

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:**
 - 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:**
 - Signs with business names and/or advertising.
 - 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.