



SND

Snowmobile North Dakota

TRAIL PROGRAM 2015 GUIDELINES

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State Snowmobile Trail Facts

The North Dakota Parks and Recreation Department (NDPRD) is the state agency charged with administering the state snowmobile safety and trail programs. For over 20 years, NDPRD has contracted with Snowmobile North Dakota (SND) to manage the state snowmobile trail program including trail maintenance (grooming, grubbing, and signing), obtaining land leases, establishing safe trail corridors and promoting safety education and trail enforcement through NDPRD. The state snowmobile trail system is open from December 1st through April 1st of each season.

Q: How many miles of state snowmobile trail exist?

A: There are over 2,800 miles of snowmobile trail in the state. Contact SND for a state snowmobile trail map or visit: <http://snowmobilend.org/trails/>

Q: Where are the trails located within North Dakota?

A: 60% of the trails are located within road right-of-ways, including state, county, township ROW's.

Q: Which counties are the state snowmobile trails located in?

A: Trails exist in these 27 counties: Barnes, Benson, Bottineau, Burleigh, Cass, Cavalier, Dickey, Emmons, Grand Forks, Griggs, LaMoure, McHenry, Nelson, Pembina, Pierce, Ramsey, Ransom, Renville, Richland, Rolette, Sargent, Steele, Stutsman, Towner, Traill, Walsh, and Ward.

Q: Who maintains the state snowmobile trails?

A: There are 13 trail associations that maintain and manage these local trails made up of over 500 volunteers.

Q: How are the state snowmobile trails signed?

A: All trail associations must comply with the Guidelines for Snowmobile Trail Signing & Placement handbook and the snowmobile trail programs requirements before the trail system can be opened for the season. All trails are signed using a minimum 10 foot wide corridor allowing for safe snowmobile travel.



Q: How long can signs be displayed?

A: Signs can be placed on the snowmobile trail from October 1st to April 30th of each year.

Q: What does a safe corridor mean?

A: A place for safe snowmobile operation free of debris. Debris can cause unsafe riding conditions for trail users.

Q: Who do we contact during the highway snow removal process, if large amounts of snow have been placed on the state snowmobile trail?

A: The 13 trail associations each have a trail coordinator who is the main contact for the trail system. Contact the trail coordinator in your area. For a list of trail coordinators, refer to the attached list.

Q: Who can we contact regarding additional information on the state snowmobile program?

NDPRD can be reached at 701-328-5357, www.parkrec.nd.gov or parkrec@nd.gov. SND can be reached at 701-328-5377, www.snowmobilend.org or info@snowmobilend.org.

Chapter 1: Definitions

- **Snowmobile Trail Assistance Program:** North Dakota's snowmobile trail program that provides assistance to snowmobile trails around the state. Assistance may include, trail signs, insurance, equipment and funding.
- **North Dakota Parks & Recreation Department (NDPRD):** State agency in charge of enforcement, snowmobile safety education, out-of-state snowmobile pass, and that contracts the remaining duties of the snowmobile trail program.
- **Snowmobile Trail Fund:** The state snowmobile fund which earns income from gas tax, snowmobile registrations, out-of-state snowmobile pass, dealer safety fee and safety education administered by NDPRD.
- **Snowmobile North Dakota Trail Program (SNDTP):** State association that manages the Snowmobile Trail Assistance Program per contract requirements set-forth by NDPRD and coordinates with the local Trail Associations for local management practices.
- **Board of Directors:** Members selected to work directly with NDPRD on the administration and management of the snowmobile trail program.
- **Executive Director:** A full-time employee of SNDTP that is responsible for the day-to-day operation of the organization, including: managing budgets, committees, staff and developing business plans in collaboration with the board of directors.
- **Trail Inspector:** SND employee hired to inspect trails for proper signing, adequate snow conditions, trail use, GPSing trails, and providing GPS maps to the public.
- **Trail Association:** A group of organized snowmobile clubs and enthusiasts that assist with trail development, maintenance, and financial reporting of grooming expenditures.
- **Trail Coordinator:** The Trail Associations contact that works with SND on the local management of the trail systems. Tasks include but are not limited to groomer operator schedules, reporting of trail conditions, and ensuring equipment maintenance is completed.
- **Club Trail Coordinator:** The local contact the Trail Coordinator works with on trail maintenance, snow conditions, and signing.
- **Groomer Operator:** A person selected by the trail associations and trained by SND to operate the grooming equipment.
- **Maintenance Personnel:** A person (s) selected by the trail association and trained by SND to maintain the grooming equipment.
- **State Equipment:** All equipment utilized by the SNDTP is owned by the state. SNDTP receives the privilege to manage and use the equipment for trail maintenance.
- **Damage:** Abuse of state equipment resulting in physical damage to the machine that warrants repair work. Faulty equipment is not considered damage. Examples of damage include but are not limited to: broken glass, continuous use of broken parts resulting in more damage such as frames, mounts, etc.
- **Benchmark Funding Program:** A performance based reimbursement program that distributes funds to the trail associations based on revenue in the snowmobile trail fund.

Chapter 2: Trail Responsibilities

2.1 Trail Association Responsibilities

- A. **Land Leases:** Compile land leases for the trail association. These duties include: sending out renewals, keeping track of the current land leases, and letting the clubs involved with the trail association know which leases are due.
- B. **Land Use:** To assure proper use of public land, work with public land managing agencies when the trail crosses public land.

- C. **Membership:** All clubs associated with trail systems are required to submit membership to SND. If membership is not received, associations are subject to lose snowmobile trail assistance.
- D. **Officers:** select a Trail Coordinator and Treasurer for the association.

Job Duties:

Trail Coordinator: Manages state equipment, grooming schedules, trail reports and the main contact for SNDTP

Treasurer: establish and monitor the accounting procedures

- E. **Operator & Maintenance Personnel:** Each trail association is responsible for the actions of its certified groomer operators and maintenance personnel. Additionally, each trail association is responsible for reimbursement of the following:
 - a. Cost of repairs for damages resulting from gross negligent driving or misuse.
 - b. Cost of repairs for damages resulting from other than normal operations.
 - c. Towing costs resulting from vehicles being driven into unsafe areas.

2.2 Trail Coordinator Job Description

The following list pertains to the responsibilities of the Trail Association's Trail Coordinator.

- A. **Grooming Schedule:** Assure the trails in your region are groomed properly and regularly, providing a 4-inch base is consistent throughout the trail system. **SNDTP must be contacted when the trail system is groomed, even if it's only to assist with trail preparation.**
- B. **Hiring:** Assist SNDTP in hiring the groomer operators and mechanics for the trail association. Schedule groomer operators and mechanics for training.
- C. **Land Lease Report:** Review the annual Land Lease Report to assure the private land used for trail purposes is under lease. This report is provided to each trail association in **September** of each year.
- D. **Opening & Closing Trails:** Responsible for opening and closing trails the association manages.
- E. **Ordering Trail Signs:** Sign Order Forms are due on **April 30th** each year.
- F. **Reimbursement Forms:** Review and approve all trail forms. Trail Coordinators are not allowed to sign off on their own timecards. Contact SNDTP if repair expenses over \$250.
- G. **Report to SNDTP:**
 - 1. Accidents (Refer to Accident Reporting in Chapter 3)
 - 2. Conflicts with equipment, landowners, and the general public within one week
 - 3. Defective equipment (contact immediately so SNDTP can address warranty)
 - 4. Theft & Damage to state equipment, signs, or the trail
 - 5. Resignation
- H. **Trail Status Reporting:** Complete the trail report form or contact SNDTP on Wednesday of each week from December 1st to April 1st. This report is customized for each trail association.
- I. **Supervision:** Provide supervision for general trail needs.
- J. **Trail Changes:** Manage all trail changes for the association.
- K. **Trail Inspection Reports:** Review the trail inspection reports and complete requested changes.

Chapter 3: Groomer Operator and Maintenance Personnel

The following responsibilities are required by SNDTP for each trail association that has been assigned a groomer. The NDPRD and SNDTP are equal opportunity employers. Complaints or grievances of any kind can be made directly to the SNDTP.

3.1 Requirements for Personnel

All operators of state grooming equipment must adhere to the following regulations:

*Any violation of the following regulations will be investigated jointly by SNDTP and NDPRD and may result in probation or suspension. Any probations or suspensions initiated are effective immediately and may include loss of groomer operator certification, loss of payroll at the time of the infraction incurred and may forfeit any rights to equipment privileges.

1. **Accident Reporting:** Operators must immediately report all accidents and injury involving the grooming equipment to the trail associations Trail Coordinator. Report accidents to local authorities as well should the accident involve other parties or property damage. The trail association Trail Coordinator must notify SNDTP. The operator is required to complete an Incident Form and provide it to SNDTP's office within 24 hours.
 - a. **Operator Suspension:** Operators are placed on suspension immediately after SNDTP is informed of the incident.
 - b. **Accident Investigation:** NDPRD will conduct an accident investigation on all incidents and provide documentation to SNDTP within 7 days of the incident. SNDTP's Accident Safety Review Committee will review the information collected from the accident investigation and determine if penalties should be enforced with the trail association and groomer operator within 7 days of receiving NDPRD's documentation. If the incident is classified as a Motor Vehicle Accident involving local enforcement, NDPRD will provide the state accident report to SNDTP. Please allow additional time as the North Dakota Motor Vehicle Department requires reports to be completed within 10 days.
2. **Certification to Operate State Equipment:** Only certified groomer operators can operate the state grooming equipment. Certification is acquired by attending the SNDTP Groomer Operator & Maintenance class held at the annual convention or through a remote groomer class. For a list of class dates or to request a remote groomer class, please contact the SNDTP office. The certification is valid for three years. All expenses associated with the Remote Groomer Class are funded by the trail association's annual trail operations budget. The fees include mileage reimbursement and a \$50 instructor fee.
 - a. **Personal Use:** Operators can only use the state grooming equipment for conducting state business and not for personal use.
 - b. **Certification after Probation:** Operators with a suspended grooming certification are required to complete the Beginner Groomer Operator & Maintenance class after probation is complete. If the suspension removal date is during the middle of a grooming season (December 1st to April 1st), the operator can recertify within six months prior the removal date at a scheduled class. Example: If the suspension removal date is February 1st, the operator can recertify starting in September of the previous year.
3. **Complaints:** All complaints received from the public for mis-utilization or driver behavior will be documented. They will then be forwarded to the trail association that was in possession of the grooming equipment at the time of the complaint for awareness, and if necessary discipline.
4. **Firearms:** No firearms are to be carried on the grooming equipment.
5. **No Alcohol or Drugs:** Operators under the influence of alcohol or drugs are prohibited from operating the grooming equipment. No alcohol or drugs are allowed in the grooming equipment at all.
6. **Obey Traffic Laws:** Operators must obey and comply with all traffic laws and regulations.
7. **Seat Belt Requirement:** All occupants must wear properly fastened safety belts whenever they travel in the state grooming equipment. The operator must verify compliance and remind passengers of the required seat belt policy.
8. **Smoking Prohibited:** Smoking is prohibited in all state grooming equipment.

9. **Valid Drivers' License:** Operators must possess a valid drivers' license to operate state grooming equipment. The license must be in the possession of the driver at all times when operating the equipment.
 - a. As of August 1, 2009, all new certified groomer operators must submit a copy of their drivers' license to SNDTP. New certified groomer operators may not operate state equipment until the copy has been provided to SNDTP. NDPRD shall conduct a background check on all new groomer operators and reserves the right to do background checks on every renewal cycle. SNDTP and NDPRD reserve the right to deny certification upon findings of backgrounds check.
 - b. Groomer operators certified previous to this date will be grand fathered into this requirement.
10. **Winter Survival Kits:** SNDTP will furnish a winter survival kit for each state grooming unit. These kits are required to be with the machine at all times. If the kit is utilized during operation of the equipment, an incident report must be completed and provided to SNDTP within two weeks. This will assure proper replacement of the items utilized in the kit.

3.2 Groomer Operators Job Description

1. **Complete Required Forms:** Complete the Groomer Operator Timecard for each grooming. The groomer operation wage is \$10.00 per hour.
2. **Donating Groomer Operator Payroll:** Groomer Operators wanting to donate their payroll to the Trail Association are still required to complete the State Owned Groomer Timecard.
3. **Drivers License:** Carry in your possession a valid driver's license when transporting the grooming equipment.
4. **Groomer Passenger:** First time groomer operators that have obtained the Groomer Operator and Maintenance class certification are required to complete four hours of training before operating the equipment alone. The four hours of training includes:
 - a. Two hours as a passenger in the groomer observing an experienced certified operator operate the equipment.
 - b. Two hours of operation with an experienced operator as a passenger observing operations.

This experience provides hand on knowledge of how to operate the equipment. SNDTP will reimburse the groomer passenger \$20 to ride along with an experienced operator in state grooming equipment. This fee can be acquired twice, for a maximum of \$40.00.
5. **Horseplay:** Horseplay is not tolerated.
6. **Positive Image:** Project a positive, helpful, and courteous image when representing the snowmobile trail program.
7. **Pre & Post Shift Check List:** At the beginning and ending of each grooming, complete the checklist on the State Owned Groomer Timecard. Please make sure to note any problems or malfunctions with the equipment on the report. SNDTP must be contacted immediately if the machine must be repaired to avoid further damages or if the repair is estimated more than \$250.
8. **Report to Trail Association's Trail Coordinator:**
 - a. Conflicts with landowners, public, etc.
 - b. Defective Equipment
 - c. Unable to Work
 - d. Theft/Vandalism of state snowmobile trail program equipment
 - e. Work related injuries (Report within 24 hours of the accident)
9. **Safety Equipment:**
 - a. Each employee must know the location of the first aid/survival kit, fire extinguisher, and other safety equipment.

- b. All equipment and tool guards must be in place prior to operation. Safety switches shall never be by-passed.
- 10. **Tools:** Tools must be returned to the proper storage or to the person whom the equipment was borrowed from.
- 11. **Training Fee:** Certified Groomer Operators may request a training fee. The training fee reimburses the Certified Groomer Operator \$10.00/hour to train the new operator. The new operator must hold a valid Groomer Operator Certification with SNDTP. The fee is reimbursed out of the trail association's second benchmark.

3.3 Maintenance Personnel Job Description

- A. **Complete Required Forms:** Complete the maintenance forms which are required by SNDTP. Please refer to Chapter 4 of this handbook for the wages for maintenance and repair.
- B. **Eye Protection:** When using power tools, always use eye protection.
- C. **Maintenance Safety:** Be aware of and use safe maintenance procedures at all times. Groomer maintenance personnel are covered by Workers Compensation.
- D. **Maintenance Schedule:** Provide regularly scheduled maintenance of the groomer and related equipment. When maintenance involves work other than general maintenance, SNDTP must be consulted. For further information please review the maintenance & repair schedule in Chapter 4.
- E. **Report to Trail Association's Trail Coordinator:**
 - a. Conflicts with equipment.
 - b. Work related injuries (Report within 24 hours of the accident)

Chapter 4: Maintenance / Repair Schedule

Please comply with SNDTP's maintenance and repair schedule when completing the following tasks to state equipment. If the following guidelines are not met, the Trail Association will not be reimbursed for any maintenance or repair expenditures. SNDTP will provide all maintenance and repairs to the rangers, mowers, and trailers. If a circumstance arises where this equipment needs immediate repairs, please contact SNDTP for approval before completing any repairs.

