

# Dane County Contract Cover Sheet

Revised 01/2023

Res 144  
significant

Dept./Division	Land & Water Resources / Parks		
Vendor Name	WI DNR	MUNIS #	3457
Brief Contract Title/Description	Dane County Snowmobile Trail Grant agreement with WI Dept of Natural Resources.		
Contract Term	07/01/2025 - 06/30/2026		
Contract Amount	\$122,340.00		

Contract # Admin will assign	15939
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input checked="" type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Jolene Stinson	Name	Kurt Byfield
Phone #	(608)422-0657	Phone #	(608)501-4274
Email	Stinson.Joleen@countyofdane.com	Email	Kurt.Byfield@Wisconsin.Gov
Purchasing Officer			

Purchasing Authority	<input type="checkbox"/> \$12,000 or under – Best Judgment (1 quote required)		
	<input type="checkbox"/> Between \$12,000 – \$43,000 (\$0 – \$25,000 Public Works) (3 quotes required)		
	<input type="checkbox"/> Over \$43,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #	
	<input type="checkbox"/> Bid Waiver – \$43,000 or under (\$25,000 or under Public Works)		
	<input type="checkbox"/> Bid Waiver – Over \$43,000 (N/A to Public Works)		
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other		



MUNIS Req.	Req #	Org:	Obj:	Proj:	
	Year	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Resolution Required if contract exceeds \$100,000 (\$40,000 PW)	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)		
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.	Res #	144
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	Year	2025

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input checked="" type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Hicklin, Laura	Digitally signed by Hicklin, Laura Date: 2025.09.02 09:47:00 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 9/2/25	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Wednesday, September 3, 2025 1:26 PM  
**To:** Hicklin, Charles; Patten (Purchasing), Peter; Gault, David; Cotillier, Joshua  
**Cc:** Stavn, Stephanie; Oby, Joe  
**Subject:** Contract #15939  
**Attachments:** 15939.pdf

Tracking:	Recipient	Response
	Hicklin, Charles	Approve: 9/3/2025 1:38 PM
	Patten (Purchasing), Peter	Approve: 9/3/2025 3:16 PM
	Gault, David	Approve: 9/3/2025 1:39 PM
	Cotillier, Joshua	Approve: 9/4/2025 8:11 AM
	Stavn, Stephanie	
	Oby, Joe	

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #15939

Department: Land & Water Resources

Vendor: WI Dept of Natural Resources

Contract Description: Snowmobile Trail Grant Agreement (Res 144)

Contract Term: 7/1/25 – 6/30/26

Contract Amount: \$122,340.00

### *Michelle Goldade*

Administrative Manager

Dane County Department of Administration

Room 425, City-County Building

210 Martin Luther King, Jr. Boulevard

Madison, WI 53703

PH: 608/266-4941

Fax: 608/266-4425

TDD: Call WI Relay 711

Please note: I am currently working a modified schedule. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

**ACCEPTANCE OF A WDNR SNOWMOBILE TRAIL AIDS GRANT  
FOR THE 2025-2026 SEASON**

Dane County sponsors over 400 miles of snowmobile trails, which are part of Wisconsin's funded statewide trail system. The County partners with local snowmobile clubs that provide on-the-ground trail maintenance and grooming to ensure safe and accessible routes for riders.

In Wisconsin, counties are the only eligible applicants for Wisconsin Department of Natural Resources (WDNR) Motorized Snowmobile Trail Aids grants, ensuring a consistent, organized, and accountable approach to managing the state's snowmobile trail network.

Dane County Parks staff administer these grants, including the annual maintenance program, applications for new or replacement snowmobile bridges, and oversight of bridge development projects (which includes Public Works staff time), while Dane County Park Rangers conduct annual inspections to ensure proper signage, layout, and safety compliance.

The WDNR provides trail aid grant funding of up to \$300 per mile for each funded mile in the system, which for the 2025–2026 season amounts to \$122,340 for Dane County.

