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. (as non-grooming – the equipment rates associated with loading and transporting)
• 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.