4.1 Fleet Maintenance Schedule

The following items must be completed according to the following maintenance schedule. SNDTP will assume all maintenance costs providing the following guidelines are met. A premium of \$30.00 per hour will be paid for maintenance. The trail association is allowed \$25.00 for shop use when thawing the machine. Reflect the material receipts on a Trail Association Expense Report. Reflect maintenance on a Groomer Maintenance Timecard.

<u>Payment Example:</u>	
2hrs @ \$30.00/hr	\$60.00
Thaw Timer	\$25.00
Total Estimate	\$85.00 + Materials Invoice

Thaw Timer: Completely thaw out the groomer for each scheduled maintenance regardless of the mess and time necessary to accomplish this.

Winter Storage: If a Trail Association has access to store the grooming unit in a heated storage unit, the Association can choose to opt out of using the thaw timer reimbursement and can be reimbursed a maximum of \$350/month from December – March for storage purposes when the Association is grooming. The Trail Association's trail budget is responsible for the winter storage expenses. An Association cannot choose to be reimbursed the monthly storage rate and the thaw timer; it's one or the other. It is also highly recommended that if the Association is using the monthly storage reimbursement to only use this option when the trail is open and grooming in order to help save funds for grooming.

Daily or When Operated	End of Season
Check lights, gauges, heated mirrors, wipers, heater fan	Antifreeze Concentration Mixture
Clean Differential Magnetic Dip Stick	Change Differential Fluid
Engine Coolant Level (Radiator Cap)	Change Hydraulic Fluid & Filter
Engine Oil Dip Stick	Change Primary Fuel Filter
Drain Water Daily – Primary Fuel Filter	Change Secondary Fuel Filter
Hydraulic Tank Fluid Level	Change Hydraulic Fluid & Filter
Radiator Overflow Reservoir Coolant Level	Change Primary Fuel Filter
Transmission Dip Stick	Change Secondary Fuel Filter
Every Thaw	Change Transfer Case Fluid
Check Brake Fluid	Check Alternator charging voltage & wires
Inspect Tracks for damage	Check Emergency Brake Cable & Handle Adjustment
Monthly	Check Leaf Spring Assembly's (Cracks, Torque)
Track Adjustment	Check Starter for damaged cables & wires
Transfer Case Fluid Level	Check Tier III Cummins Air Restriction Gauge
50 Hours	Check Wheels for damage
Check oil filled Wheel fluid levels	Clean Battery Terminals & Load Test
Grease Front & Rear Fifth Wheel Boss	Drain, Flush & Fill Cooling System
Grease Journals in track carrier	Grease Track Adjuster
Grease all Slide Blocks	Grease Wheel Bearings
Grease Tie-Rod Ends	Inspect Blade Cylinders for leaks & damage
Grease Track Carrier lower fitting	Inspect Blade Pins & Mounting Hardware
Grease U-Joints & Slip Yoke	Inspect Blade Valve for leaks
Inspect Track Carrier for damage	Inspect Brake Caliper for leaks & Brake Pads
200 Hours	Inspect Brake Master Cylinder for leaks
Engine Oil Drain Plug	Inspect Frame for damage
Engine Oil Filter	Inspect Hydraulic Pump & Mounting Hardware
Maintenance Notes	Inspect Ring & Pinion, Check Bearing Cap Torque
<ul style="list-style-type: none"> • 2005 & newer use Fleetguard Wax Filters #FS20022 • Use synthetic fluids in everything except the engine oil. • Annually change the transfer case and differentials fluids; even if the machine wasn't used • Every two years oil the idler wheels and anti-seize the spindles in the track carrier 	Inspect Steering Cylinder for leaks & damage
	Inspect Steering Orbitrol for leaks & damage
	Inspect Steering Swing for damage
	Inspect Tie-Rod Ends
	Inspect & Torque U-Joints
	Radiator Cap: check concentration mixture
	Transmission Fluid & Filter
	Remove, Clean, Inspect, Re-grease Wheel Bearings

Tracks: Always jack up each track for journal bearing lubrication and to check track tension. Track adjustment should only be done in this manner. A very thorough greasing of these journals is required.

4.2 Repair Estimates

The SNDTP office must be notified immediately regarding any breakdowns or damages to the equipment. SNDTP will reimburse repairs at a rate of \$30.00 per hour. If the trail association is unable to complete the repairs at \$30.00 per hour, it is up to the trail association to compensate for the additional fee. SNDTP will review the number of hours for the repair. These items will be reimbursed out of the trail association's repair budget. Each Trail Association operating state owned grooming equipment has been provided a budget for equipment repairs. This budget is utilized to purchase parts for the equipment and labor costs.

Payment Example:	
3hrs @ \$30.00 per hr	\$90.00
Total Estimate	\$90.00

4.3 Spring Equipment Inspections

Each spring after the snowmobile trail closing date of April 1st, an equipment inspection may be scheduled for all state equipment. The spring equipment inspections are scheduled by the SNDTP office. SNDTP will work with each of the trail associations regarding any repairs which may need to be completed on the equipment. Each of the trail associations may complete the year-end maintenance on the equipment before the inspections are completed. Items addressed in the inspection must be completed by June 1st of the current season.

4.4 SND Repair & Maintenance Time Allotments for Tucker Sno-Cats

Please note the following time allotments SNDTP will reimburse when repair and/or maintenance is completed on a Tucker Sno-Cat. For all other repairs or maintenance which is not listed please contact the SNDTP office for approval prior to completing the work.

Description	Hours
PODS, TRACKS, IDLERS, AXLES (1 or More Personnel)	
Top Drive Sprocket Remove & Replace (1)	3.5 Hrs
Remove & Replace Rubber Track (1)	2.5 Hrs
Remove & Replace Leaf Spring Assembly (Tension: 175 ft. lbs.)	2 Hrs
Tension all 4 Tracks	1.5 Hrs
Remove & Replace 1 Idler Wheel and/or Bearings (#1, #3, #5)	3.5 Hrs Each
Remove & Replace 1 Idler Wheel and/or Bearings (#2, #4)	2 Hrs Each
ENGINE COMPARTMENT	
Remove & Replace Alternator Assembly	1 Hr
Remove & Replace Fan Belt	1 Hr
Remove & Replace Air Filter Assemblies (dry type)	.5 Hrs
Remove & Replace Batteries	1 Hr
MAINTENANCE	
Change Oil, Filter, Lube Chassis	1 Hr
Check & Top all Oil Levels	1 Hr
Remove & Replace Fuel Filter	.5 Hrs
Change Automatic Transmission Fluid & Filters (filter in pan, spin filter at frame)	2 Hrs
Change Oil in 1 Differential (2 per machine)	1 Hr
Remove & Replace Strobe Light Assembly	1.2 Hrs
Remove & Replace Strobe Bulb	.4 Hrs
Remove & Replace Front Wiper Arms or Blade	.4 Hrs Each
Remove & Replace Rear Wiper Motor Assembly	1.2 Hrs
SUSPENSION, STEERING, TABLES, POWER TRAIN (1 or More Personnel)	
Remove & Replace Front Driveshaft & U Joints	2.5 Hrs
Remove & Replace Rear Driveshaft & U Joints	2.5 Hrs
Remove & Replace Connector Driveshaft & U Joints	4.5 Hrs
Re-tension Front or Rear King Pins	1.2 Hrs
Remove & Replace Differential Pinion Seal	1.5 Hrs
GLASS, BODY, LIGHTS	
Remove & Replace Headlamp Assemblies	.5 Hrs Each
CAB INTERIOR	
Remove & Replace Radio Assembly	1.4 Hrs
DRAG (1 or More Personnel)	
Adjust Skags on Outside of Drag (Total of 2)	1 Hr
Adjust Internal Skags in a Clean Pan (Total of 3 or 4)	2 Hrs
Clear Snow Filled Pan to Make Skag Adjustment	1.5 Hrs Each
Maintain Wheel Bearings (Repack)	2 Hrs
Remove & Replace Drag Plastic	28 Hrs

*Sections labeled (1 or More Personnel) may take more than one person to complete the maintenance item. If more than 1 person completes the maintenance item, SNDTP will only reimburse the maximum hours listed above for the personnel.

Chapter 5: Grooming Guidelines

The overall objective to snowmobile trail grooming is to provide safe and smooth trails. This can mean establishing a trail at the beginning of the season, having to re-establish a trail after heavy snowfall and / or wind have obliterated the trail you had previously established or having to work a heavily moguled trail back into a smooth surface. The key is that during the whole process you are building a solid base for the snowmobiles and the grooming equipment.

Please refer to the SNDTP Groomer Operator Training presentation as the basis for the grooming guidelines.

5.1 Trail Grooming Guidelines

Operating trail grooming equipment is an important job which requires your undivided attention at all times. It is just as important to watch the drag behind the groomer as it is to be observing the trail ahead of you for changing conditions and hazards. The following procedures must be followed by equipment operators on every run they make.

- A. Thoroughly check over the machine prior to departure on a groomer outing. Check the fuel and fluid levels.
 - Check for cracked or broken parts.
 - Check the tracks.
 - Check your hydraulic lines.
 - Listen to the Sno-Cat for noises which shouldn't be there.
 - Check your flashlight and be sure your tool kit is together.
 - Be sure you have a lunch and adequate clothing along.
 - **DO NOT LEAVE** if anything is not right.
- B. Follow the route the Trail Coordinator provided.
- C. Constantly watch behind the groomer to monitor the quality of your efforts.
- D. Keep the mirrors clean in order to see the groomer blade and the finished surface behind the drag.
- E. Leave the groomer periodically and walk back to check the finished trail conditions behind the drag, especially at night.
- F. Stop to prune off tree limbs which can damage mirrors or windows.
- G. Stop to remove rocks, logs, tree limbs, or any other debris which shows up on the trail surface.
- H. Take the necessary time required to get a smooth trail by regulating the ground speed of the Sno-Cat according to trail conditions and grooming needs.
- I. Check all of the trail junctions, you-are-here, regulatory signs and trail blazers for conditions and installation. Report any problems to the Trail Coordinator.
- J. Sweep and clean all warming shelters on each visit. Monitor the wood supply at the shelters and notify the supervisor when supply is low. Empty, pickup and bring out all garbage.
- K. Thoroughly check over the equipment at the end of an outing. Check the condition of the components and clean the cab and the windows if needed. Report any problems, malfunctions, etc. to the Trail Coordinator at this time.
- L. Fill up the equipment with fuel at the end of each run and then park inside a shop building as space allows or plug in heater when parked outdoors.
- M. Fill out all of the required reports at the end of each shift. These reports include the reports listed in section 12.

- N. A state owned groomer cannot be used for anything except grooming state snowmobile trails without the prior approval of SNDTP.
- O. Groomer Operators may not operate the equipment for more than 12 hours during a 24 hour time period.

5.2 Operational Requirements

The following guidelines are required in order to operate a groomer for the trail association.

- A. **Approaching Traffic:** When operating a Sno-Cat, ALWAYS slow down for approaching snowmobiles and stop when a large group is approaching. When approaching sharp or blind curves always anticipate and plan for approaching snowmobiles.
- B. **Cattail Removal:** Tuckers can be used to remove/knock down cattails per the following requirements:
 - a. All expenses are to be paid from the first benchmark.
 - b. Idler wheels cannot be submerged in water.
 - c. Keep the air filter clean.

- C. **Trail Base:** In order to groom the trail system there must be a 4 inch base (not 4 inches of snow) which is consistent throughout the entire trail system. This base is required and a stipulation on the land leases which are secured with all landowners.

The following exceptions will allow the trail system to stay open:

1. If a portion of the trail system does not have a 4 inch base but snow can be brought in from the side of the trail to make a 4 inch base.
 2. If a section of the trail which makes a complete loop has a 4 inch base and the section which doesn't have a 4 inch base are marked trail closed.
- D. **Grooming Temperatures:** Grooming operations should be suspended when the temperatures are too warm or cold because this can cause snow to stick in the blade or build up on the packing pan making it impossible to groom a smooth trail. SNDTP does not allow grooming when it is -20 degrees or colder. When determining if a trail should be groomed, consider these factors: wind, trail location, and trail aspects. Wind, an overcast sky, and a shaded trail location create beneficial effects on the grooming conditions. It may be necessary to stop and scrape the frost or snow build-up off the blade while in operation. Contact the trail associations Trail Coordinator if it appears a good trail cannot be provided due to conditions. Grooming operations may have to shut down until later in the day. The Trail Coordinator will make the decision based upon the information the groomer operator provides.
 - E. **Grooming Waterways:** **ALL GROOMER OPERATORS, THAT ARE OPERATING STATE EQUIPMENT, WILL BE RESPONSIBLE** for checking ice depths on all bodies of water. The ice depths have to be at least **12 inches** deep, before crossing over the body of water. The groomer operator must check for ice depth 30 feet out into the water before crossing, in the middle, also again 30 feet before the end of the body of water and additional ice checks need to be done as needed due to obstructions (such as but not limited to... cattails, beaver dams, snowdrifts, etc.) **THE GROOMER OPERATOR NEEDS TO CHECK EACH AND EVERY TIME BEFORE THEY CROSS THE BODY OF WATER.**
 - F. **New Snow:** It may be necessary to run the Sno-Cats with the drags only after a new snowfall which equals to or is an excess of 12" and was accompanied by high winds.
 - G. **Poor Visibility:** At times it will be necessary to shut down on the trail because of poor visibility caused by high wind, heavy snowfall, fog or a combination of these conditions. Simply stop, leave all lights on and the engine idling. Sit the situation out because trying to proceed and get off the trail may cause more trouble. Stay with the Sno-Cat.

- H. **Stay on Established Trail:** It is essential to stay on the trail base at all times with the grooming equipment. If it is necessary to turn around to re-groom a stretch of trail, find a place to turn around where ample turning room is available and the snow base will support the equipment. If in question, get out and walk to check the snow depth. Attempting to turn around in an area where the snow is deep and loose increases the chance of becoming severely stuck. If possible, utilize areas where a turn-around has been made before.
- I. **Stuck:** In the event the equipment becomes stuck, shut down the machine and grab the shovel. The machine is most likely high centered. Shovel snow out from beneath the frame and axles and from in front of the grooming drag. Be sure the front blade and grooming drag hitch are placed high enough to clear the snow. If the unit is still stuck, unhook the drag. Shovel out a path for the front track to climb out of the “hole.” If this is successful, fill in hole using the front blade. To re-hook the grooming drag, it may be necessary to use a tow rope to first pull the drag out of its hole. Once everything is out, re-groom to cover the holes. During this whole process, always keep the tracks set as level as possible. If one side of the track becomes substantially lower than the other damage can happen to the Sno-Cat. If all this fails, contact the Trail Coordinator for assistance.
- J. **Winds:** Sno-Cats or relief operators will not groom whenever winds are over 35mph sustained gusts, regardless of visibility and moving snow. There will be no grooming during heavy snowfall periods which is forecasted by the National Weather Service to accumulate in an excess of 6”. It is the responsibility of the Trail Coordinator to make this judgment.

