Forest to produce a balanced return to the angler, consistent with sound management principles.
5. Law Enforcement - Enforce state natural resource laws and regulations and assist in the enforcement of county and federal natural resource laws and ordinances.
6. Environmental Protection - Enforce and provide technical assistance in matters related to water and shore land management, pollution detection and waste disposal.
7. Endangered Resources - Provide technical expertise on rare, threatened or endangered species and natural community surveys, identification and management. Assist other DNR functions and the county in identifying local

and landscape level issues.

210 COOPERATION

To meet the obligation of the county to the public in accordance with s.28.11, it is in the best interest of Monroe County to cooperate with public agencies, non-profit organizations, tribal nations, and others.

215 FINANCIAL SUPPORT

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

215.1 REVENUE FROM OPERATIONS

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

215.1.1 Timber Sale Revenue

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

215.1.2 Parks and Recreation Revenue

All revenue including, but not limited to, camping fees, rental fees, day use and trail use fees shall be deposited in the park revenue account. At year end any revenue in excess of the expenditures is transferred into the non-lapsing Long Range Capital Improvements Account.

215.1.3 Other County Forest Revenue

All revenue collected from fees and use permits, sale of building materials, sale of surplus materials and equipment, fire or other damage collections, or other revenue received shall be deposited in the forestry revenue account.

215.2 OUTSIDE SOURCES OF REVENUE

215.2.1 State Funds

In addition to other state funds that may subsequently become available for county use, the following state funding sources will be used where appropriate in administration of the Forest:

1. Variable Acreage Share Loan (s. 28.11(8) (b)1., Wis. Stats.). The county may apply for variable acreage share loans in the amount of up to fifty cents per acre of regular entry County Forest land by December 31. Payment is made to the county on or before March 31st of each year and deposited in the State Forest Aid fund. Application is made by County Board Resolution.
2. Project loans (s. 28.11(8)(b)2., Wis. Stats.) are available to undertake acquisition and development projects of an "economically productive nature". Fish and game projects or recreation projects do not qualify. Application is made by County Board Resolution.
3. County Forest Administration Grant Program (s. 28.11-(5m) Wis. Stats). Annual grants are available to fund up to 50% of the salary and fringe benefits of a professional forester in the position of county forest administrator or assistant county forest administration. Benefits may not exceed 40% of salary. Application is made by the Forest Administrator along with the approved Annual Work Plan by January 31, with payment by April 15th of each year.
4. Sustainable County Forest Grants. Annual grants made for short-term unanticipated projects that promote sustainable forestry. Details are contained in s. NR 47.75, Wisconsin Administrative Code.
5. County Fish and Game Projects s. 23.09(12), Wis. Stats.).
6. Wildlife Habitat Development Grant (s. 23.09(17m), Wis.Stats).
7. County Forest Road Aids funds are available for each designated mile of County Forest road. The certification is done on an annual basis.
8. Knowles-Nelson Stewardship Program: Grants available to assist Counties in purchasing additional lands to add to the County Forest land base, usually

funded at 50% of the appraised price.

215.2.2 Federal funds and programs

In addition to others that may be available, the following funds and programs will be used when practical:

1. Land and Water Conservation Fund Act (LAWCON). This fund provides up to 50% matching grants for the acquisition, development and renovation of local parks.
2. Resource Conservation and Development (Technical Services).
3. Pittman-Robertson fund. This fund provides for wildlife management and habitat improvement.
4. Sport Fish Restoration (Dingell-Johnson) fund. This fund provides financing for fish management projects administered by DNR.
5. Federal Endangered Species fund. This fund provides cost sharing and grants for surveys, monitoring and management programs that conserve a threatened or endangered species. Contact the DNR Natural Heritage Conservation for information.

215.2.3 Other Funds

Monroe County receives revenue from renting out tree planters to private landowners and from the U.S. Government for a 1,400-acre military training lease in the Town of New Lyme.

Other potential funding sources are groups such as Ducks Unlimited, Ruffed Grouse Society, Trout Unlimited, Whitetails Unlimited, National Wild Turkey Federation, local sportsman's clubs, service organizations, etc.

The Committee will consider donations, endowments and other gifts, whether real estate, equipment or cash. The county corporation counsel may be consulted to ascertain whether such gifts benefit the county.

215.3 COUNTY EXPENDITURES

All purchases and expenditures shall comply with County purchasing policy, and state statutes. See Monroe County Finance Department website: Accounting & Financial Policies and Procedures Manual, “Purchasing Policies and Procedures”

<https://www.co.monroe.wi.us/departments/finance/-folder-28> .