**THEREFORE, BE IT RESOLVED** that the Dane County Board of Supervisors and the Dane County Executive hereby accept \$122,340 in Snowmobile Trail Aids funds from the Wisconsin Department of Natural Resources for the 2025–2026 season; and

**BE IT FINALLY RESOLVED** that the Dane County Executive is authorized to sign the grant award agreement, and that the Dane County Parks Director, or their designee, is authorized to submit all required reports and reimbursement requests to the Wisconsin Department of Natural Resources.



July 28, 2025

► **REQUIRES IMMEDIATE ACTION** ◀

**Snowmobile Trail Aids**

**Grant# S-6127**

**Grant Amount: \$122,340.00**

Joleen Stinson, Parks Director  
Dane County  
4318 Robertson Rd  
Madison, WI 53714

Dear Ms. Stinson:

Congratulations! On behalf of the Governor, we are pleased to forward to you a grant agreement for financial assistance for the following project: ***Dane County Snowmobile Trail Maintenance, 2025-26***

Please review the agreement and return a copy signed by the authorized official **within 30 days of this letter's date** to Kurt Byfield at the Community Financial Assistance, 3911 Fish Hatchery Rd, Fitchburg, WI 53711. Please read the items checked below. They apply to your project and grant award.

☒ **Grant Award Time Period: 07/01/2025 through 06/30/2026.** All project activities must occur within this time period to be eligible for reimbursement.

☒ **Important Change Regarding Payment:** Grant payments will be sent via ACH transfer (electronic bank transfer). When the ACH transfer occurs, your county treasurer will receive an email from the State of Wisconsin with payment details, including a "memo" with details on the project to help them process the payment appropriately.

☒ **You are entitled to a project advance of: \$61,170.00.**

This advance payment is made available to you to cover costs you may incur in the initial stages of your project. The advance payment is equal to 50% of the state cost sharing assistance. Due to the timing of our fiscal year, advance payment funds will not be available until August. *If you wish to request the advance payment, check the box provided on the last page of the project agreement.*

☒ **Changes to the approved project scope** may not be made without prior approval from the Department.

☒ **Please note:** To simplify record keeping on chargebacks for equipment referenced in county machinery agreements, we will use rates approved by the Snowmobile Recreation and Off-Road Vehicle Councils based on Department of Transportation established rates. As soon as the equipment and labor rates for the current season are approved by the Councils they will be updated on the web at <https://dnr.wi.gov/Aid/SnowmobileTrails.html> under the **Resources** tab after September 1, 2025.

☒ **Reporting Work:** All grooming and non-grooming maintenance work for which reimbursement is claimed, must be reported through the automated snowmobile reporting system (SNARS) at <https://wi.groomertrackingsystems.com/>. All club and county work must be reported in SNARS prior to August 1, 2026. Google Chrome works best for accessing SNARS.

Reimbursement claim forms and/or financial administration information can be found by going to:  
<http://dnr.wi.gov/Aid/SnowmobileTrails.html>. Please submit reimbursement claim forms for your project to Kurt.

Feel free to contact Kurt at (608)501-4274, if you have any questions about your grant award or the reimbursement procedures. We are pleased to have the opportunity to participate with you on this project.

Sincerely,

A handwritten signature in cursive script that reads "Jillian Steffes for".

Jim Ritchie, Director  
Bureau of Community Financial Assistance

Enclosure(s)

C: Kurt Byfield – SCR

**Notice:** Collection of this information is authorized under ss. 23.09(11), 23.09(26), 350.12(4), 23.33, and 30.92, Wis. Stats., and chs. NR 7, NR 50, NR 51, and NR 64, Wis. Admin. Code. Personally identifiable information collected will be used for program administration and may be made available to requesters as required under Wisconsin's Open Records Law [ss.19.31 - 19.39, Wis. Stats].