5.3 Mechanics of Grooming

This section of the grooming responsibilities explains how to operate your trail associations/ clubs groomer.

- A. **Blade Controls:** The Sno-Cat front blade is U-shaped to pull in snow from the trail edges and is 6-way hydraulically controlled: 1) up, 2) down, 3) right tilt, 4) left tilt, 5) roll up and 6) roll down.
- B. **Curves:** The grooming drag will not stay on the side of a sharp curve’s snow berm. Operate at the top or down in the bottom of the curve with the grooming drag.
- C. **Drag Blade Depth:** Set the drag blade to cut or dig just enough to keep the blade full of snow. This snow should be kept rolling or moving constantly. Blade depth will vary from ¼” to a maximum of about 2”. Maximum depth will be on curves or areas with deep moguls.
- D. **Drag Raising & Lowering:** When raising or lowering the drag blade, a quick, short-bump of the hydraulic control lever is all that is necessary to move the blade ¼” – ½”. Raising the blade too much, too quickly will leave a bump in the trail. Remember that the drag packer pan will ride up and over whatever goes under the blade.
- E. **Drag Summary:** In summary, the drag blade must have snow in it to accomplish trail building or maintenance.
- F. **Hazards:** Be very careful for rocks and tree stumps when working with the front blade. Hitting these hazards puts a great deal of stress on the Sno-Cats front tie rod ends. Should the operator hit something with the blade or tracks, let go of the steering wheel momentarily. This action will reduce the stress on the critical parts of the groomer by allowing some give in the steering system.
- G. **Leveling Drifts:** The Sno-Cat blade is used to level drifts and to pull new snow into the trail. The drag blade will then level this out.
- H. **New Snow:** Operators are building the trail when grooming new snow from snowfall, blown in snow or snow that is pulled in from the edges of the trail. If new snow is not available, we are simply maintaining the trail, which is a much less desirable situation.

- I. **Speed:** Too high of a ground speed will cause the drag to rock from side to side and therefore leave an uneven trail surface. (**Top speed should be 7mph.**)
- J. **Stay to the Right:** Always groom on the right side of the trail.
- K. **Trail Berms:** Pay special attention to curve berms and try to work down the high outside edges. Be careful not to completely straddle these berms or the Sno-Cat may become high centered.
- L. **Trail Width:** Ideal groomed trail width is about 1 ½ drag widths (about 12ft. to 15ft). Minimum trail width is 10ft. wide.
- M. **Watch the Drag:** Constantly watch the drag blade in the rear view mirror. The blade can empty out when totally full within a few seconds or over less than 15 feet of trail.

5.4 Groomer Fuel

Fueling Responsibilities:

- 1. When refueling the groomer you must never smoke.
- 2. You should fuel the groomer only after it has been allowed to cool a responsible amount of time.
- 3. All fuel must be stored in approved safety cans, there are no exceptions.
- 4. Bulk Fuel: please provide a copy of the initial fuel receipt and documentation of usage.

5.5 Summer Storage Preparation

The following guidelines need to be completed before the equipment (groomer & drag) is placed in summer storage.

- A. **Annual Equipment Inspections:** The SNDTP Equipment Committee completes annual equipment inspections in the spring of the year to determine the current condition of the grooming equipment. After completion of the inspection, SNDTP provides the trail association with a copy of the report and areas of attention. All maintenance / repair work must be completed by June 1st of the current season.
- B. **Cleaning Equipment:** A maximum of four hours is allowed to clean the groomer which includes cleaning inside and outside of the machine. In order to receive the full four hours the machine must be power-washed or hand-washed, vacuumed, dusted, and the windows cleaned inside and out. A rate of \$30/hour will be received for a possible total of \$120.
- C. **Equipment Repairs:** The Groomer Operator needs to contact the Trail Coordinator regarding any repairs which may need to be completed on the equipment. If the equipment is in need of repairs, it is the responsibility of the Groomer Operator and Trail Coordinator to obtain repair estimates and submit the information to SNDTP by May 1 of each year. (If the bills are approved to be paid, please follow the reimbursement procedures described in Section 11.)
- D. **Fluid Changing:** All fluids must be changed if over 75 miles or 200 hours were placed on the machine during the season except for the transmission, hydraulic, and differential fluids.
- E. **Fuel Supplement:** Trail associations using state equipment must purchase a supplement to add to the fuel for summer storage. SNDTP will not pay for any expense the following snowmobile winter season for poor fuel quality.
- F. **Summer Storage:** Trail associations can submit for storage fee reimbursements. The groomer is required to be stored inside from April to October of each year. The maximum reimbursement for storage is \$500.

Chapter 6: Trail Reimbursement Benchmark Funding Program

The snowmobile trail assistance program is a performance based program. The program is distributed in a series of benchmarks called the “Benchmark Funding Program”. The Benchmark Funding Program

consists of three benchmarks and funding will be reimbursed after the associations perform the tasks required to complete each benchmark.

How Each Benchmark is Funded: The lowest point in the history of the snowmobile program was during the 1991-1993 biennium when only 9,944 snowmobiles were registered. The lowest point since occurred during the 2011-2013 biennium with only 14,552 snowmobiles being registered. Due to this, it was determined 14,000 snowmobile registrations was a good base number to plan budgets.

First & Second Benchmark: Funding earned up to 14,000 snowmobile registration will cover the fixed snowmobile trail program operations managed by SNDTP and NDPRD plus the trail associations first and second benchmarks. The second benchmark amount will fluctuate from year to year depending upon the fixed expenses needed to operate the snowmobile trail program and first benchmarks. All remaining funding will be applied to the second benchmark. The second benchmark is funded based on points earned. (If less than 14,000 snowmobiles are registered, funding for the entire state snowmobile program will be adjusted accordingly.)

Third Benchmark: The third benchmark is considered a bonus and only applied if more than 14,000 snowmobiles are registered in the state. All remaining funding over 14,000 snowmobile registrations will be distributed to the trail associations based on points earned.

Reimbursement starts on December 1st of each year and continues through May 15th of each year. Please review the following information outlining how funding is earned for each benchmark.

6.1 Benchmark Funding Distribution

1. First Benchmark – Trail Completion: Funds are provided to purchase trail signs, assist with trail setup and cover a portion of the first grooming. Disbursement of these funds is contingent on the following requirements and the submission of the Certification of Trail Completion Form by December 15th.

- The trail system must have 80% of the trail signs installed by December 15th.

Signing Extension: If a trail association has sections of trail that cannot be signed before the deadline of December 15th, the association can request an extension.

Example:

- Trail A has 100 miles of trail;
- 80 miles of trail must be signed by December 15th;
- Trail A can have up to 20 miles of trail unsigned.
- All unsigned trail must be documented on the Certification of Trail Completion Form in section B – Unsigned Trails. Call SNDTP with Sign completion dates for “Unsigned Trails”.

Qualifications for this exception:

- a. Landowners requiring leases to be signed after Nov. 1st
- b. Open water crossings: lakes, creeks, streams, sloughs
- c. Hunting closure dates

Does not qualify for this exception:

- a. Waiting for snow to see where it falls on the trail route
- This includes having the trail brushed, bridges in good repair, signs were installed (refer to signing exception), gates open and land leases completed and submitted to SNDTP.
 - Land leases must be provided to SNDTP by November 1st.
 - SNDTP’s Trail Inspector schedules all trail inspections once the Certification of Trail Completion Forms have been received.

The first benchmark payment is determined by:

Trail Setup: $(\# \text{ of miles} \div 2.5) \times \$9.00/\text{hr Trail Setup Wage}$

* It takes approximately 1 hour to setup 2.5 miles of trail.

Half Grooming: # of miles × Previous Year's Cost/mile (average for state trail system) ÷ 2

Signs: # of miles × Sign Depreciation Rate (\$2.83/mile)

Determined by:

- On average 1 mile of trail needs:
 - 12x12 sign w/post
 - 14 blazers w/posts
 - 4% annual replacement cost

Sample First Benchmark:

Sample Multipliers	
Grooming (Cost/Mile)	\$8.65
Sign Depreciation Rate	\$2.83
Trail Setup (#Miles/hour)	2.5
Trail Setup Wage (per hour)	\$9.00

Trail System	Miles	Trail Setup	Half Grooming	Signs	Total
Lake Region	216	\$777.60	\$934.20	\$611.28	\$2,323.08

These funds will assist with the following trail setup costs:

- Sign Posts
- Reimbursement for Volunteers Preparing the Trail
 - This includes mileage for signing or trail grubbing. SNDTP recommends waiting on reimbursing this item until the end of the season when the Trail Association will know the grooming expenses that have occurred more accurately.

Gates: Landowners may not allow a gate to be open until the trail is officially opened and grooming is taking place. This exception does not need to be listed on a form but SNDTP recommends the Trail Association assume responsibility on opening the gate when the trail can officially open and be groomed.

2. **Second Benchmark:** Grooming expenses will be reimbursed using a point value table. Trail associations are awarded points based on performance to manage and maintain the trail system. To receive points, trail associations must complete the Trail Association Revenue & Expense Report, weekly reporting of the trail conditions, meeting attendance and trail signing accuracy. All trail associations operating grooming equipment owned by the state will be evaluated on equipment repairs as well.

- The Trail Association Revenue & Expense report is due April 30th. **(Trail expenses received after April 30th will not be included in the payment.)**
- The Trail Association must maintain sufficient records to document activity and provide revenue reports and trail expense receipts to SNDTP.
- Examples of eligible/ineligible expenses (contact the SNDTP office on questionable expenses for prior approval):

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> Fuel Parts for Grooming Equipment Fluids for Grooming Equipment Summer Storage for State Grooming Equipment (Max. \$500/machine) Groomer Operator Payroll Expenses (\$10/hour Max.) – State Equipment Sign materials Contract Grooming (\$13/mile Max.) 	<ul style="list-style-type: none"> Unleaded fuel for signing & errands Office Supplies Food/Beverages Equipment accessories: winch, backup cameras, tow ropes Trail Coordinator Fees Additional Groomer Operator Payroll Trail Grubbing Tools & Accessories Dirt Work Unapproved Sign Posts (Lathe & PVC Pipe)

- Second Benchmark Payments will be distributed by June 1st and will not exceed the annual trail association expenses.
- The second benchmark will be reimbursed using the point value table

Groomer Operator Payroll Exception:

- Groomer operator payroll must be submitted every two weeks.
- Groomer operator payroll will be deducted from the trail associations total expenses to determine the second benchmark payment.

The following point value table will be applied to trail associations operating state equipment.

Point Value Table (State Groomer)					
Element	Poor	Fair	Good	Excellent	Maximum Total
Trail Signage	1	2	3	4	4
Weeks Open	1	2	3	4	4
Meetings	0	1	2	3	3
Trail Expense Cost/Mile	1	2	3	4	4
Equipment Repairs	0	0	0	1	1
Total					16

The following point value table will be applied to trail associations operating equipment owned and/or contracted by the association.

Point Value Table (Contract Groomer)					
Element	Poor	Fair	Good	Excellent	Maximum Total
Trail Signage	1	2	3	4	4
Weeks Open	2	3	4	5	5
Meetings	0	1	2	3	3
Trail Expense Cost/Mile	1	2	3	4	4
Total					16

Trail associations earn points for each element based on the following scales:

Trail Signage: Score based on average of trail inspection reports.

Example		
1st Inspection	1 of 4	1
2nd Inspection	3 of 4	3
Average		2

Weeks Open: the number of weeks the trail system is open based on the following scale;

Snow Scale	
Weeks	Points
2 Weeks or Less	1
3-5 Weeks	2

6-10 Weeks	3
11+ Weeks	4

Meetings: club delegate attendance at SND's annual meeting, attending the trail signing or grooming class and at regional trail meetings if they are scheduled for the season;

- **Trail associations with more than one club:** each club's attendance will affect the total points for the trail association;
- **Annual Meeting Point:** the club's earned delegates must attend the annual meeting to receive the point (for example: if a club earns three delegates; all three delegates must be present to receive the point)
- **Trail Meetings:** if a trail meeting is not scheduled for your region/trail association, this will not affect the final meeting points.

Meeting Scale	
Attend All (min. 3)	3
Attend 2	2
Attend 1	1
Miss All	0

Trail Expenses Cost/Mile: the current trail expenses divided by the approved miles equals the cost per mile;

Cost/Mile Scale	Points
\$14 & Less	1
\$15-\$39	2
\$40-\$64	3
\$65+	4

Equipment Repairs: trail associations operating state equipment will earn a point for minimal repairs on the state equipment as follows;

Equipment Repairs Scale	
\$999.99 or Less	1
\$1,000+	0

Second Benchmark Payment: the second benchmark payment is determined as follows;

- **Point Value:** funding from 14,000 snowmobile registrations, minus (-) the fixed snowmobile trail program expenses, divided by (÷) the total points earned for every trail association, equals (=) the final point value;
- **Payment:** each trail association's points, times (×) the point value, equals (=) the payment. Payment distributed by May 31st each year.

Third Benchmark Payment – Trail Closure: The payment will be based upon completion of the Trail Association Revenue & Expense Report already submitted for the Second Benchmark. Before the Third Benchmark payment can be issued the following activities must be completed by April 30th.

- Trails should be closed based on activities including closing gates, remove refuse, etc.;
- Trail signs must be removed unless:
 - They are installed in treed areas;
 - They have been approved for permanent signing;
- The spring equipment maintenance must be completed and all equipment stored properly. The maintenance/repair costs incurred from the spring equipment inspections may be reimbursed out of the third benchmark;

- Third Benchmark Payment will be distributed by June 30th and will not exceed the trail associations total expenses;
- **Trail associations must contact SNDTP by May 15th verifying the above requirements have been completed; this information will be added to the Trail Association Revenue & Expense Report.**

The Second and Third Benchmark Payments may be combined and distributed by May 31st and will not exceed the annual trail association expenses.

6.2 Funding Penalties

SNDTP expects the trail associations and the local volunteers to adhere to trail guidelines contained within this document. Any significant deviations from these guidelines will require written permission from SNDTP. Penalties will be assessed for not having the trail open and ready, or for not grooming the trails for the entire season per the trail guidelines contained within this document. Additionally, trail associations that falsely certify to SNDTP that trails were open and ready or that trails were properly groomed will be dropped from the snowmobile trail assistance program.

If needed, an appeal process will be set up to provide the trail association an appropriate opportunity for review and appeal of these penalties.

In the event of penalties, SNDTP may withhold the appropriate amount from the entire grant or withhold payments to reflect only those Trail Associations that have failed to perform. Failure to perform includes but is not limited to:

- If it is found the trail association falsely certifies the trails have met the requirements of the benchmark;
- Forms are past due without communication with SNDTP's main business office.