220 COUNTY RECORDS

The County Forest administrator will keep concise and orderly records and accounts of all revenue received, expenditures incurred and accomplishments resulting from the operations of the forestry department. A job description, time and expense report, and training record will be kept on each employee.

220.1 ACCOUNTS

220.1.1 State Aid Forestry Account

Variable acreage share loans (s. 28.11(8)(b)1., Wis. Stats.), project loan funds (s. 28.11(8)(b)(2.)Wis. Stats.), and sustainable forestry grants (s. 28.11(5r), Wis. Stats., and s. NR 47.75, Wis. Adm. Code) that are distributed by the DNR are deposited in this account. Expenditures of variable acreage share funds from this account are restricted to the purchase, development, preservation and maintenance of the county forest. Expenditure of project loan funds are governed by the conditions of project approval. Sustainable Forestry grants from this account must be spent specific to the approved project. Revenue received from the sale of equipment purchased with State Aid Account money must be redeposited in the State Aid Account.

220.1.2 Other County Forest Accounts

1. Forestry revenue
2. Salaries & Fringe Benefits
3. Office & Administrative Costs
4. Technology & Equipment
5. IT Pool

6. Conferences/Education/Travel
7. Program Costs
8. Repair & Maintenance
9. Road Maintenance
10. Loan Payments
11. Snowmobile trails maintenance account

220.1.3 Account Numbers

**Accounts beginning with a “4” are revenue accounts

**Accounts beginning with a “5” are expense accounts

| DEPARTMENT | ACCOUNT | TITLE | ACCT DESCRIPTION |
|------------|---------|-----------------------------|--------------------------|
| PARK | 435700 | CULTURE & RECREATION | ADMINISTRATOR GRANT-PARK |
| | 467200 | PARK FEES | |
| | 467900 | OTHER PARK REVENUE | |
| | 485000 | DONATION REVENUE | |
| | 511000 | SALARIES | |
| | 511200 | OVERTIME | |
| | 515005 | RETIREMENT | |
| | 515010 | SOCIAL SECURITY | |
| | 515015 | MEDICARE | |
| | 515020 | HEALTH INSURANCE | |
| | 515025 | DENTAL INSURANCE | |
| | 515030 | LIFE INSURANCE | |
| | 515040 | WORKERS COMP | |
| | 515100 | UNEMPLOYMENT COMP | |
| | 515700 | EMP. EDUCATION & TRAINING | |
| | 521340 | CONTRACTED SERVICES | |
| | 522010 | ELECTRICITY | |
| | 522025 | TELEPHONE | |
| | 524505 | BLDG REPAIRS AND MAINT | |
| | 524510 | MOTOR VEHICLE-OPER & MAINT | |
| | 531050 | POSTAGE | |
| | 531060 | PRINTING | |
| | 534125 | PARK SUPPLIES | |
| | 553050 | BUILDING RENT | |
| | 553100 | EQUIPMENT SERVICE CONTRACTS | |
| | 579200 | DONATION EXPENSE | |

| | | | |
|-------------------|--------|-------------------------------|----------------------------|
| | 599000 | TECHNOLOGY POOL | |
| SNOWMOBILE | 435700 | CULTURE & RECREATION | SNOWMOBILE STATE AID |
| | 579100 | GRANTS AND CONTRIBUTIONS | GRANT EXPENSE |
| FORESTRY | 231700 | PERFORMANCE BONDS | |
| | 244600 | SEVERANCE TAX DUE DISTRICTS | |
| | 433000 | FORESTRY-FT MCCOY AGRMNT | |
| | 451691 | FORESTRY RESTITUTION REV | |
| | 468100 | FORESTRY REVENUE | |
| | 468109 | FORESTRY REVENUE - STATE LOAN | |
| | 468120 | PRIVATE TREE PLANTING | |
| | 489900 | OTHER COUNTY REVENUE | |
| | 491600 | STATE LOAN | PROJECT LOAN PROCEEDS |
| | 511000 | SALARIES | |
| | 515005 | RETIREMENT | |
| | 515010 | SOCIAL SECURITY | |
| | 515015 | MEDICARE | |
| | 515020 | HEALTH INSURANCE | |
| | 515025 | DENTAL INSURANCE | |
| | 515030 | LIFE INSURANCE | |
| | 515040 | WORKERS COMP | |
| | 515700 | EMP. EDUCATION & TRAINING | |
| | 521455 | BOUNDRY MAINTENANCE | |
| | 521730 | SITE CONVERSION | |
| | 523530 | ROAD MAINTENANCE | |
| | 524600 | EQUIPMENT MAINT./REPAIRS | |
| | 531000 | OFFICE SUPPLIES | |
| | 531050 | POSTAGE | |
| | 531060 | PRINTING | |
| | 532500 | DUES OR SUBSCRIPTIONS | |
| | 533010 | CONFERENCE/SEMINARS | |
| | 534120 | FORESTRY SUPPLIES | |
| | 553100 | EQUIPMENT SERVICE CONTRACTS | |
| | 556000 | PROPERTY TAX PAYMENTS | |
| | 569600 | LOAN PAYABLE | PROJECT LOAN PAYABLE |
| | 599000 | TECHNOLOGY POOL | |
| | 435700 | CULTURE & RECREATION | ADMIN GRANT FORESTRY |
| | 435800 | CONSERVATION/DEVELOP AIDS | WILDLIFE HAB (NICKEL/ACRE) |
| | 435802 | SUSTAINABLE FORESTRY REVENUE | SUSTAINABLE FORESTRY REV |
| | 435807 | STEWARDSHIP GRANT | STEWARDSHIP GRANT |
| | 436400 | FOREST CROP/MANAGED REV | |
| | 491600 | STATE LOAN | PROJECT LOANS |
| | 534050 | GRANT SUPPLIES | NICKEL/ACRE GRANT SUPPLIES |
| | 579100 | GRANTS AND CONTRIBUTIONS | ADMIN GRANT EXPENSE |

