

# ATV/UTV Maintenance Tracking Guidance

## **Maintenance applicability:**

Only those trails, intensive use areas, and facilities that support said trails and use areas that have been approved by the Department and are included in a maintenance agreement are eligible for reimbursement of maintenance costs.

## **Maintenance tracking:**

The per mile maintenance rate establishes a maximum allocation available under annual maintenance agreements. In order to receive reimbursement under that agreement, the recipient of the maintenance agreement (Sponsor) must document actual work expenses and submit a reimbursement request with documentation.

## **Requirement of Permits:**

For any maintenance activity, the recipient of the maintenance agreement (Sponsor) shall comply with all applicable state, local, and federal statutes and regulations in fulfilling maintenance activities regarding general and special zoning, water and wetland, disability access, environmental quality, and historical and archaeological preservation. Sponsor shall also confirm that land use agreements are in place prior to performing maintenance activities for any trail portions located on lands not owned by the Sponsor.

## **Eligible** maintenance activities include but are not limited to:

- Trail or intensive use area repair or rehabilitation
- Sign and post replacement
- Bridge and culvert repairs – including beaver management within the trail corridor only
- Grading of trails and riding courses
- Maintenance of toilet and shelter facilities
- Normal repair and replacement of facilities lost because of vandalism or normal wear
- Winter trail grooming or parking area plowing (Winter ATV only)
- Brushing and grading of trail corridors and trailhead areas
- The materials, labor, and equipment and/or rentals to accomplish these activities

Eligible maintenance activities can also be completed by a contractor and documented by invoice and proof of payment.

## **Ineligible** activities include but are not limited to:

- Club House maintenance
- Grooming after trails are closed for the season (Winter ATV)
- Club Administration/Administrative Time
- Club time spent obtaining landowner permission/leases/easements
- The costs involved in extracting stuck equipment (grooming or non)
- Equipment idling time

- Any work on unfunded/club trails
- Supplies and time to repair or maintain equipment for which an hourly rate is charged. The rate factors in maintenance and cost to operate.
- Clean-up after a logging operation. That task should be included with the logging contract.
- Trail Inspections are generally limited to County or Sponsor Force Labor as part of direct administration of a project. Club and Association administrative time is not considered eligible for grant expenses. Trail “inspections” for clubs should be incorporated into other work they are actively doing on the trail such as sign replacement, brushing, grading/grooming, etc. Even so, they should be mindful of the number of members, UTVs, and other equipment, and limit it to what is needed for the work at hand.

## **Signs – Please refer to the Trail Signing Handbook (DNR Pub-CF-023)**

- **Eligible signs provide:**
  - safety/caution information
    - location information – CTH A, Corridor 7
    - directions to services and locations
    - directions for trail use including:
      - Stay on Trail
- **Ineligible signs:**
  - Signs with business names and/or advertising.
  - Conversational signs such as:
    - Trail maintained by ABC Club
    - Your registration dollars at work
    - This trail is a privilege not a right, etc.
    - Memorial signs

## **Trail Maintenance Activities:**

Maintenance activities must be reported on Form 8700-006, Trail Non-Grooming Maintenance Record (see Winter ATVs below for special exceptions). The form is found on the program webpage. All fields must be completed on the form for each entry. (Grooming is considered to be the mechanical process of manipulating snow with a power unit plus grooming drag to create a smooth, firm, and safe riding surface.)

## **Work Description:**

On the form, the **work description needs to be specific** in describing what work is being done, such as: brushing, grading, replacing culvert, repairing washout, seeding, etc. Do not enter generic terms such as: trail maintenance, trail work, repair, etc.

## **Hours:**

Equipment hours should be reported as close to the actual time the equipment is in active use as is reasonably possible. **Equipment hours should generally be less than labor hours** for most activities. For some activities, the equipment may be in constant active use such as operating

heavy equipment for brushing and trail grading.

**Equipment idle time is not an eligible expense.** Idle time is time claimed for equipment that is not in direct use. For example, an individual reports 4 hours of total work, but during the 4 hours, they claim to be operating both an ATV and a chainsaw each for the full 4 hours. Instead, the worker should report the actual time each piece of equipment was used: 2 hours for the ATV to drive between work sites, 1 hour for the chainsaw to cut up down trees, and 1 hour with no equipment to drag away brush and logs from the trail.

Date	Trail Name/ No.	Labor				Equipment and Supplies (ATV, snowmobile, saw, tractor, truck, etc.)				
		Work Description	Worker	Hours Worked	Total \$	Class	Equipment / Supplies Description "Include DOT class number where applicable"	Hours Use	Hourly Rate	Total \$
11/06/2025	1	brushing & trimming	John Doe	4.00		9145	Snowmobile/ATV/UTV	2	\$19.00	\$38.00
						914	Chain Saw, pole saw, power pruner, brush saw, weed eaters	1	\$7.00	\$7.00
11/06/2025	2	mowing	Jim Dean	4.00		206	Articulated Wheel Loaders 50 to 99 hp (*)	4	\$38.00	\$152.00
						932	Brush Cutter - hydraulic driven/Fecon head	4	\$34.00	\$136.00

## Winter ATV/UTV:

**Grooming** always requires council-approved grooming rates to be eligible.

If the Winter ATV trail is shared with snowmobiles, then **grooming activity** must be reported in SNARS as an entry from the club/alliance which receives the payment from the county to maintain that segment of trail. Entries must include all required information including: date, trail name, operator name, approved grooming unit, and meter readings (if applicable). Be sure to declare the entry as "ATV".

Reporting grooming activity for one club's trail by another club in SNARS:

- The operator can be set up as a member under both clubs using two different emails.
- The operator may then be added as a worker under the first club to allow entry of grooming details in SNARS

**Non-grooming activity** on Winter ATV trails that are shared with snowmobiles can also be entered in SNARS (preferred). Entries must include all required information including: date, trail name, operator name, non-grooming equipment with approved rate, and hours operated. Otherwise, use the Trail Non-Grooming Maintenance Form 8700-006 using winter labor rates and complete the form like summer trail work as discussed above.

If the Winter ATV trail is not shared with snowmobiles (or is on a non-funded snowmobile trail), then **grooming** activity must be reported using the Winter Trail Grooming Record Form 8700-005, found on the program webpage. All fields must be completed on the form for each entry. Remember that groomer idle time is NOT ELIGIBLE and should not be reported! **Non-grooming** work on ATV only trails must be reported on the Trail Non-Grooming Maintenance Form 8700-006 using winter labor rates and otherwise, is completed like summer trail work as discussed above.