The penalty schedule is as follows:

1. If it is determined that the First Benchmark requirements has not been satisfactorily completed by the Trail Association, the Trail Association may be assessed a penalty and not receive its first benchmark payment. If the first benchmark payment has already been distributed, the penalty will be assessed on any preceding benchmark payments.
2. If the Trail Program Guideline requirements are not met the association can be placed on probation. Possible probation one snowmobile season pending board decision.

In addition to the above penalties, SNDTP reserves the right to reduce payment in the following year's budget or to exclude the Trail Association from participating in the snowmobile trail assistance program. If no work is completed for one year, the Trail Association is placed on probation for a term of one year. During probation, if no work is completed the Trail Association gives up the rights to trail funding, use of state equipment, signing materials and trail insurance.

- **Recurring Violations:** Trail Associations that have been placed on probation more than once are subject to review by the SND Board of Directors Trail Operations Committee. Final decisions made by the Board of Directors. The review may result in but is not limited to:
 - Additional penalties;
 - Disqualification for trail funding, use of state equipment, signing materials and trail insurance.

6.3 Description of Forms

The reimbursement forms are very important in terms of calculating information for year-end trail and equipment reports.

- These reports must be completed accurately in order to be reimbursed.
- Missing information: the forms may be returned and will not be reimbursed until the forms are completed accurately and/or all of the appropriate invoicing has been submitted.
- **Business Accounts:** Trail Association's may set up business accounts in the association's name to make the reimbursement process faster. All expenses are tracked throughout the trail association's account except for maintenance and repairs for easier bookkeeping standards. If you have any questions or concerns regarding this process please contact the SNDTP office.

The following forms have been included at the end of this guideline book to identify the basic paperwork necessary for the snowmobile trails assistance program. Copies will also be provided at SNDTP's website www.snowmobilend.org. All forms must be completed to its fullest extent and signed by the Trail Coordinator in order to receive reimbursement. SNDTP will only write checks to the Trail Association.

- **ND Snowmobile Trail Application:** This form is required when requesting trail changes and/or equipment. Applications are reviewed in the spring of every odd year.
- **Sign Order Form:** Complete this form to request trail signs for the trail association. Due: April 30th.
- **State Owned Groomer Timecard:** Groomer Operators and Maintenance Personnel must utilize this time card to reflect reimbursement for grooming and maintenance labor in the Second Benchmark. This form must be completed each time the trail is groomed or when maintenance has been performed. All personnel must sign the timecards and submit a timecard even if donating his or her time. This information is pertinent in completing the end of the year reports.
- **Trail Association Revenue & Expense Report:** This form is required when requesting reimbursement and also reflects the trail associations points earned. Please complete sections E and F reflecting State Grooming Expenses. Trail associations operating a state and a contract groomer will complete both sections in Letter F (State Grooming Expenses and Contract Grooming Expenses.)
- **Trail Completion Certification Form:** This form is submitted by the Trail Associations to SNDTP certifying the trail is ready for snowmobiling in the First Benchmark. **Due: December 15th. Trail Associations that complete section B for unsigned miles of trail must contact SNDTP with the sign completion date to finish the form.**

Forms can be obtained by:

- Visiting www.snowmobilend.org
- Contacting SNDTP

6.4 Groomer Operator Reimbursement Guidelines for Second Benchmark

The groomer operator timecards are crucial in terms of calculating information for year-end trail and equipment reports. All forms must be completed to its fullest extent and signed by the Trail Coordinator in order to receive reimbursement. **SNDTP will process groomer operator payroll every two weeks;** a payroll schedule will be mailed to the trail association prior to the beginning of the season. If the forms are missing information, the forms will be returned and will not be reimbursed until the forms are resubmitted accurately.

Reimbursement Rates: (Please refer to Chapter 3 for additional information)

State Owned Groomer Operator:.....\$10.00/hour

Groomer Passenger Rate:.....\$20.00/time (maximum of two times)

Training Fee Rate:.....\$10.00/hour

When requesting reimbursement, please remember the following:

1. **Groomer Passenger Rate:** New Groomer Operators which have been certified by taking the Groomer Maintenance & Operations class may request reimbursement as a passenger in a state-owned groomer. The Groomer Passenger Rate is to help newly certified operators become more experienced with the equipment viewing a more experienced certified operator operate the equipment. The rate is \$20.00 per time and it can only be requested twice once certified.
2. **Higher Groomer Operator Rates:** If a trail association pays a higher grooming operator rate than \$10.00/hour, it is up to the trail association to reimburse the groomer operator the difference.

Example: If the trail association pays a groomer operator a rate of \$12.00/hour, SNDTP would pay \$10.00/hour and the Trail Association would pay \$2.00/hour.

Groomer Operator Rate of \$12.00/hour

SNDTP.....\$10.00/hour

Trail Association.....\$2.00/hour

3. **Timecard Submission:** All personnel must submit separate timecards for reimbursement.
4. **Training for New Operators:** First time groomer operators that have obtained the Groomer Operator and Maintenance class certification are required to complete four hours of training before operating the equipment alone. The four hours of training includes:
 - a) Two hours as a passenger in the groomer observing an experienced certified operator operate the equipment.
 - b) Two hours of operation with an experienced operator as a passenger observing operations.
5. **Volunteering Time:** All personnel volunteering time for groomer operation and maintenance must submit a State Owned Groomer Timecard checking the word donate in the reimbursement section.
6. **W-4 Forms:** All state owned groomer operators are required to complete a W-4 form when requesting payroll reimbursement.

Training Fee: Certified Groomer Operators may request a training fee. The training fee reimburses the Certified Groomer Operator \$10.00/hour to train the new operator. The new operator must carry a valid Groomer Operator Certification with SNDTP. The fee is reimbursed out of the trail association's second benchmark.

All trail reimbursement will be paid to the Trail Association receiving the funding. The \$10.00/hr groomer operator rate is reimbursed directly from SNDTP to the Groomer Operator. It is the responsibility of the Trail Association to reimburse the contract groomer. The forms must be completed and sent to SNDTP on a bi-monthly basis.

Send all expense forms to:

SNDTP

1600 E Century Avenue, Suite 3

Bismarck, ND 58503

6.5 Trail Association Reimbursement Guidelines for Second Benchmark

Contract Grooming Expenses

Trail associations operating contract grooming equipment will reflect total miles groomed on the Trail Association Revenue & Expense Report. Please make sure to complete sections: E and F reflecting Contract Grooming Expenses.

Reimbursement Rates:

Contract Groomer.....\$13.00/mile

State Grooming Expenses

Trail associations operating state grooming equipment reflect total expenses to maintain the trail system on the Trail Association Revenue & Expense Report. Receipts for all expenses must be attached to the Trail Association Revenue & Expense Report. Approved expenses include: fuel, fluids and parts for state equipment, groomer storage and repairs. Refer to Chapter 4, Groomer Maintenance/Repair Schedule, for reimbursement requirements on maintaining state equipment.

Chapter 7: Establishing & Maintaining a Trail System

7.1 Establishing or Expanding a Current Trail

SNDTP will review ND Snowmobile Trail Applications in the **spring of every odd numbered year**. Final notification in regards to the approval or denial of the trail system will be sent within a month of the Board of Directors meeting.

7.2 Redirecting Existing Trails

Redirecting existing trails for non-emergency purposes are reviewed in the spring of every odd year in a biennium. A ND Snowmobile Application Form must be completed.

7.3 Emergency Trail Changes

There are a few reasons why redirecting an existing trail system may be necessary. Here are a few reasons:

- A. Natural disasters such as land erosion and flooding.
- B. A change occurs in the trail land leases.
- C. The land which the trail is currently on is set to natural habitat.
- D. Preparation for future natural disasters which will disturb the current trail system.

*Emergency Trail Change must be submitted on an Emergency Trail Change Form.

An emergency trail change can be filed with SNDTP at any time. The application will be reviewed and scheduled for discussion at the next consecutive Board of Directors meeting. Applications are reviewed on a biennial basis during the odd year unless it's an emergency trail change and at the discretion of the Board of Directors.

7.4 Trail Application Procedure

The ND Snowmobile Trail Application must be completed when wanting to file a trail change or when establishing or expanding a current trail. Please acquire a ND Snowmobile Trail Application from SNDTP. It can also be found on SND's website: www.snowmobilend.org. Complete the application to its fullest extent and submit the application to SNDTP by **April 1st** when applying for a new trail or a trail expansion. The applicant must be an established and active club following the official trail association requirements with SNDTP in order to qualify for a ND Snowmobile Trail Application.

Chapter 8: Natural Trail Disaster

Natural disasters may damage a trail system. If FEMA opens a grant opportunity to repair or replace the damage, the following criteria is required:

- Submit a detailed report describing the damages along with photos of the damaged area to SNDTP within 60 days of the disaster. Once this information is received a meeting will be held to discuss with the NDPRD trail and FEMA staff the possibility of reimbursement for the damages.

- If immediate repairs need to be made to the trail, complete the repairs and submit a bill to the trail association for payment. SNDTP will decide among the proper reimbursement procedure for the immediate repairs.
- FEMA, will submit a detailed map showing the damaged area, an estimate for the uncompleted repairs, a copy of the check and invoice for the immediate repairs, and the contact information and phone numbers of the club / trail association's Trail Coordinator to SNDTP. The map and reports must contain the property description of the damaged area (s).
Example: SE ½ of SE ½ T121N-R71W
- Provide a list of all the land owners the damage affected to SNDTP.

Chapter 9: Trail Insurance Policy

9.1 Insurance Coverage

SNDTP is insured through V&V Insurance which is owned and operated by Dale Vagts (563-547-2161) in Cresco, Iowa. The insurance coverage provided, covers SNDTP and all of its trail associations. The policy covers the trail association's activities, officers and trail exposure.

Due to the high costs of insurance, SNDTP created the trail associations to combine clubs for the specific trail systems. When hosting an event, all advertising **must** be under the trail associations name and / or SNDTP. **No club names shall be listed for any advertising purposes, unless the club has its own insurance policy covering them for the specified damages.**

Additional Insured:

The land lease information which is due November 1st of each year is the list of additional insured's (Land Owners) that is provided to V&V Insurance. The additional insureds are covered under the liability policy free of charge. All North Dakota State and Public Entities are covered as an additional insured on the insurance policies. North Dakota State and Public entities include the State Foresters; State Game and Fish Department, etc. This covers any state or county road ditches where snowmobile trails are located in case of an accident.

Amendment Fee:

Amending the insurance policy after December 1st will result in an amendment fee. The amendment fee is a minimum charge of \$75.00 plus applicable taxes.

Premise Liability:

The insurance policy does not cover premise liability or building coverage, however, they can be endorsed for an additional premium which is predetermined by V&V Insurance after completion of the application form.

9.2 Pre-Covered Events:

This policy covers trail association events which include such things as radar runs, poker runs, fundraisers, etc. Please note the following list of events which the insurance policy provides coverage:

The following events are accepted during the trail association's policy term and are included in the policies premium:

General Membership/Club Meetings	Scavenger Hunts
Board Meetings/ Chapter Meetings	Dances
Annual/State Conventions (Attending not sponsoring)	Radar Runs (No one under the age of 18 is allowed to participate)
Snowmobile Trail Rides/Club Rides	Parades
Poker Runs/Fun Runs	Hay Rides
Safety Classes	Camp-Outs

Displays/Booths/Raffles	Swap Meet/Flea Market (Attending not sponsoring)
Banquets/Landowner Dinners	Club Cook Outs/Picnics/Chili Feeds
Pancake Breakfast	Christmas Party/Christmas Tree Sales

Associations are allowed two concession stands per year. They can be set up for a maximum of three days each. The scheduled dates of the concession stand must be provided. If a concession stand lasts longer than three days, it will need to be quoted.

9.3 Special Event Application

Sponsoring of the following events and any event not listed in the schedule of automatically covered activities or combining activities together creating an event will require a special application for each event listing all activities to be held. Acceptability will be determined by the company and an additional charge will apply. The charge can be estimated around \$250. The application needs to be in V&V Insurance office 14 days prior to the event.

Events:

PlayDays	Hosting Conventions	Water Skips
Flea Markets	Charity Events	Cross Country Snowmobiling
Festivals	Swap Meets	Snowmobile Burn Outs
Snodeos	Rides given to other people	Hosting VIP Rides

9.4 Short-Term Event Coverage:

SNDTP does not cover the costs of short-term event coverage. Short-term event coverage includes insurance for races where two or more sleds are competing against one another and any of the following activities. The following list provides examples of short-term events but is not limited to the listed items. V&V Insurance can provide coverage for these activities. Application for these short-term events can be acquired through V&V Insurance and the application must be in their office 14 days prior to the event. Currently, the insurance rates for these events cost a minimum of \$250.00 / day and an additional charge is added for physical damage coverage on all grooming equipment. The physical damage coverage is quoted out according to the year and condition of the equipment. In the event of race and physical damage insurance being purchased, the trail association is liable for the expenses. **SNDTP will not reimburse the trail association for race insurance. Also, in the event of a trail association hosting a race event, the state trail and grooming equipment cannot be used for the event.**

Excluded Events Include:

Drag Races	Grass Drags	Snow-Cross Races
Dog Sled Races	Oval Track Races	Kitty Cat Events
Hill Climbs	Cross Country Races	Water Skips

*Youth can only participate in timed events, which means NO racing. In order to participate, the youth must have a snowmobile safety certificate.

*In order to participate in any racing events, the racer must be a minimum of 18 years old.

Chapter 10: Equipment Policy

SNDTP manages a fleet of equipment which is used to groom and grub the trail system. Please note the following sections when utilizing state equipment.

10.1 State Equipment Additions/Decals

Trail associations may not place unauthorized stickers or equipment on the state grooming equipment. Please contact SNDTP for permission to place antennas, radios, etc. on the equipment. If the state grooming equipments is updated in the current location, SNDTP is not responsible for the equipment the

trail association was given permission to add to the equipment. The trail association assumes all financial costs associated with the removal of the additional equipment and is responsible to remove the equipment before transportation occurs. SNDTP will provide one “Property of” decal for each piece of state equipment.

10.2 Trail Grubbing Equipment

The state trail grubbing equipment includes sport utility vehicles, mowers, and small utility trailers to haul signs.

- This equipment can be used to help set-up and take-down trail signs and grub the trail system.
- Those who attend the Trail Grubbing Equipment Operations & Maintenance class can utilize the equipment when setting up or taking down the trail system.
- The certification lasts three years from the year training was received.

Reservations:

In order to borrow the trail grubbing equipment, contact SNDTP’s office to determine the trail association’s eligibility to operate the state equipment and reserve it for the local trail association. When the equipment is checked out an Equipment Release Form needs to be completed. This form will provide the information regarding the equipment borrowed, the contact information for the person borrowing the equipment, and the contact information of where the equipment will be located. Before the release of the equipment, signatures of the borrower and SNDTP or a NDPRD employee are required

Locations:

ND Forest Service/ND Parks & Rec. Dept. (Walhalla): 2012 Kunz Mower and 2012 Triton Utility Trailer.

Ft. Ransom State Park: 2016 Polaris UTV, 2007 Kunz Mower, and a 2006 Bear Track Utility Trailer.

Headquarters in Bismarck: 2009 Polaris Ranger and a 2016 Utility Trailer.

