

Dane County Contract Cover Sheet

Revised 01/2023

Res 431

Dept./Division	Land & Water Resources / Parks		
Vendor Name	WI DNR	MUNIS #	3457
Brief Contract Title/Description	DNR Outdoor Recreation Aids Grant to replace a snowmobile trail bridge (Dane 11) on Dane County Funded Trail #48.		
Contract Term	08/25/2025 - 06/30/2028		
Contract Amount	\$60,000		

Contract # Admin will assign	16294
Type of Contract	
☐	Dane County Contract
☐	Intergovernmental
☐	County Lessee
☐	County Lessor
☐	Purchase of Property
☐	Property Sale
☒	Grant
☐	Other

Department Contact Information		Vendor Contact Information	
Name	Joleen Stinson	Name	Kurt Byfield
Phone #	608-212-9172	Phone #	608-501-4274
Email	Stinson.Joleen@danecounty.gov	Email	Kurt.Byfield@wisconsin.gov
Purchasing Officer			

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

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

Budget Amendment	
☐	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)	☒ Contract does not exceed \$100,000 (\$40,000 Public Works)		
	☐ Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.	Res #	431
	☒ A copy of the Resolution is attached to the contract cover sheet.	Year	2025

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
☐ No modifications.	☐ Modifications and reviewed by:	☒ Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Hicklin, Laura	Digitally signed by Hicklin, Laura Date: 2026.04.21 13:22:03 -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: 4/23/26	Date Out:	☒ Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Thursday, April 23, 2026 2:02 PM
To: Hicklin, Charles; Rogan, Megan; Gault, David; Cotillier, Joshua
Cc: Oby, Joe
Subject: Contract #16294
Attachments: 16294.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 4/23/2026 2:21 PM	Approve: 4/23/2026 2:21 PM
	Rogan, Megan	Read: 4/23/2026 2:24 PM	Approve: 4/23/2026 2:24 PM
	Gault, David	Read: 4/23/2026 3:46 PM	Approve: 4/23/2026 3:47 PM
	Cotillier, Joshua	Read: 4/23/2026 2:03 PM	Approve: 4/23/2026 2:04 PM
	Oby, Joe		

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

Contract #16294

Department: Land & Water Resources

Vendor: WI Dept of Natural Resources

Contract Description: Outdoor Recreation Aids Grant for Snowmobile Trail Bridge-Dane 11 (Res 431)

Contract Term: 8/25/25 – 6/30/28

Contract Amount: \$60,000.00

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 currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays.

**AUTHORIZING ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
GRANT TO REPLACE SNOWMOBILE TRAIL BRIDGE ON PRIVATE PROPERTY**

Dane County Parks (a division of the Land & Water Resources Department) has been awarded a \$60,000 Outdoor Recreation Aids Grant under the Wisconsin Department of Natural Resources Snowmobile Trail Aids Program to replace a deteriorating snowmobile bridge on Dane County Funded Trail #48 in the Town of Montrose. The bridge is known as the Dane 11 - MTV 5 - Flynn Creek - Jelle Bridge in Dane County's bridge inventory. The current bridge is of unknown age and load capacity. The bridge is located on private property and does not have any other recreational trail uses besides snowmobiling.

The grant agreement provides up to \$60,000 in state aid for eligible hard construction costs associated with the bridge replacement project. Dane County is not required to provide a local match for those construction costs; however, County staff time (both parks staff and public works staff) associated with permitting, bidding, contract administration, and construction administration will be provided as an in-kind County contribution as the local snowmobile clubs do not generally have the capacity to cover these expenses, which are not covered by the grant.

The new bridge will be 40' x 12' and meet state waterway regulations and clearance requirements. The new bridge will have a maximum capacity of 25,000 lbs.

NOW, THEREFORE, BE IT RESOLVED, that the Dane County Board of Supervisors and the Dane County Executive hereby accept the grant in the total amount of \$60,000 in Snowmobile Trail Aids funds from the Wisconsin Department of Natural Resources; and

BE IT FURTHER 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; and

BE IT FINALLY RESOLVED, that revenue account CPLWRESC 81623 Snowmobile Trail Bridge Grant shall be increased by \$60,000. New expenditure accounts "Snowmobile Bridge #11 Flynn Creek" shall be established for \$60,000. All Funds shall be carried forward until realized and expended.



March 30, 2026

► **REQUIRES IMMEDIATE ACTION** ◀
Snowmobile Trail Aids Program
Grant# S-6166
Grant Amount: \$60,000.00

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 Trail 48 Bridge 11 replacement 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. Your grant is not official until you have returned the signed copy. Please read the items checked below. They apply to your project and grant award.