<b>Grantee/Project Sponsor</b>		<b>Project Number</b>	
DANE COUNTY		S-6127	
<b>Project Title</b>			
Dane County Snowmobile Trail Maintenance, 2025-26			
<b>Period Covered by This Agreement</b>		<b>Name of Program</b>	
July 1, 2025 through June 30, 2026		Snowmobile Trail Aids	
<b>Project Scope and Description of Project</b>			
Dane County proposes to maintain 407.8 miles of snowmobile trails known as Dane County Snowmobile trails.			
<b>PROJECT FINANCIAL ASSISTANCE SUMMARY:</b>		The following documents are hereby incorporated into and made part of this agreement:	
<b>Total Project Cost</b>	\$122,340.00	<b>1. Chapter NR 50, Wisconsin Administrative Code</b>	
<b>Cost-Share Percentage</b>	100%	<b>2. Application Dated April 15, 2025</b>	
<b>State Aid Amount</b>	\$122,340.00		
<b>Project Sponsor Share</b>	\$ 0.00		

## **A. General Conditions:**

1. The State of Wisconsin Department of Natural Resources (Department) and the Sponsor mutually agree to perform this agreement in accordance with the Snowmobile Trail Aids and with the project proposal, application, terms, promises, conditions, plans, specifications, estimates, procedures, maps and also any assurances attached and made a part of this agreement.
2. This agreement, together with any referenced parts and attachments, shall constitute the entire agreement and previous communications or agreements pertaining to the subject matter of this agreement are superseded. Any revisions, including cost adjustments, must be made by an amendment to this agreement or other written documentation, signed by both parties, prior to the termination date of the agreement. Time extensions and scope changes to the agreement may be granted to the Sponsor by the Department in writing without the requirements of Sponsor signature.
3. Sponsor's failure to comply with the terms of this agreement may, at the Department's discretion, result in the suspension of all obligations of the State. The Department shall provide written notice of the suspension to the Sponsor, which shall be effective immediately unless otherwise noted. If suspended, the Department may still provide assistance to Sponsor under this agreement to settle at minimum cost any irrevocable obligations properly incurred.

### **The Project Sponsor:**

4. Agrees to comply with all applicable Wisconsin Statutes and Wisconsin Administrative codes in fulfilling terms of this agreement. In particular, the Sponsor agrees to comply with the provisions of Chapter NR 50, Wis. Adm. Code, as well as comply with all applicable local and state contract and bidding requirements. The sponsor should consult its legal counsel with questions concerning contracts and bidding.
5. May decline the offer of financial assistance provided through this agreement, in writing, at any time prior to the starting of the project and before expending any funds. After the project has been started or funds expended, this agreement may be rescinded, modified, or amended only by mutual agreement in writing.
6. Agrees, to save, keep harmless, defend and indemnify the Department and all its officers, employees and agents, against any and all liability claims, costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this agreement or omissions of Sponsor's employees, agents or representatives.
7. Agrees to reimburse the Department of any and all funds the Department deems appropriate in the event the Sponsor fails to comply with the conditions of this agreement or project proposal as described, or fails to provide public benefits as indicated in the project application, proposal description or this agreement. In addition, should the Sponsor fail to comply with the conditions of this agreement, fail to progress due to non-appropriation of funds, or fail to progress with or complete the project to the satisfaction of the Department, all obligations of the Department under this agreement may be terminated, including further project cost payment.
8. Agrees, in connection with the performance of work under this agreement, not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Status, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Sponsor further agrees to take affirmative action to ensure equal employment opportunities, as required by law. The Sponsor agrees to post in conspicuous places available, for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
9. Agrees to submit reimbursement request within two (2) months from the project end date. Reimbursement requests must be accompanied by proofs of purchase and proofs of payment for costs being claimed.
10. Agrees to keep all financial records, including invoices and canceled checks, that support all project costs claimed by the Sponsor and make these available to the Department for inspection for three (3) years after receipt of final payment.
11. Agrees to coordinate the opening and closing of trails for the county. Whenever possible this should be done on a county-wide basis, however if localized conditions are such that county-wide action cannot occur, the sponsor may choose to partially open and close trails. The sponsor is responsible for notifying adjoining counties, local media outlets, local ATV and snowmobile clubs, Travel Wisconsin for the Snow Report, telephone hotlines, etc.
12. Agrees to report all grant-eligible maintenance trail work in the Snowmobile On-line Reporting System (SNARS). All club and county maintenance work must be reported prior to August 1, 2026.