Time Length:

All grubbing equipment can only be borrowed for a two week time period (14 days.)

*If an extension is needed on the time period for the borrowed equipment, please contact the reserving office as soon as possible.

***Back-to-Back Reservations:** Clubs can work together to reserve equipment back-to-back to save transportation costs and mileage.

Requirements:

- a. The office scheduling the initial reservation must approve.
- b. The equipment does not need to be checked in with the reserving office.
- c. The club transferring the equipment to another club must complete the Trail Grubbing Equipment Check List form and provide it to the reserving office.

10.3 State Groomers & Drags

The state snowmobile trail program purchases groomers & drags for the trail associations to use when grooming the trail system. This equipment is placed in the trail associations at the discretion of SNDTP. This equipment must be maintained and in adequate condition at all times. If it is not properly maintained, SNDTP can remove the equipment from the specified trail association.

10.4 Equipment Usage

All the trail grubbing equipment and the state groomers and drags were purchased with state snowmobile funds for the development and maintenance of a state trail system. It is the responsibility of SNDTP and the associated Trail Associations to see that this equipment is used properly and for the intended purpose, as well as, within the equipment and liability insurance requirements.

Excluded Uses: Any activities that are expressly prohibited by the liability insurance coverage of SNDTP, e.g. snow-cross, drag races, poker runs, etc. or events that do not relate to snowmobiling are not to be using the grooming equipment.

Notice: The equipment cannot be used on waterways that are not part of the state trail system and do not have sufficient ice thicknesses.

In essence, the grooming equipment may not be operated off of the designated trail system it is intended to groom or for the transportation to and from said trail to its storage facility.

Exception: The grooming equipment can be utilized for marketing purposes where the event draws attention to the local trail system. A common event trail systems participate in is local parades and this is approved by the NDPRD.

Requirements:

1. The association must contact SNDTP for approval.
2. The equipment can only be operated by certified groomer operators.
3. The trail association is responsible to maintain the equipment after use (if needed.)
4. The trail association is responsible for any damage the equipment incurred while in use for the marketing event.
5. While in use the trail association must follow all guidelines reflected within the SNDTP Guidelines document.

10.5 Penalties

Should an operator cause damage to state equipment maliciously, use improper judgment resulting in further damage that could have been prevented, or have a series (more than one) of repairs throughout one season, the operator will be placed on probation. Probation requirements are as follows using the SNDTP reprimands section of this handbook:

1. Operator and trail association will receive a formal letter reflecting probation. The letter will require the operator to have an experienced operator as a passenger for the period of one season. After season, the probation is removed.
2. If damage continues to occur, a letter will be sent to the operator and Trail Association reflecting the operators certification is no longer valid and may not groom the trails for a period of three years.
3. If it is found the operator continues to operate the equipment, the trail association will not receive reimbursement for expenses incurred during the grooming. If it is found this has occurred more than once, the trail association forfeits its right to exist as a state snowmobile trail system.

10.6 Emergency Service Requests

Please refer to Appendix A in the SNDTP Guidelines regarding procedures to use state equipment for Emergency Service. Once the Appendix A requirements have been met by the city, county, state or federal government; only certified equipment operators are allowed to drive the machinery.

Chapter 11: Safety Course Requirements

- Snowmobile riders aged 10 or 11 are permitted to operate on public lands and trails provided they are in the presence of a parent or guardian, have completed an approved snowmobile safety course provided by the NDPRD and received a snowmobile safety certificate.
- Riders who are at least 12 years and who do not possess a valid driver's license are required to complete an approved snowmobile safety course provided by the NDPRD and received a snowmobile safety certificate.
- To schedule a class in your local area, please call 701-328-5348.

Chapter 12: Trail Signing

SNDTP uses the IASA Guidelines for Snowmobile Trail Signing & Placement as the basis for all trail signing. The Guidelines for Snowmobile Trail Signing & Placement handbook is distributed by the International Association of Snowmobile Administrators. This handbook reflects international snowmobile trail signing standards. Please refer to the pamphlet for standard signing guidelines.

1. **Benchmark Funding Signing Requirements:** At least 80% of each Trail Association's signs must be posted by December 15th, in order to be eligible for the First Benchmark Funding Program. The remaining 20% must be posted before the association can enter the second benchmark within the funding program. All signs must be down before the association is eligible to receive funding in the third benchmark.
2. **Buried Signs:** If signs become buried the association must resign the trail. Trail blazers attached to lathe can be used to remark the trail. Please remark the trail per the trail programs guidelines.
3. **City Limits:** Some communities connected to the state snowmobile trail system do not allow snowmobile trails to exist in town. Post a **Trail Ends** sign at the city limits to inform snowmobile traffic they are no longer on the state trail system. This informs the user the trail stops so they do not become frustrated with the lack of signing.
4. **DOT Standards: Signs are to not be posted on DOT sign standards, as well as city or county sign standards.** This rule is strictly enforced and if it is not complied with, loss of funding could occur.
 - a. Exception: If the governing land manager requires the signs be placed on existing sign standards, the trail association must obtain a letter of approval to post signs on the existing sign standards. This exception does not apply to Department of Transportation sign standards.
5. **Hazards:** Report any safety hazards immediately to SNDTP. Immediately reroute the trail around the hazard using the sign corridor method until further repair can be completed on the hazard.

Emergency Trail Closing: if the safe corridor signing method can't be used to detour traffic around the hazard, the trail must be closed. Place **Trail Temporarily Closed Signs** at the head of the trail where the hazard exists. If there are multiple trailheads into the location, mark each trailhead location. These signs can be removed once the hazard is removed or repaired.

6. **Public Right-of-Ways:** If the trail system is located in a public right-of-way (ditch), the trail signs must be located within the right of way of any public roadway. If the public right-of-way is not wide enough for this task, a snowmobile land use agreement must be acquired with the property owner in order to locate the trail along the public roadway.

Right-of-Way Plats: The ND DOT has the right-of-way plats located on the GIS Hub. For more information please visit the ND DOT website:

<http://www.dot.nd.gov/business/gis-mapping.htm>

7. **Sign Corridor:** When signing a snowmobile trail always remember to sign a safe passage for travel for snowmobile users. **DO NOT MARK HAZARDS.** A minimum of two blazers are required to sign the corridor, including on approaches. The two blazers must be visible from the

opposite side of the approach. If the Trail Inspector determines they are not visible from the opposite side, the association will be notified to add blazers to the approach. Please remember trail associations receive points for trail signing; using correct signing methods will receive higher points to earn additional funding.

8. **Sign Installation:** Signs can be placed on the snowmobile trail from October 1st to April 30th of each year.

Year Round Signage: Long-term signage placed on the snowmobile trail system from October 1st to September 30th. Year Round Signage eases volunteer time to maintain the trail system. Please refer to the following requirements for year round signage:

- a. Signs may be left up all year round in wooded areas.
- b. If the landowner provided approval on the snowmobile land use agreement.
- c. Not allowed where visible from communities or near high traffic roadways.

Year Round Signage on Permanent Posts: Fencing, utility/power line poles and trees are considered permanent posts. If the following requirements are met, long-term signage can be placed on permanent posts on the snowmobile trail system from October 1st to September 30th.

- a. If the owner provided approval on the snowmobile land use agreement.
- b. Regulatory, warning and guide signs cannot be placed on permanent posts. **Only assurance (trail) blazers can be installed on permanent posts.**
- c. Year round signage on permanent posts is allowed for a maximum of five miles.
- d. The permanent post method cannot be used where trails turn or direct traffic onto private property.

9. **Sign Orders:** Sign order forms must be completed and submitted by the trail association by **April 30th** of each year. If the deadline is missed, the trail association is responsible for purchasing its own signs for the upcoming winter season. The trail signs must be purchased from the same vendor which the snowmobile trail program used to purchase the signs, so all trail signs will be alike throughout the trail system.
10. **Sign Orientation:** Signs may not be cut in half and used to mark the snowmobile trail. This is considered tampering with the trail sign and could result in a fine.
11. **Sign Posts:** The standard sign posts used across the state are rolled rod rebar posts, heavy duty u-posts and snowpoles. These styles are not a requirement, however, it is recommended to stay away from lathe. Since the snowmobile trail program is purchasing heavier signs the lathe is no longer strong enough to hold the signs.
12. **Signing for Opened & Closed Trails:** Open and Close the trail with proper signing when conditions and leases dictate. When the trail is closed due to lack of snow, a Trail Closed sign must be placed at all trailheads. If a trail is closed due to debris on the trail but will reopen a Trail Temporarily Closed sign can be used.
13. **Trail Grubbing Equipment:** Trail grubbing equipment has been placed around the state to assist the clubs with posting and removal of signs. Please refer to the Trail Program Guidelines for additional information on the equipment.
 - a. **ND Forest Service/ND Parks & Rec. Dept. (Walhalla):** 2012 Kunz Mower and 2012 Triton Utility Trailer.
 - b. **Ft. Ransom State Park:** 2016 Polaris UTV, 2007 Kunz Mower, and a 2006 Bear Track Utility Trailer.
 - c. **Headquarters in Bismarck:** 2009 Polaris Ranger and a 2016 Utility Trailer.
 - d. **Trail Clearing Assistance:** a NDPRD trail clearing assistance program available to trail associations to help with brush cutting and tree trimming tasks. Requests are to be submitted in writing to SNDTP by June 30th.
14. **Trailheads:** Designate a trail head within the trail association's trail system and record it with the SNDTP office.

15. **Trail Inspection Compliance:** All trail associations must comply with the Guidelines for Snowmobile Trail Signing & Placement handbook and the snowmobile trail programs requirements before the trail system can be opened for the season. The snowmobile trail program annually hires a Trail Maintenance Inspector to check signing in the trail systems during the season. Each trail association receives a report after the inspection reflecting sections of trail that need to be changed so they meet the signing requirements. Inspection reports are provided within a week of inspection to the trail association's Trail Coordinator and the clubs involved with the association. Signing changes must take place within two weeks from the postmarked date on the inspection report. **If all the items reflected on the trail inspection report are not addressed, the following penalties will be enforced:**
- The trail association will assume the costs of the second trail inspection out of the association's second benchmark. The average cost per inspection is \$250.
 - The trail inspection information will be forwarded to the Trails Committee for further penalties.
 - Correct signing methods receive higher points and equals additional funding.
16. **Two-Way Traffic:** All trails maintained by the state snowmobile trail program are to be a minimum of ten feet wide to allow for two-way snowmobile traffic. This requirement also exists for snowmobile trails existing in right-of-ways.

Additional Information:

- ND law states in times that require the use of lights of travel, you must travel in the same direction as other motor vehicles on the same side of the right-of-way. Encouraged snowmobile trails existing within a right-of-way of any road, street, or highway that are maintained by the NDPRD are exempt from this rule.
 - The state snowmobile trail program requires trail associations to contact county, township, or city commissioners when placing a state snowmobile trail in a right-of-way. Snowmobiles are allowed to operate in right-of-ways but to establish good communication with the land managers, this communication is required.
 - If one-way traffic is required and the trail system does not make a loop, please acquire approval from the county, township or city commissioners to locate the trail system in both sides of the right-of-way following the county road or highway. Also, one-way traffic signs must be purchased from the trail associations sign budget to place along the trail.
17. **Utility/Power Line Poles:** If year round signage requirements are met, signs can be permanently installed on utility/power line poles if a snowmobile land use agreement exists between the NDPRD and the utility/power line company.

Guide Wires:

- Make sure all guide wires for the utility/power line poles are marked before opening the trail system. The company which owns the poles will provide covers for the guide wires.
- Trails cannot travel between the guide wire and pole.**
 - Over 10 Feet:** If there is enough room for a minimum 10 foot wide trail next to the guide wire, use the sign corridor method.
 - Under 10 Feet:** If space next to the guide wire is less than 10 feet, use chevrons in a set of three to push snowmobile traffic away from the guide wire.
 - If a trail system signs the trail between the guide wire and pole, **the trail system will be automatically closed** until the trail is signed correctly using one of the two options above.

Trail signing is checked periodically throughout the snowmobile season. Please comply with the above standards, otherwise trail closure or loss of funding according to the Benchmark Funding Program penalties or SNDTP reprimands could occur.

Chapter 13: Trail Enforcement

The NDPRD will continue to increase safety and enforcement efforts of snowmobile laws on the state trails system. As funding and equipment become available, Parks field staff will be assigned to high use areas, special events and problem areas. Department policies and procedures are in place to carry out a high order of enforcement assignments.

- NDPRD will provide enforcement data to SNDTP after each enforcement event.
- Encourage compliance through education, verbal and written warning and finally through formal police powers.
- Outside enforcement agencies may be enlisted to assist with enforcement. A regional SNDTP Director will authorize them prior to event.
- Provide more public information about enforcement activities.

SNDTP encourages clubs to report to the department liaison specific events or problem areas.

Chapter 14: Land Leases

In order to operate on private land, a land lease must be secured between the landowner and the NDPRD.

1. **Deadline:** It is the trail association's responsibility to secure the land leases and submit them to the SNDTP office by **November 1st** of each year. This includes both new leases and leases which need to be renewed.
2. **Late Leases:** Consequences may include trail closure, equipment loss, and the reallocation of funds. These measures may seem extreme, but the Board of Directors has been left no other option because of the timeliness on information being submitted.
3. **Term:** The land lease covers the four months from December 1st to April 1st and pays a \$1.00 for the term of the agreement for the use of the property.

Exception: All land leases are due, unless the landowner will not complete the land lease until a specified date. SNDTP must be notified of this situation immediately to approve an extension on that particular lease.

The state land leases must only be used by the trail association which has been granted a state snowmobile trail by SNDTP. All clubs which have private trails must use a different lease which does not specify the NDPRD or the State.

14.1 Land Lease Reimbursement Procedure

The secured land leases must be reviewed on an annual basis. Land leases do not need to be secured with State or Public Entities because they are listed as additional insures on the insurance policies.

Deadlines are as follows:

September 1st: SNDTP supplies each trail association with a list of its secured land leases.

November 1st: The trail association must review its land lease list and contact the SNDTP office with any necessary changes.

May 1st: NDPRD will reimburse the trail association for the total land lease payments. All land lease payments to the landowner are the responsibility of the trail associations.

Also, the North Dakota Century Code has a Recreational Immunity Act which benefits the county and state commissioners in case of an accident. The Recreational Immunity Act covers counties and state entities from accidents when the land is used for recreational activities such as snowmobiling in a ditch.

14.2 When to Secure Land Leases

Land leases must be secured for all private property which the snowmobile trail crosses. The land leases must be secured with the landowner and not the lessee's. If the trail system is in a public right-of-way, but the trail signs are posted on private property, a land lease must be secured with the residing landowner.

Land leases do not need to be secured with the townships or counties, unless they specifically own the land in question.

Example:

Does Not Need To: Land leases do not need to be secured with the townships or counties when using a public right-of-way such as road ditches. However, it is highly recommended that the trail association receive permission to use the public right-of-way.

Does Need To: If the county or township owns land which is going to be used for the snowmobile trail system, a land lease must be secured in order to use the property.