| | | | |
|-----------------|--------|--------------------------------|-------------------------|
| | 579110 | SUSTAINABLE FORESTRY EXPENSE | |
| | 534005 | OPERATING EXPENSES | OPERATING EXPENSES |
| | 521700 | REFORESTATION | REFORESTATION |
| | 580100 | LAND PURCHASES | LAND PURCHASES |
| PARK | 581000 | CAPITAL EQUIPMENT | CAPITAL EQUIPMENT |
| | 582000 | CAPITAL IMPROVEMENTS | CAPITAL IMPROVE - PARKS |
| | 582500 | LONG RANGE CAP IMPROVEMENTS | |
| FORESTRY | 580100 | LAND PURCHASES | LAND PURCHASES |

220.2 TIMBER SALES

220.2.1 Active Files

Active timber sale files (hardcopy or e-copy), at a minimum, should contain or reference the following items:

1. Timber sale cutting notice and report (Form 2460-1)
2. Timber sale narrative (Form 2460-1A)
3. Contract and all addendums
4. Timber sale map
5. Ledger account of scale
6. Timber sale inspection journal / notes
7. Pertinent correspondence
8. Liability insurance
9. FISTA training
10. Financial assurance (performance bonds, ILC, etc...)
11. Field scale sheets
12. Lock box tickets (if applicable)

220.2.2 Closed Files

Once sales have been completed and audited by DNR only the following items need to be maintained in the file as a permanent record:

1. Timber sale notice and cutting report
2. Contract and addendums
3. Timber sale map

4. Pertinent correspondence
5. Financial ledger/summary

225 PERSONNEL

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

225.1 COUNTY FOREST STAFF

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

Forestry & Parks Administrator

Accountant I (20% Forestry & Parks time)

Camp Host

Grounds Keeper/Laborers (3-4 positions)

225.2 HIRING PERSONNEL

The hiring of full-time personnel is performed through the recruitment process involving the County Administrator, the Personnel Director and the Forest & Parks Administrator. Limited Term Employees are hired by the Forest & Parks Administrator with the approval of the Personnel Director.

The full Monroe County Personnel Policy Manual can be found at:

<https://www.co.monroe.wi.us/departments/personnel>

225.3 OTHER SOURCES OF LABOR

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

225.4 TRAINING

The Forest Administrator will be responsible for scheduling and providing appropriate

training to keep staff current with safety requirements, BMP's, silviculture, pesticides, new technologies, and other training appropriate to manage the Monroe County Forest. A training record will be retained for each employee identifying the course name, content and date of attendance.

230 EQUIPMENT

All equipment and supplies will be coordinated by the Forest Administrator. The Forest Administrator will be responsible for locating equipment, considering the most economical alternatives of buying, borrowing, renting or constructing. The Forest Administrator will also be responsible for maintaining an inventory, to be updated annually, of equipment under his/her jurisdiction. Any forestry department employee may purchase equipment and supplies when he / she has prior approval from the Forest Administrator or the department foreman. Equipment shall be purchased by competitive bidding as per county policy.

230.1 FACILITIES

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

1. Office space/equipment storage – Rolling Hills Nursing Home and Rehabilitation Center
2. McMullen Memorial County Park – located in the Town of Lincoln, includes 71 campsites, shower building with flush toilets, park office, maintenance shop, picnic shelter, boat launch, four privies and a well house/storage.
3. Angelo Wayside and Day Use Area, parking lot and boat launch, small shelter, picnic tables and grill.