☒ **Grant Award Time Period: August 25, 2025 through June 30, 2028.** All project activities must occur within this time period to be eligible costs for reimbursement.

☒ **Advance or Reimbursement Check:** Your advance or reimbursement check will be mailed to Dane County, Joleen Stinson, 4318 Robertson Rd, Madison, WI 53714. Please notify us if this is not the correct person to receive checks.

☒ **ACH Transfer 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.

☒ **Changes to the approved project scope, Project time period, and/or project financial assistance (budget)** may not be made without prior approval from the Department.

☒ **You are entitled to a project advance of: \$45,000.00**

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 75% of the state cost sharing assistance. *If you wish to request the advance payment, please check the box provided on the last page of the project agreement.*

☒ Please check your local procedures to insure you comply with all applicable state laws regarding competitive bidding and awarding.

☒ **Please note:** To simplify record keeping on chargebacks for equipment referenced in county machinery agreements, we will use rates established by the Department of Transportation (DOT). The correct version of the DOT rates will be indicated on your grant web page located at <http://dnr.wi.gov/Aid/Grants.html>. Snowmobile and Off-Road Vehicle Council established rates, supersede the DOT rates and are available on those web pages.

Reimbursement claim forms and/or financial administration information can be found by going to: <http://dnr.wi.gov/Aid/Grants.html> and then selecting the Snowmobile Trail Aids Program webpage. 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 black ink, appearing to read "Jim Ritchie", followed by the word "for" in a smaller, less distinct script.

Jim Ritchie, Director
Bureau of Community Financial Assistance

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].

Project Sponsor Dane County	Project Number S-6166								
Project Title Dane County Trail 48 Bridge 11 replacement 2025-26									
Period Covered by This Agreement August 25, 2025 Through June 30, 2028	Name of Program Snowmobile Trail Aids Program								
Project Scope and Description of Project Request to replace Dane11/MTV 5 bridge on trail 48. Current bridge is of unknown age, of aging wood pole construction and unknown weight capacity. The new bridge would conform to all state waterway regulations and DNR load requirements.									
PROJECT FINANCIAL ASSISTANCE SUMMARY:	The following documents are hereby incorporated into and made part of this agreement:								
<table> <tr> <td>Total Project Cost</td> <td><u>\$60,000.00</u></td> </tr> <tr> <td>Cost-Share Percentage</td> <td><u>100%</u></td> </tr> <tr> <td>State Aid Amount</td> <td><u>\$60,000.00</u></td> </tr> <tr> <td>Project Sponsor Share</td> <td><u>\$0.00</u></td> </tr> </table>	Total Project Cost	<u>\$60,000.00</u>	Cost-Share Percentage	<u>100%</u>	State Aid Amount	<u>\$60,000.00</u>	Project Sponsor Share	<u>\$0.00</u>	Chapter NR 50, Wisconsin Administrative Code Application Dated 04/15/2025
Total Project Cost	<u>\$60,000.00</u>								
Cost-Share Percentage	<u>100%</u>								
State Aid Amount	<u>\$60,000.00</u>								
Project Sponsor Share	<u>\$0.00</u>								

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 Program 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 and scope changes, 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 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.
4. Termination of Agreement: The Department reserves the right to terminate this Agreement, in whole or in part, without prior notice and without any penalty or liability whatsoever to the Department for reasons including failure of the Sponsor (Subrecipient) to make sufficient progress, failure of Sponsor to comply with any of the terms of this Agreement, lack of appropriation or funds, termination or suspension of the federal grant award to the Department, or non-receipt of state or federal funds. Upon termination, Sponsor shall (1) promptly discontinue all grant activities affected (unless the notice directs otherwise); (2) terminate all subcontracts to the extent that they relate to the performance of work terminated by the Department, and (3) deliver or otherwise make available to the Department, all data, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Sponsor in performing this Agreement, whether completed or in process.

The Sponsor may terminate this Agreement, in whole or in part, if circumstances beyond its control preclude continuation of this Agreement. The Sponsor shall provide the Department not less than forty-five (45) days written notice of intent to terminate, and, in the case of partial termination, the portion to be terminated. However, if the Department determines that the remaining portion of the project will not accomplish the purposes for which the Agreement was made, the Department may terminate the Agreement in its entirety. During this notification period, the Sponsor will continue grant activities in accordance with the Agreement requirements, unless the parties mutually agree to a different timeline.