Chapter 15: Opening & Closing State Trails

The Trail Association's Trail Coordinator and SNDTP work together on opening and closing state snowmobile trails.

15.1 Opening State Trails

Opening state trail process:

- Contact the SNDTP Office and request to open
- SNDTP will provide approval to complete the first grooming but the trail system will remain closed
- After completing the first grooming contact SNDTP with a trail update, pending the update the office will provide final approval to open or keep the trail system closed due to trail conditions not meeting grooming requirements outlined in Chapter 5
- Trail inspections are completed after the first benchmark December 15th deadline or as trail systems request to open
 - If the trail system requests to open, the trail inspection will be conducted within two weeks of receiving the request if not already inspected
 - Trail inspections may take more than two weeks depending on the number of requests SNDTP receives
 - Please refer to the trail inspection compliance section in Chapter 12.

15.2 Trail Status Reporting

Complete the trail report form or contact SNDTP on Wednesday of each week from December 1st to April 1st. This report is customized for each trail association.

15.3 Closing State Trails

Once the trail conditions do not meet the requirements SNDTP reflects in this handbook, the trail must be closed. When this occurs, the Trail Association's Trail Coordinator must contact SNDTP immediately. It is extremely critical to get the information out to the public so the snowmobile trail users know the trail system is no longer open. SNDTP will report the trail condition update.

- **Closed Due to Improper Signing:** Trail systems can be closed due to improper signing reported on the trail inspection form; for more information refer to Chapter 12, Section 1. In order for a trail system to be re-opened, the trail must request a re-inspection which will cost the trail association's budget \$250-\$300.
- **Closed Due to Snow Conditions:** If a trail system has been closed between the period of December 1st to April 1st due to snow conditions, the trail system can be re-opened providing the snow conditions meet the requirements set fourth in this handbook.
- **Closed Due to Trail Signing Certification:** If a club does not have a current Trail Signing Certification with SNDTP, the section of trail the club maintains will be closed until certification is completed. If the season's annual convention has already been held, a member from the club is required to complete a signing test.
- **Trail Closed Sign:** Trails that are closed during the timeframe of December 1st to April 1st must have a Trail Closed sign placed at all trailheads on the trail.
- **Trail Temporarily Closed Sign:** A Trail Temporarily Closed sign cannot be used in any instance where the trail is closed due to the lack of snow.

Chapter 16: Reprimands & Appeals

The SNDTP Board of Directors hopes to never have to use this section of the Trail Guidelines book. However, these guidelines are very serious in determining the success of the state snowmobile trails along with providing fun and safe trails for all snowmobile users. The Trails Committee will review each accident/incident to determine course of action.

Please refer to the following requirements when involved in an accident with state equipment.

Accident Reporting: Operators must immediately report all accidents and injury involving the grooming equipment to the trail associations Trail Coordinator. Report accidents to local authorities as well should the accident involve other parties or property damage. The trail association Trail Coordinator must notify SNDTP. The operator is required to complete an Incident Form and provide it to SNDTP's office within 24 hours.

- **Operator Suspension:** Operators are placed on suspension immediately after SNDTP is informed of the incident.
- **Accident Investigation:** NDPRD will conduct an accident investigation on all incidents and provide documentation to SNDTP within 7 days of the incident. SNDTP's Accident Safety Review Committee will review the information collected from the accident investigation and determine if penalties should be enforced with the trail association and groomer operator within 7 days of receiving NDPRD's documentation. If the incident is classified as a Motor Vehicle Accident involving local enforcement, NDPRD will provide the state accident report to SNDTP. Please allow additional time as the North Dakota Motor Vehicle Department requires reports to be completed within 10 days.

Trail Association Appeal Process: Trail association's appeals must be received by **September 30th**, each season so the Trails Committee can implement the following process.

Appeal Process:

1. If a trail association does not agree with a Board of Director decision regarding a trail closure, they may appeal the Board of Director decision in writing.
2. A meeting will be scheduled with the Board of Directors (or Trails Committee) and the trail association appealing the trail closure. The trail association will have no more than 30 minutes of presentation time with the Board of Directors.

- a. If requested by the Board of Directors, the Trails Committee will review all appeals with SNDTP staff and provide recommendations to the Board of Directors.
- 3. Trail associations will be notified after the Board of Directors meeting of the outcome.
 - a. If the trail association appeal is approved, the association will be placed on a minimum of two years' probation. Additional penalties maybe imposed by the Board of Directors.
 - i. If the trail association does not meet one requirement, the trail association will officially be closed and no further appeals will be accepted.
- 4. Once a trail association has been placed on probation three different times within ten years and doesn't meet SNDTP guidelines a fourth time, the trail association will officially be closed and no further appeals will be accepted.

Refer to section 6.2 for the Benchmark Funding Penalties.

The SNDTP Guideline handbook is meant to help each Trail Association in the management of the local snowmobile trails. They are a great tool in helping each association understand the importance of providing fun and safe snowmobile trails.

Chapter 17: Form Deadlines

<u>Form</u>	<u>Deadline</u>
Land Leases (Updated & New)	November 1st
First Benchmark Form	December 15 th
Weekly Trail Report Form (From Dec. 1 st – April 1 st)	Wednesday (Weekly)
Remaining Trail Expenses, Sign Order, Storage Form	April 30 th
Trail Association Revenue & Expense Report	April 30 th

Chapter 18: Forms

18.1 Reimbursement Forms

A. Certification of Trail Completion Form



Snowmobile North Dakota

SNOWMOBILE NORTH DAKOTA TRAIL PROGRAM 1ST BENCHMARK FORM

Certification of Trail Completion
1st Benchmark – Due December 15th

Section A: Certification

Trail Association Name: _____

Trail Coordinator Name (Please Print): _____

By signing this form, the Trail Association certifies that a minimum of 80% of the snowmobile trail has been maintained. This means that the trail was brushed, bridges in good repair, signs were installed, gates were open, land leases completed and submitted to SNDTP, and that the trail meets SNDTP Guidelines. A minimum of 80% of the trail system must be signed by December 15th. Unsigned trails must be listed below.

Trail Coordinator Signature: _____

Date: _____

Section B: Unsigned Trails

- List which trails have not been signed as of December 15th
- Call SNDTP Office with the date the trail association finishes signing

<u>Trail Identification</u>	<u>Approximate Location</u>	<u># of Miles</u>	<u>Date Finished Signing</u>
Total Number of Miles Unsigned:			

THIS INVOICE APPROVED FOR PAYMENT BY (Office Use Only):

Date Received:	Date Processed:	Initials:	Date Paid:	Amount:	Check#:

B. Trail Association Revenue & Expense Report



SNOWMOBILE NORTH DAKOTA TRAIL PROGRAM TRAIL ASSOCIATION REVENUE & EXPENSE REPORT

Trail Association: _____
 Reporting Period December 1, _____ to April 30, _____

A. PREVIOUS YEARS REIMBURSEMENT (OFFICE USE ONLY):

Previous Year Association Payout:	\$
Previous Year Association Miles Groomed:	Miles

B. TRAIL SIGNAGE (OFFICE USE ONLY):

Inspections	Date	Score
1 st Inspection:		
2 nd Inspection:		
3 rd Inspection:		
Average Score:		
Total Matrix Points Earned:		

C. GROOMING LENGTH (OFFICE USE ONLY):

- SECTION 1: Total Number of Weeks the Trail System is Open

Opening Date	Closing Date	Total # of Weeks Open
Total Matrix Points Earned:		

- SECTION 2: Total Miles Groomed During the Season

Groomer Odometer Reading					
Beginning Miles:		Ending Miles:		Total Miles:	

D. MEETING ATTENDANCE (OFFICE USE ONLY):

Meetings (One Representative per Club from every Trail Association)			
Meetings	Date	Attended	
Annual Meeting:		Yes	No
Sign & Groomer Class:		Yes	No
Trail Meeting:		Yes	No
Total Matrix Points Earned			

E. TRAILS REVENUE:

- SECTION 1: Only Report Revenue Received During the Current Season
 - Examples: Donated Fuel, Signs, Shop Supplies, Rent, Use of Vehicles (truck, ATV, Sled)
 - Attach additional documentation if more space is needed

Donations		
Company	Description of Donation	Amount
Total:		\$



SNOWMOBILE NORTH DAKOTA TRAIL PROGRAM TRAIL ASSOCIATION REVENUE & EXPENSE REPORT

- SECTION 2: Report Volunteer Hours Donated During the Current Season

Volunteer Hours					
# of Volunteers:	Grooming Hours:	Trail Prep. Hours:	Meeting Hours:	Event Hours:	Total Volunteer Hours:

F. TRAILS EXPENSES:

- SECTION 1: State Owned Groomer – Grooming Expenses

- Receipts must be provided to be reimbursed
- Only report expenses that occur between December 1 – April 30
- Expenses must follow SNDTP Guidelines

State Grooming Expenses	
Fuel:	\$
Fluids:	\$
Parts:	\$
Repairs (\$30 max):	\$
Storage (\$500/groomer max):	\$
Miscellaneous:	\$
Payroll Expenses:	\$ (Office Use Only)
Total Expenses:	\$ (Office Use Only)

- SECTION 2: Contract Groomer - Grooming Expenses

Contract Grooming Expenses		
Total Miles Groomed		× \$13/Mile = \$

- SECTION 3: Trail Closure (Office Use Only)

Reported By	Date Reported	Staff Initials
Comments:		

G. STATE GROOMER & DRAG SUMMER STORAGE LOCATION:

1. Storage Location Contact Info.				2. Storage Location Contact Info.			
ICN#:		Contact:		ICN#:		Contact:	
Phone:				Phone:			
Address:				Address:			
City:		State:		City:		State:	
		Zip:				Zip:	

H. SIGNATURES

Trail Coordinator Signature	Print Name	Phone #	Date

THIS INVOICE APPROVED FOR PAYMENT BY (Office Use Only):

Date Received:	Date Processed:	Initials:	Date Paid:	Amount:	Check#:

C. State Owned Groomer Timecard

**Snowmobile North Dakota Trail Program
State Owned Groomer Operator Timecard**



<u>Trail Association</u>	<u>ICN# (refer to equipment list)</u>	<u>Date</u>
<u>Groomer Operator</u>	<u>Beginning Time</u>	<u>Ending Time</u>
		<u>Total Operator Hours</u>

Groomer Odometer Information				
Beginning		Ending		Total
Miles		Miles		
Hours		Hours		

PLEASE USE SEPARATE TIME CARDS FOR EACH GROOMER OPERATOR!

Pre & Post-Shift Check List							
Warm Machine Up for 30 Minutes - Complete section during Post Inspection							
E=Excellent		G=Good		F=Fair		P=Poor	
<u>Checked By (Print Name):</u>							
Engine Oil		Radiator		Wipers		Brakes	
Amt. Added		Belts		Idler Wheels		Radio	
Main Hyd. Oil		Lights		Track Condition		Fire Extinguisher	
Amt. Added		Track Tension		Fuel		Idler Wheels/Bearings	
Aux. Hyd. Oil		Gauges		Back Up Alarm		Drive Line	
Amt. Added		Suspension		Transmission/Leaks		Starters/Engine Idle	
Transfer Case		Cooling System		Steering System		Rear End/Leaks	
Tool Kit							

Snow Conditions	
<u>Trail Conditions</u>	
<u>Weather Conditions</u>	

Reimbursement Requested			
<u>Total Operator Hours:</u>		<u>@ \$10.00/hr</u>	
<u>Donating Time</u>		<input type="checkbox"/>	

*Please check if you are donating your time and requesting no reimbursement for operation
*Make sure to reflect your total operator hours

Groomer Operator Training			
Please check if you were training a new Certified Groomer Operator			<input type="checkbox"/>
<u>Certified Trainee (Name of Trainee)</u>			
<u>Total Passenger (Ride Along) Hours</u>		<u>Total Operation Hours</u>	
<u>Groomer Passenger</u>		<u>@ \$20.00/time</u>	\$
<u>Certified Experienced Groomer Operator Name</u>			

(Passenger must complete separate timecard from Groomer Operator and can only request reimbursement twice)

<u>Groomer Operator Signature</u>	<u>Print Name</u>	<u>Phone#</u>	<u>Date</u>
<u>Trail Coordinator Signature</u>	<u>Print Name</u>	<u>Phone#</u>	<u>Date</u>

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<u>Date Received:</u>	<u>Date Processed:</u>	<u>Initials:</u>
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D. Maintenance/Repair Timecard

Snowmobile North Dakota Trail Program
State Owned Groomer Maintenance/Repair Timecard



<u>Trail Association</u>	<u>ICN# (refer to equipment list)</u>		<u>Date</u>
<u>Groomer Mechanic</u>	<u>Beginning Time</u>	<u>Ending Time</u>	<u>Total Maintenance Hours</u>

<u>Groomer Odometer Information</u>		<u>Maintenance Description</u>
<u>Total</u>	PLEASE USE SEPARATE TIME CARDS FOR EACH GROOMER MECHANIC!	
<u>Miles</u>		
<u>Hours</u>		

<u>X</u>	<u>Description</u>	<u>Hours</u>	<u>X</u>	<u>Description</u>	<u>Hours</u>
	PODS, TRACKS, IDLERS, AXLES (1 or More Personnel)			ENGINE COMPARTMENT	
	Top Drive Sprocket Remove & Replace (1)	3.5 Hrs		R & R Alternator Assembly	1 Hr
	R & R Rubber Track (1)	2.5 Hrs		R & R Fan Belt	1 Hr
	R & R Leaf Spring Assembly	2 Hrs		R & R Air Filter Assemblies (dry type)	.5 Hrs
	Tension all 4 Tracks	1.5 Hrs		R & R Batteries	1 Hr
	R & R 1 Idler Wheel and/or Bearings (#1, #3, #5)	3.5 Hrs Each		MAINTENANCE	
	R & R 1 Idler Wheel and/or Bearings (#2, #4)	2 Hrs Each		Change Oil, Filter, Lube Chassis	1 Hr
	SUSPENSION, STEERING, TABLES, POWER TRAIN (1 or More Personnel)			Check & Top all Oil Levels	1 Hr
	R & R Front Driveshaft & U Joints	2.5 Hrs		R & R Fuel Filter	.5 Hrs
	R & R Rear Driveshaft & U Joints	2.5 Hrs		Change Automatic Transmission Fluid & Filters (filter in pan, spin filter at frame)	2 Hrs
	R & R Connector Driveshaft & U Joints	4.5 Hrs		Change Oil in 1 Differential (2 per machine)	1 Hr
	Re-tension Front or Rear King Pins	1.2 Hrs		R & R Strobe Light Assembly	1.2 Hrs
	R & R Differential Pinion Seal	1.5 Hrs		R & R Strobe Bulb	.4 Hrs
	GLASS, BODY, LIGHTS			R & R Front Wiper Arms or Blade	.4 Hrs Each
	R & R Headlamp Assemblies	.5 Hrs Each		R & R Rear Wiper Motor Assembly	1.2 Hrs
	CAB INTERIOR			DRAG (1 or More Personnel)	
	R & R Radio Assembly	1.4 Hrs		Adjust Skags on Outside of Drag (Total of 2)	1 Hr
				Adjust Internal Skags in Clean Pan (Total 3 or 4)	2 Hrs
				Clear Snow Filled Pan to Make Skag Adjustment	1.5 Hrs
				Maintain Wheel Bearings (Ropack)	2 Hrs
				R & R Drag Plastic	28 Hrs

*R & R: Remove and Replace

*Please (X) the work that was completed on the state grooming equipment or write a description in the maintenance description listed above.

