SNARS
Approving Maintenance Entries

County fees must be entered in SNARS:
• Use “Documentation” and $0.00 (zero) to attach proof of payment to the clubs/alliance.
• When using “Other” provide a description of the task/service performed.

Eligible:
• Sign maintenance
• County personnel time for attending alliance, club and/or council meetings.
• Spring/summer mowing requires explanation.
• Vehicle and labor hours for the time commuting to and from home are eligible only when transporting equipment and/or supplies that will be used in the maintenance activity to be undertaken that day.
• The cost of transporting the groomer from its storage location to the trails to be groomed.
• Railroad crossing annual lease.

Ineligible:
• Club House maintenance
• Grooming after trails are closed for the season
• Club Administration
• Obtaining landowner permission/leases/easements
• The costs involved in extracting a stuck grooming unit.
• Groomer idling time while operator is having lunch.
• Any work on unfunded/club trails
• Supplies to repair 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.

Hours:
Equipment idle time is not eligible. Equipment hours must be less than labor hours for most activities. Exceptions include activities where the equipment is in constant active use such as: machine brushing, trail inspections, and packing snow.

Signs:
• Eligible signs provide:
  o safety/caution information
• location information – CTH A, Corridor 7
• directions to services and locations
• directions for trail use including:
  • Stay on Trail
  • Stay on Trail – winter crop
  • Stay on Trail – tree nursery

• **Ineligible signs:**
  o Signs with business names and/or advertising.
  o Conversational signs such as:
    ▪ Trail maintained by ABC Club
    ▪ Your snowmobile registration dollars at work
    ▪ This trail is a privilege not a right, etc.
    ▪ Memorial signs

**Grooming:**
All grooming must be reported as a Grooming entry in SNARS for the club/alliance which receives the payment from the county to maintain that segment of trail.

If another club does your grooming:
• The operator may be set up as a member under both clubs using two different emails.
• The operator may be added as a worker under your club and then you enter the grooming details in SNARS.

Grooming always requires council-approved rates be used. It must be entered in SNARS with all required information including: date, trail name, operator name, approved grooming unit and meter readings.

**Non-grooming:**
Along with typical non-grooming entries by club members, contract invoices are acceptable for non-grooming maintenance.

• Operators not associated with a club/alliance may invoice the club.
• Operators associated with a club/alliance should be entered as a non-grooming entry in SNARS using approved-equipment rates and the volunteer hourly labor $8 amount.
• The work description needs to be specific in describing what work is being done, such as: brushing, replacing culvert, repairing washout, seeding, etc. Do not enter generic terms such as: trail maintenance, trail work, repair, etc.