If this Agreement is terminated by either party for reasons other than failure of the Sponsor to comply with the terms of this Agreement, the Department agrees to reimburse the Sponsor for allowable costs incurred prior to termination and necessary closeout costs incurred after termination, provided that funds appropriated, allocated, or otherwise made available for this Agreement remain available for such reimbursement. If, for any reason, including but not limited to congressional, legislative, gubernatorial, presidential, administrative, or federal agency action or inaction, such funds are not received by the Department or are withdrawn, reduced, delayed, or otherwise unavailable, the Department shall not be responsible for making any further payments of any kind under this Agreement, including reimbursement for costs incurred prior to termination.

The Project Sponsor:

5. Agrees to comply with all applicable state, local and federal statutes and regulations in fulfilling terms of this Agreement, including but not limited to, general and special zoning, land use permit requirements, disability access, environmental quality, historical and archeological preservation. 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.
6. 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.
7. 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.
8. 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 scope 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.
9. 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. Stats, 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. 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.

10. Agrees to conform to generally accepted accounting principles and practices for project funds and to record project funds in a separate account. All financial records, including invoices and canceled checks, that support all project costs claimed by the Sponsor, shall be kept and made available for inspection for three (3) years after final payment is issued by the DEPARTMENT.
11. Agrees to report data and information acquired as part of the project to the DEPARTMENT in the format specified by the DEPARTMENT's Coordinator (see Part 1 of this agreement for contact information).
12. 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.
13. 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.

The Department:

14. Promises, in consideration of the covenants and agreements made by the Sponsor, to obligate for the Sponsor the amount of \$60,000.00, 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 percent 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.
15. 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:

16. No work in and around trout streams from Sept 15 - May 15. Use appropriate erosion control techniques when working around streams and lakes, ponds and wetlands to prevent silt and erosion from entering water/wetlands.
17. If SPONSOR expends federal grant funds totaling \$750,000 or more during the fiscal year and 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.
18. The sponsor shall implement and maintain proper soil erosion and sediment control best management (BMPs) practices during construction of the project. Erosion and sediment control BMPs shall be accomplished using the guidelines in the Wisconsin Stormwater Technical Standards available via the internet at https://dnr.wi.gov/topic/stormwater/standards/const_standards.html. BMPs shall be properly installed, and maintained to function as intended until the project site is stabilized. All temporary erosion and sediment control practices (e.g. silt fence, etc.) shall be removed once the construction site has undergone final stabilization. Construction sites associated with land disturbing activities over one acre and grading sites of 10,000 sq. ft., or more on the bank of a navigable waterway require an erosion control and stormwater management plan prepared by the sponsor. Construction sites disturbing one or more acres of land require coverage under a construction site stormwater discharge permit prior to commencing any land disturbing construction activity.
19. All regulatory permits and approvals, including water and wetland regulatory permits and approvals, required by federal, state or local agencies must be obtained prior to project construction and complied with fully during project construction.
20. The Sponsor agrees to provide engineer stamped bridge plans prior to construction.
21. Trails that have been improved under this agreement are not eligible for additional rehabilitation funds for a period of 10 years except where a natural event adversely affects trail safety during this period.

22. It is the project sponsor's responsibility to verify the structural adequacy of these bridges and their corresponding bridge components (abutments, piers, railings, etc.) and the existing or modified conditions (soil types, stream bank, etc.).
23. As a condition to receipt of this grant, Sponsor agrees not to convert or approve conversion of capital improvements (Grant Capital Improvement) that have been constructed using grant monies from the Department to any use inconsistent with the type of use for which the grant was awarded, during the useful life of the project determined pursuant to NR 50.09(8), Wis. Admin. Code. Such Grant Capital Improvements include but are not limited to bridges, culverts, gates, buildings, and shelters. As a condition to receipt of this grant, Sponsor shall enter into a written agreement (the Agreement) with the landowner or landowners, and all successive landowners, over which the Grant Capital Improvement rests or to which the Grant Capital Improvement is installed (Landowner), that specifies the sponsor as the owner of the Grant Capital Improvement. The Agreement must also allow for the removal of the Grant Capital Improvements if permission for the placement of the Grant Capital Improvement is withdrawn by the Landowner, or if the Grant Capital Improvement is used in a manner inconsistent with the type of use for which the grant was awarded, during the useful life of the project determined pursuant to NR 50.09(8), Wis. Admin. Code. If conversion or approval of conversion to any use inconsistent with the type of use for which the grant was awarded by the Sponsor occurs, the Sponsor shall reimburse the Department for the pro rata value of the remaining life of the Grant Capital Improvement.

☐ Check here if you request advance payment totaling \$45,000.00

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)

Melissa Agard
Dane County Executive

(Title)

(Date)

By

 for

Jim Ritchie, Director
Bureau of Community Financial Assistance

March 30, 2026

(Date)