*Sections labeled (1 or More Personnel) may take more than one person to complete the maintenance item. If more than 1 person completes the maintenance item, SNDTP will only reimburse the maximum hours listed above for the personnel.

<u>Reimbursement Requested</u>			
<u>Thaw Timer</u>	<input type="checkbox"/> @ \$25.00	\$	<u>Donating Time</u>
<u>Total Maintenance/Repair Hours:</u>	@ \$30.00/hour	\$	
<u>Total Reimbursement</u>		\$	

<u>Groomer Mechanic Signature</u>	<u>Print Name</u>	<u>Phone#</u>	<u>Date</u>
<u>Trail Coordinator Signature</u>	<u>Print Name</u>	<u>Phone#</u>	<u>Date</u>

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<u>Date Received:</u>	<u>Date Processed:</u>	<u>Initials:</u>

18.2 Trail Grubbing Equipment Forms

A. Equipment Release Form

Snowmobile North Dakota Trail Program Trail Grubbing Equipment Reservations



<u>Trail Association</u>	<u>Club</u>	<u>Date</u>

<u>Equipment Reservation</u>							
1	ICN #		Description		Miles		Hours
2	ICN #		Description		Miles		Hours
3	ICN #		Description		Miles		Hours

<u>Trailer Reservation</u>						
1	ICN #		Description		Spare Tire	<input type="checkbox"/>
2	ICN #		Description		Spare Tire	<input type="checkbox"/>
# of Heavy Duty Tie Downs				# of Light Duty Tie Downs		
Other Items						

Check-Out Date	Contact Person	Phone#	Return Date	Extension Needed	New Date
				<input type="checkbox"/>	
Location Address			City		Zip

<u>Equipment Waiver</u>	
1	The association takes full responsibility of the equipment at the time of scheduled pick up.
2	All state equipment will be returned in the same condition as it was when released.
3	Takes full responsibility for any damage incurred to the machine during the time the equipment is in the association's possession. The trail associations operating budget can be charged the dollar amount of the damage incurred to the equipment. It is at the discretion of the SNDTP Board of Directors if your association will be charged for damages incurred to the equipment.
4	No one under the age of 18 can operate any of the state equipment.
5	The association is responsible for any accidents which may take place while operating the state equipment.
6	All equipment must be returned filled with fuel and clean. If this has not been completed the association's operating budget will be charged for these expenses.
7	The state equipment is only to be used on the state snowmobile trails for signing, trail grubbing, or enforcement purposes.
8	The trail grubbing equipment can only be operated by individuals that have been certified by attending a Trail Grubbing class.
9	Reservations are limited to two weeks. Extensions may be approved pending other reservations.
Please initial stating you understand the above requirements and responsibilities:	

<u>Signature</u>	<u>Print Name</u>	<u>Date</u>

Person Who Checks-Out Equipment (Office Use Only):

Date Checked Out:	Initials:	Comments:

B. Equipment Check-In Form

Snowmobile North Dakota Trail Program
Trail Grubbing Equipment Check List


The following items must be completed before the equipment is returned to the SNDTP office or reserved by another trail association.

Utility Vehicle (UTV)	Ending Hours:	Ending Miles:
Description	Completed	Date
Fill with gasoline	<input type="checkbox"/>	
Check oil level (fill with 0W-40 synthetic oil)	<input type="checkbox"/>	
Check for external leaks	<input type="checkbox"/>	
Check & clean air filter (if needed: call for replacement)	<input type="checkbox"/>	
Thoroughly clean unit including inside of tires, suspension parts, and axles (check and clean radiator)	<input type="checkbox"/>	
Report any damages or problems with unit	<input type="checkbox"/>	
Report if anything was used out of the toolbox and remember to return with equipment	<input type="checkbox"/>	

Mower	Ending Hours:
Description	Completed Date
Fill with gasoline	<input type="checkbox"/>
Check oil level	<input type="checkbox"/>
Check and clean air cleaner or call for replacement	<input type="checkbox"/>
Thoroughly clean unit, remove belt guard cover and clean out all sticks and garbage	<input type="checkbox"/>
Report any damages or problems with unit	<input type="checkbox"/>
Check cutting blades	<input type="checkbox"/>

Toolbox					
Description	Completed	Date	Description	Completed	Date
0W-40 Synthetic Oil (Quart)	<input type="checkbox"/>		2 Clevis Pins	<input type="checkbox"/>	
Mower: 30wt. Oil (Quart)	<input type="checkbox"/>		2 Extra Hitch Pins	<input type="checkbox"/>	
2 Adjustable 12" Wrenches	<input type="checkbox"/>		Spare UTV Belt	<input type="checkbox"/>	
1 Phillips, 1 Flat Screwdriver	<input type="checkbox"/>		Spare Mower Belt	<input type="checkbox"/>	
Tire Pressure Gauge	<input type="checkbox"/>		1 Can of Fix-a-flat	<input type="checkbox"/>	

Trailer		
Description	Completed	Date
Check tire pressure	<input type="checkbox"/>	
Thoroughly clean and report any damage to trailer, lights, etc.	<input type="checkbox"/>	
Report any loss or damage to tie downs	<input type="checkbox"/>	
Report tire damage or use of spare tire	<input type="checkbox"/>	

Association Signature	Association Print Name	Date

Person Who Checks-In Equipment (Office Use Only):

Date Checked In:	Initials:	Comments:

18.3 Land Lease Form

NORTH DAKOTA PARKS & RECREATION DEPARTMENT SNOWMOBILE TRAIL LEASE AGREEMENT

This lease is entered into by _____, (LANDLORD) and the State of North Dakota acting through its Parks and Recreation Department (STATE).

LANDLORD, in consideration of the **\$1.00** rent to be paid for the term of the lease and the covenants to be performed by STATE, hereby leases to STATE the following described real property ("the Trail"), which is approximately _____ miles long, situated in the county of _____, North Dakota:

[Insert property description]

TERMS

1. **TERM OF LEASE.** This lease shall begin on _____ and (select one):
 - ☐ Automatically renew annually, unless terminated earlier as provided in paragraphs 6 and 12. _____ (LANDLORD'S initials)
 - ☐ Expire on _____, unless terminated earlier as provided in paragraphs 6 and 12. _____ (LANDLORD'S initials)
2. **USE BY PUBLIC.** From December 1st to April 1st of each year, STATE shall have the right to allow the public to operate snowmobiles on the Trail. STATE shall mark the Trail with signs showing the Trail's location. STATE may only open the Trail to the public when, in its sole discretion, it determines that adequate snow cover exists under Snowmobile North Dakota's Trail Guidelines.
3. **MAINTENANCE OF TRAIL.** From October 1st to April 30th of each year, STATE shall have the right to enter the Trail to perform maintenance on the Trail, including grubbing the Trail and installing and removing signs.
4. **LANDLORD'S OBLIGATIONS.** From December 1st to April 1st of each year, LANDLORD shall not to make any physical changes on the Trail that would interfere with the use of the Trail for snowmobiling and shall not post any signs prohibiting snowmobile use along the Trail.
5. **YEAR ROUND SIGNAGE.** Subject to LANDLORD'S agreement, STATE shall have the right to leave snowmobile trail signs on the Trail year-round.
 - ☐ Yes, I will allow year round signage. _____ (LANDLORD'S initials)
 - ☐ No, I will not allow year round signage. _____ (LANDLORD'S initials)
6. **TERMINATION OF LEASE.** This lease may be terminated by mutual consent of both parties, by either party upon 30 days written notice, or under the provisions of paragraph 12.
7. **MERGER AND MODIFICATION.** This lease is the entire agreement between the parties. STATE may modify the terms of this lease at any time. STATE shall provide LANDLORD written notice of any modification no less than 60 days prior to the effective date of the modification.

8. **SEVERABILITY.** If any term or provision of this lease is declared by a court of competent jurisdiction to be invalid, the validity of the remaining terms will not be affected, and the rights and obligations of the parties will be construed and enforced as if the lease did not contain the term or provision held to be invalid.

9. **RELATIONSHIP.** LANDLORD is not the agent of STATE. There is to be no employer-employee relationship between STATE and LANDLORD or LANDLORD'S employees.

10. **SPOILIATION – NOTICE OF POTENTIAL CLAIMS.** LANDLORD agrees to promptly notify STATE of all potential claims that arise from or result from this lease. LANDLORD shall also take all reasonable steps to preserve all physical evidence and information that may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and grants to STATE the opportunity to review and inspect the evidence, including the scene of an accident.

11. **LIABILITY.** The parties do not intend for this lease to modify the protection provided to LANDLORD in North Dakota Century Code Chapter 53-08, which says that an owner of land leased to the state for recreational purposes owes no duty of care to keep that land safe for entry or use by others or to give any warning of a dangerous condition on the land. STATE and LANDLORD each agrees to assume its own liability for any and all claims of any nature including all costs, expenses, and attorneys' fees which may in any manner result from or arise out of this lease.

12. **INSURANCE.** STATE shall require any third party with whom STATE enters into an agreement for maintenance of the Trail to obtain liability insurance for its maintenance operations. LANDLORD shall be named as an additional insured on this policy. Failure of the third party to obtain this insurance immediately terminates this lease, and STATE shall promptly send to LANDLORD a written notice of the lease's termination.

13. **ASSIGNMENT AND SUBCONTRACTS.** STATE may assign or otherwise transfer or delegate any right or duty without LANDLORD'S written consent.

14. **APPLICABLE LAW.** This lease is governed by and construed in accordance with the laws of the State of North Dakota. Any action commenced to enforce this lease must be brought and solely litigated in the District Court of Burleigh County, North Dakota

Landlord

Signature: _____ Date: _____

Name: _____

Address: _____

City: _____ Zip: _____

Telephone: _____

**North Dakota Parks & Recreation
Department**

Signature: _____ Date: _____

Mark Zimmerman, Director
North Dakota Parks & Recreation Department






Trail : _____


18.4 Sign Order Form





Snowmobile North Dakota Trail Program Sign Order Form				
Trail Association				
Contact Person				
Address			City, State, Zip	
Telephone			Date	
Deadline: Sign Orders are due April 30 th of each year				

				
Stop Sign \$4.95	Stop Ahead \$4.95	Yield Ahead \$4.95	Object Marker (Left) \$4.95	Object Marker (Right) \$4.95
Qty:	Qty:	Qty:	Qty:	Qty:

				
Double Face Trail Blazer \$1.49	Double Face Arrowed Blazer \$1.69	Trail Blazer Sticker - \$0.72	Snowmobiles Only - \$4.95	No Snowmobiling \$4.95
Qty:	Qty:	Qty:	Qty:	Qty:

				
3-Way Intersection \$4.95	3-Way Intersection (L/R) - \$4.95	90-Degree Turn (Right) \$4.95	90-Degree Turn (Left) \$4.95	Yellow 12X12 Turn Arrow \$4.95
Qty:	Qty:	Qty:	Qty:	Qty:

				
Chevron \$4.95	Slow \$4.95	Stay on Trail \$4.95	Trail Closed \$4.95	Trail Temp. Closed - \$4.95
Qty:	Qty:	Qty:	Qty:	Qty:

			
Trail Ends - \$4.95	Keep Right \$4.95	No Wheeled Vehicles - \$4.95	Snow Pole - \$9.55
Qty:	Qty:	Qty:	Qty:

18.5 Incident Form

Snowmobile North Dakota Trail Program Trail Equipment Incident Form

Incident Location Description

Trail Association Where Incident Occurred			
Date of Incident		Time of Incident	AM PM
Address Where Incident Occurred (Physical Address, City, State, Zip)			
Location Description (Describe Terrain)			
Weather Conditions (ie: Visibility, Snowing, Fog, Clear)			

Operator/Passenger Information

Operator Name (First & Last Name)		Sex	M F
		Date of Birth	
Operator's Address (Mailing Address, City, State, Zip)		Phone	
Passenger Name (First & Last Name)		Sex	M F
		Date of Birth	
Passenger Address (Mailing Address, City, State, Zip)		Phone	

Incident Description

Description of Incident (Describe what happened)	
How Did It Happen (ie: Thin Ice, Debris on Trail)	
If Injury, Cause of Injury	

Injury Description

If Injury, Complete Section (No Injury, skip to next section)	Operator Passenger Both		
Describe Operator Injury			
Did Operator Receive Medical Attention	Yes No	Injury Type	
Contact Information for Medical Facility (Facility Name, Address, City, State, Zip, Phone)			
Describe Passenger Injury			
Did Passenger Receive Medical Attention	Yes No	Injury Type	
Contact Information for Medical Facility (Facility Name, Address, City, State, Zip, Phone)			

Property Damage

Property Owner Name (First & Last Name)			Phone	
Property Owners Address (Mailing Address, City, State, Zip)				
What Was Damaged			Where Can Damaged Property Be Seen	
State Property Damaged	<input type="checkbox"/> Yes <input type="checkbox"/> No	Damage Exceed \$500	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, What			ICN# (if applicable)	
Parts Needed				

Witness Information

Witness Name (First & Last Name)			Phone	
Witness Address (Mailing Address, City, State, Zip)				

List all causes of incident (equipment, procure, environment, behavior)

--

Has corrective action been initiated? ☐ Yes ☐ No

If yes, what corrective action is being taken? If no, when will corrective action be taken?

--

Have repair actions been initiated? ☐ Yes ☐ No

What safety equipment/training could have prevented this incident and/or injury?

--

Comments:

--

Signatures

Operator Signature			Date	
Trail Coordinator Signature			Date	
Trail Coordinator Phone				

(Office Use Only):

Date Received:	Initials:	NDPRD Review Date:	SNDTP Review Date:	Closing Date:

18.6 Trail Application Form



Snowmobile North Dakota

North Dakota Snowmobile Trail Application

All applications must be postmarked or received no later than April 1st of every odd year.

Please select what the Trail Association is requesting:

☐

New Trail

☐

Trail Reroute

☐

Equipment

General Information

Date:

Trail Association:

Trail Identification:

Contact Person:

Position:

Address:

City:

State:

Zip:

E-mail Address:

Daytime Phone Number:

Fax Number:

Project Information:

1. Classification of Land: A. Public B. Private C. Combination

2. Please list the names of the communities located on the trail system:

3. Please list the services the above communities offer to snowmobilers (Gas Stations, Hotels, and Restaurants):

4. Please list the counties the projected trail system would serve:

Counties	Registered Sled by County (Office Use Only)

5. What is the total number of miles for the projected trail? _____ miles

Please break down the miles according to the following:

Highway Ditches		Gravel Ditches		Prairie Trail	
Woods		Lakes		Sloughs	
Stubble Fields		Meadows			

6. Does this projected trail connect to an existing trail system: A. Yes B. No

If Yes, which Trail Association (s):

7. How many Land Leases will this trail system need to acquire? _____

If Land Leases are needed, have the landowners provided verbal approval for the trail? _____

8. In 10 consecutive years, on average, how many years would there be enough snow to sustain an open trail system? (Please provide and approximate estimate.) _____

9. What is the average snowfall which was received this past snow season? _____

Was the amount more or less than an average snow year? A. More B. Less

10. How many members are in the local club? _____

11. What is the population in the area of the trail system? _____

12. Please attach the following documentation to this application:

- Project Description: letter of project explanation
- Project Location Map(s): attach only if application is requesting trail changes
- Letter of Support from the County/Townships

I hereby certify that all the information contained within this application is true and verifiable.