### **The Department:**

13. Promises, in consideration of the covenants and agreements made by the Sponsor, to obligate for the Sponsor the amount of \$122,340.00, and to tender to the Sponsor that portion of the obligation which is required to pay the Department's share of the costs based upon the state providing 100% of eligible project costs. The Sponsor promises, in consideration of the promises made by the Department, to execute the project described in accordance with this agreement.

14. Agrees that the Sponsor shall have sole control of the method, hours worked, and time and manner of any performance under this agreement other than as specifically provided in this document. The Department reserves the right only to inspect the job site or premises for the sole purpose of insuring that the performance is progressing or has been completed in compliance with the agreement. The Department takes no responsibility of supervision or direction of the performance of the agreement to be performed by the Sponsor or the Sponsor's employees or agents. The Sponsor is an Independent Contractor for all purposes, not an employee or agent of the Department. The Department further agrees that it will exercise no control over the selection and dismissal of the Sponsor's employees or agents.

**B. Special Conditions:**

***The following special project terms and conditions were added to this agreement before it was signed by the parties hereto:***

- a. If SPONSOR expends federal grant funds totaling \$750,000 or more during the fiscal year and the those funds were received from a State or Federal agency, the SPONSOR agrees to have an annual audit performed in accordance with 2 *CFR Part 200 Uniform -- Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards* (also known as "Uniform Guidance") and *WI State Single Audit Guidelines* found at <http://www.doa.state.wi.us/Divisions/Budget-and-Finance/Financial-Reporting/state-controllers-office/state-single-audit-guidelines> issued by Wisconsin Department of Administration, State Controller's Office.
- b. By entering this contract, the Sponsor accepts the responsibility for providing safe, well maintained trails during the period that the trails are declared officially open for use. The Sponsor, for itself and all cooperating clubs and associations, further agrees that all signing and grooming of the trails will be performed consistent with standards specified by Wisconsin Statutes and Chapter NR 50, Wisconsin Administrative Code.
- c. Fund reductions for failure to comply with the requirements of this agreement will be made on a case by case basis. A reduction, (partial or entire) in funds must be preceded by specific written documentation of poor performance and include a timetable for improvement in performance. Continued failure to improve the trail after notification to the sponsor by the Department within a prescribed timetable can result in a reduction of grant funds. The reduction will be calculated based on a percentage of poor performance in relation to the total trail system.
- d. The Sponsor agrees to provide the Department a certification that all landowners on whose property the trail crosses have given their permission for such crossing.
- e. The Sponsor agrees to secure all necessary permits and approvals required by Wisconsin Statutes or Administrative Rule prior to trail opening. Failure to obtain all necessary permits and approvals may be basis for denying payment of any or all funds indicated in this agreement.

☐ Check here if you request advance payment totaling \$61,170.00

***The persons signing for the Sponsor represents both personally and as an agent of his or her principal that he or she is authorized to execute this agreement and bind his or her principal, either by a duly adopted resolution or otherwise.***

**STATE OF WISCONSIN  
DEPARTMENT OF NATURAL RESOURCES  
FOR THE SECRETARY**

By \_\_\_\_\_  
(Signature)

By Jim Ritchie for  
Jim Ritchie, Director  
Bureau of Community Financial Assistance

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

July 28, 2025  
\_\_\_\_\_  
(Date)