Signature: _____

Date: _____

18.7 Emergency Trail Change Form



Snowmobile North Dakota

EMERGENCY TRAIL CHANGE FORM

Please complete this form if the Trail Association is requesting an emergency trail change. Emergency trail changes include but are not limited to: loss of land leases, un-harvested crops and avoidance of water or hazards. This form can be submitted to SNDTP at any time for review. All fields are required.

Section A: Certification

Trail Association Name: _____

Trail Coordinator Name (Please Print): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Trail Coordinator Signature: _____

Date: _____

Section B: Trail Information

1. Trail Identification Name (name of the section of trail being affected): _____

2. Miles of trail the change affects: _____

3. What type of change is this:

☐ Temporary: change will only exist for one season

☐ Permanent: the change will need to be GPS'ed for mapping purposes

Explanation of why change is permanent: _____

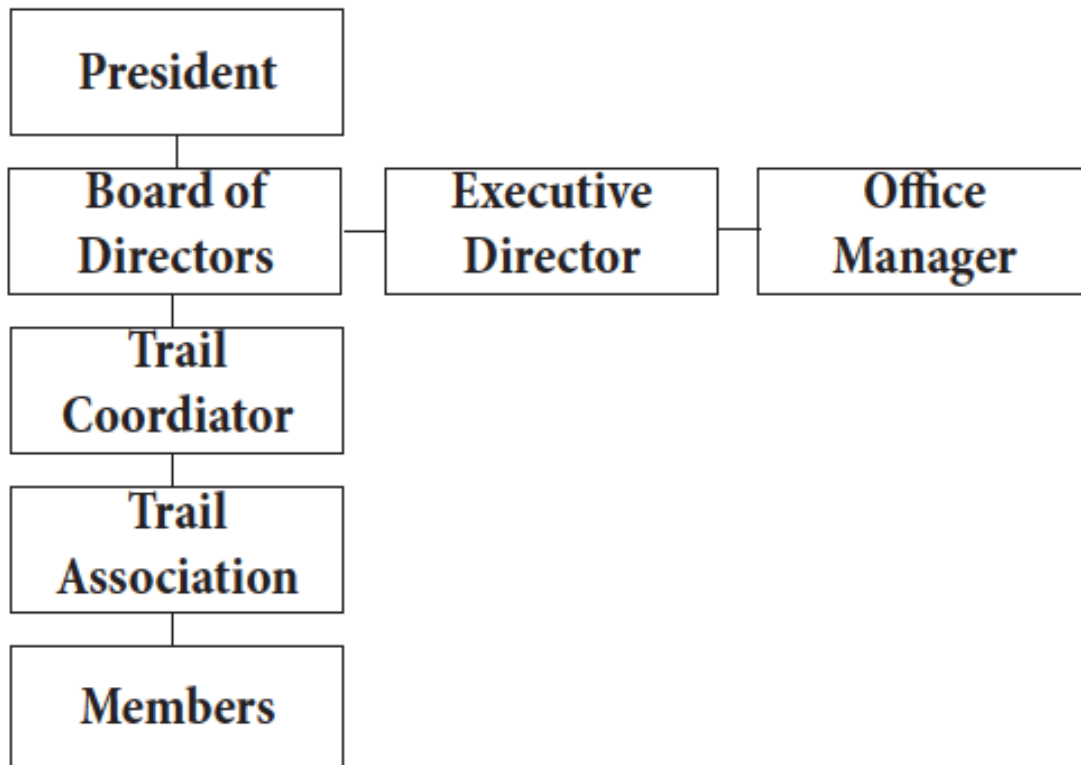
Section C: Trail Map

Please attach a map to the form displaying the location of the current trail and the proposed trail. Each trail must be highlighted in a different color making it easier to understand for review.

THIS INVOICE APPROVED FOR PAYMENT BY (Office Use Only):

Date Received:	Date Processed:	Initials:	Date Approved:	Approved By:

Chapter 18: Chain of Command



Appendix A

‘Disaster Procedures Guide’ produced by the North Dakota Department of Emergency Services (NDDes), Division of Homeland Security.

STATEMENT OF PURPOSE

The North Dakota Disaster Procedures Guide has been developed by the North Dakota Department of Emergency Services (NDDes), Division of Homeland Security, to provide a resource for step-by-step actions to be taken by city, county and/or tribal governments to ensure a coordinated response. It is important these procedures be followed to obtain state and federal assistance in a timely and effective manner. For the purpose of this guide, all references to city/county/tribal will be noted as ‘local’.

The local Emergency Manager serves as a liaison to the NDDes State Emergency Operations Center (SEOC) and is the primary point of contact for an emergency or a disaster. In addition, the Emergency Manager is responsible for coordinating response and recovery efforts on the local level. NDDes encourages all communication within each respective jurisdiction to be routed through the local Emergency Manager or their designee. Any designated local Emergency Manager or alternate that is not on file with NDDes needs to be reported to NDDes immediately.

This guide provides you, the Emergency Manager, with a resource to explain the mechanisms to respond to emergencies and disasters describing actions that should be taken from the onset of emergency/disaster conditions, through initial damage assessment, determination of restoration costs, and the reconstruction of damage sites to their pre-event condition and function. Following an emergency/disaster declaration from the local jurisdiction and an Executive Order from the state, eligible applicants for disaster assistance may be reimbursed for their losses on a cost-sharing basis if such losses cannot be recovered from any other source should the state receive a Presidential disaster declaration.

Disaster assistance may be available to political subdivisions of the state/tribal nations and to certain private non-profit organizations serving a governmental function. The state is prohibited by its Constitution from rendering direct financial assistance to the private sector. If the emergency/disaster is of sufficient magnitude to result in a Presidential declaration, federal assistance may become available to private individuals and businesses. To receive disaster assistance, local governments must:

- a) Be severely impacted;
- b) Fulfill their responsibilities; and
- c) Meet specified criteria.

The items presented in this guide are to be used as a resource for you in the execution of your role in saving lives, protecting property and the environment. The order in which the activity in this guide may be presented does not dictate the order in which you may need to respond to an emergency/disaster and is not all inclusive.

EMERGENCY/DISASTER DECLARATION PROCESS

Immediately [notify the NDDes Duty Officer](#) when an emergency/disaster event is imminent, occurring, or has happened.

When the local government has determined that emergency/disaster damages have exceeded or are expected to exceed local capabilities, the governing body must issue an emergency/disaster declaration and fax, e-mail or send a copy of the declaration to NDDes.

A local declaration is a critical step in the chain of events leading to a state emergency/disaster declaration and potential Presidential disaster declaration, without which no funding is available. Local Emergency Managers should ensure that leadership personnel within their jurisdiction are aware that only a Presidential declaration will bring federal disaster recovery funds to their jurisdictions; therefore, their decisions to expend assets should take into account the potential costs of their decisions as they may become the sole responsibility of the respective jurisdiction.

State and local emergency/disaster activities and requests for emergency/disaster assistance will be made in accordance with established procedures. These provisions are applicable to all emergencies/disasters that require an Executive Order from the Governor.

Local governments may modify the form and style of the emergency/disaster declaration to conform to their jurisdiction's standard practice, but critical information in the declaration should be included. Applicants should not include dollar losses or specific names of potential applicants.

The SEOC may assist the local jurisdiction without a declaration if conditions warrant. NDDDES personnel may accept the promise that a declaration will be coming in lieu of the actual declaration. It is assumed that all parties will act in good faith.

In the event that other potential applicants within the jurisdiction have been damaged by an emergency/disaster, the local government must issue an emergency/disaster declaration on behalf of those applicants and should assist them when possible.

For example, if a flood causes damage to a Rural Electric Cooperative (REC) within a county but the county itself does not experience any damage, the County Commission must issue an emergency/disaster declaration on behalf of the RECs in the county. This requires that those RECs must inform the county of their situation, and the county should verify those damages before making the declaration.

Once the declaration is made, however, NDDDES will work closely with both county and REC officials in the recovery effort. REC personnel may utilize technical expertise available in the local/tribal government for financial management, procurement, contracting, accounting, and related subjects.

COUNTY EMERGENCY BOARD

In the event of an agricultural emergency, a local County Emergency Board (CEB), established through the United State Department of Agriculture (USDA), will assess damages to determine the extent of an agricultural emergency/disaster.

The USDA-CEB members represent those Agencies having specific emergency preparedness program responsibilities at the local level. Other local government officials may be invited to attend meetings of the CEB at the discretion of the Chairperson. The USDA Agencies providing primary and alternate members to the CEB are; Farm Service Agency (FSA), Extension Service, Rural Development, Natural Resource Conservation Service and Forest Service if they have a presence in the county.

The role of the CEB is to respond to an agricultural emergency or disaster in their county or designated area, and providing reports on the impact of disasters or emergencies on agriculture. Generally this means assessing damage after disasters such as flooding, drought, frost, wind damage, broad-scale insect or disease damage, etc., and reporting this to the USDA State Emergency Board (SEB) via special reporting forms. The reporting of these damages is used to request federal agricultural disaster declarations which provide certain benefits to producers.

The CEB is always chaired by the local director of the FSA. The County Extension Director should either attend or send an alternate who can assist with agricultural knowledge. For additional information on the USDA-CEB, contact your local/area FSA County Executive Director.

CITY GOVERNMENT

1. Emergency/disaster response agencies from city government will respond to an emergency/disaster within their corporate limits and coordinate activities in accordance with their standard operating procedures (SOP), LEOP and mutual aid agreements.
2. When an emergency/disaster situation is, or is likely to be, beyond the scope of control of the city, the mayor or city council of an incorporated city may proclaim an emergency/disaster. Their proclamation and any requests for assistance should be forwarded to the county Emergency Manager in an expedient manner, i.e., by voice followed by hard copy.
3. When a local emergency/disaster has been declared, the mayor will govern by proclamation, and has the authority to impose all necessary regulations to preserve the peace and order of the city.
4. In order for a city to be included in a Presidential declaration, the county must declare an emergency/disaster.

TRIBAL NATIONS

Tribal nations located within North Dakota are recognized as sovereign nations. The residents of these tribal nations are also citizens of the state and county within which they reside.

1. An emergency/disaster may occur for which the members of the tribal nation cannot provide satisfactory resolution. Emergency/disaster response agencies from tribal government will respond to an emergency/disaster and coordinate activities in accordance with their SOP, LEOP and mutual aid agreements.
2. County/state/federal involvement for resolution of the situation requires that the tribal nation/tribe request assistance using the same procedures as any other incorporated community with a county.

COUNTY GOVERNMENT

1. Upon receipt of the declaration of an emergency/disaster from an incorporated city of the county or tribal nation, the Emergency Manager will:

- Provide available assistance requested to contain the incident (e.g., sheriff, public works, health, etc.);
 - Notify NDDes that a situation exists that may require the declaration of a local emergency/disaster.
2. In the event a situation exists in the unincorporated portions of the county that may affect lives and property, the county will take necessary measures to bring the situation well in hand, utilizing all county government resources.
 3. If the situation, either in a tribal nation, incorporated or unincorporated portion of the county is beyond the capability and resources of the county to control, the chairman of the board of county commissioners may declare an emergency/disaster.
 4. The county Emergency Manager will notify NDDes that the county has declared an emergency/disaster, and that the county has implemented its LEOP. The notification should state that the county has committed all available resources. If state supplemental assistance is needed to assist the county's response effort, the type of assistance should be clearly stated. The declaration and request for state assistance may be provided orally and then submitted in writing to NDDes.

STATE GOVERNMENT

1. Upon notification that the local jurisdiction is seeking state assistance, the Governor may declare a State of Emergency/Disaster and implement all or portions of the State Emergency Operations Plan (SEOP).
 - The Governor may declare an emergency/disaster in the absence of a local request.
 - Emergency/disaster declarations shall indicate the nature of the emergency/disaster, the areas threatened, the areas subject to the proclamation, and the conditions that are causing the emergency/disaster.
 - In the event that the Governor is absent or inaccessible, the Lieutenant Governor may issue a declaration of Emergency/Disaster.
 - Upon execution of this plan, the NDDes will initiate the state response by notifying the appropriate primary agencies. These agencies will take appropriate actions in accordance with this plan and their agency's SOPs.
2. If the Governor is considering requesting a declaration of disaster from the President of the United States, NDDes will coordinate with the appropriate state and local officials to prepare the state's request for federal assistance. At a minimum, the following activities will be coordinated by NDDes:
 - Advise the Federal Emergency Management Agency (FEMA) Region VIII Director if the Governor requests or intends to request a Presidential Declaration.
 - Survey the affected area using representatives of local, state, and FEMA, if possible, to determine the extent of private and public damage sustained in the affected areas.
 - Estimate the types and extent of federal disaster assistance required.
 - Consult with the FEMA Regional Director on eligibility for federal disaster assistance.
3. Only the Governor can originate the request for a Presidential declaration. The Governor's request must be based upon a finding that the situation is of such severity and magnitude that effective response is beyond the capabilities of the state and the affected local governments, and that federal assistance is necessary. The Governor must furnish information on the extent and nature of state resources that have been or will be used to alleviate the conditions of the emergency/disaster.
4. The request must also contain a certification by the Governor that state and local governments will assume all applicable non-federal shares of costs required by the Stafford Act. It should also include an estimate of the types and amounts of supplementary federal assistance required. As a prerequisite to a request for federal assistance, the Governor must take appropriate action under state laws, and direct the activation of the SEOP.
5. Requests for NDNG assistance will be forwarded to NDDes who will evaluate the request, coordinate with the NDNG and make appropriate recommendations to the Governor. In the event the NDNG has previously been activated for this emergency/disaster, NDDes will relay the request to the NDNG.

FEDERAL GOVERNMENT

1. FEMA monitors developing or actual disaster emergency occurrences. Before, during, and after a disaster emergency, the FEMA Region VIII Liaison Officer assigned to North Dakota will be in close contact with the NDDes, as well as with federal agencies having disaster emergency assistance responsibilities and capabilities.
2. The completed request, addressed to the President, is sent to the FEMA Region VIII Director. The Regional Director evaluates the damage and requirements for federal assistance, and makes a recommendation to the Director of FEMA, who recommends a course of action to the President.
3. Without a Presidential disaster declaration, there is no funding available unless the municipality has an emergency contingency fund or the state maintains such a fund. The Bank of North Dakota and/or Small Business Administration (SBA) may offer low interest loans, depending on the severity of the damage.