

MINNESOTA
SNOWMOBILE TRAILS ASSISTANCE PROGRAM
CAPITAL IMPROVEMENT MANUAL

MINNESOTA DEPARTMENT OF NATURAL RESOURCES



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I. INTRODUCTION

A. DEFINITIONS

AUTHORIZED REPRESENTATIVE - Person responsible for the administration of the contract for either the Sponsor or the Department of Natural Resources.

GROOMING - Snow grooming is the process of loosening or breaking up heavily compacted or icy snow and placing the snow back down in an equally compacted smooth condition.

CAPITAL IMPROVEMENT - Capital improvements as they relates to the Minnesota Snowmobile Trails Assistance Program are infrastructure developments, acquisitions, or repairs of a Snowmobile Grant-in-Aid Trail that is above and beyond the responsibilities to maintain that trail as defined by the terms of the established Maintenance and Grooming grant. These responsibilities are defined in the Snowmobile Trails Assistance Program Maintenance and Grooming Manual.

LOCAL UNIT OF GOVERNMENT (LUG) - The political subdivision that has agreed to work with the snowmobile club in the development and maintenance of a trail. This can be a county, city, township, or village.

RESOLUTION - Official record of the LUG where they agree to sponsor a snowmobile or trail club and/or trail, certify that the various benchmarks have been met, and administer the grant from the DNR.

SNOWMOBILE CLUB -A formal organization that has contracted with a LUG to maintain and operate a local snowmobile trail.

SPONSOR - The local unit of government that has agreed to work with the snowmobile club.

SUFFICIENT RECORDS: Records that are necessary to verify that the club and sponsor have completed certain benchmarks. These will include at a minimum:

- X Invoices of repairs/significant expenditures;
- X Liability insurance evidence (as required);
- X Log of volunteers and man-hours spent on the various trail activities. This log should include date, number of people working on the trail, number of hours, equipment used, type of work done, and section of trail worked on; (an example is included in the Program Forms Section) signed by a club representative;

I. INTRODUCTION

B. PROGRAM SUMMARY

PROGRAM BACKGROUND

In 1973 the Minnesota Legislature delegated the responsibility of administering a cost-sharing program for the development and maintenance of snowmobile trails to the Department of Natural Resources (DNR). The goal of this program was the creation and maintenance of locally initiated trails that were financially assisted by the state. This program was named the "Minnesota Trails Assistance Program," and is popularly known as the grants-in-aid program or simply the GIA program. The DNR has been delegated the responsibility of administering the funds appropriated by the legislature for the GIA program. The Legislature has subsequently provided programs to cover cross-country skiing, off-highway 4x4 trucks, off-road motorcycles, and all-terrain vehicles.

The DNR central office in Saint Paul sets program policy and guidelines, budgets for program funding and provides for auditing of grants. Department of Natural Resources Regional Trails and Waterways Managers and Area Trails and Waterways Supervisors are responsible for reviewing and processing necessary program forms, providing technical assistance when requested, monitoring trails for actual performance of disbursed activities, and conducting informational meetings with local organizations. The Area Trails and Waterways Supervisors are the main contact for local organizations.

CAPITAL IMPROVEMENTS AND DEVELOPMENT OF GRANT-IN-AID TRAILS

While the majority of grant-in-aid funding is dedicated to maintaining the existing GIA Trails throughout Minnesota, grants-in-aid for capital improvements and development are also available. These grants are reimbursement based where eligible costs are matched at up to 65 percent. The application deadline for improvement grants is February 28. A guideline for project eligibility is that the total cost of the project should be approximately 20 percent or more of the existing maintenance and grooming grant. See eligibility section for more information.

I. INTRODUCTION

C. RESPONSIBILITIES AND ROLES OF STAKEHOLDERS

Snowmobile Clubs:

- Secure a local unit of government as a sponsor.
- Enter into an agreement with the sponsor to physically perform the development work identified in the application.
- Complete tasks in a timely way and submit documentation to the sponsor as required for them to be reimbursed for development activities.
- Maintain sufficient records as defined under the Definition of Terms within this instruction Manual to satisfy the auditing needs of the trail sponsor and DNR.
- Adhere to the guidelines contained in this instruction manual.
- The Department of Natural Resources very strongly recommends that clubs partially shield their volunteers from the consequences of injury by securing appropriate insurance coverage. Obtain sufficient insurance if necessary and required by the sponsor to protect the interests of the club as well as the local unit of government sponsor.
- Obtain sufficient permission from each landowner on which the snowmobile trail is located.
- Clubs may incorporate to protect themselves further.

Local Unit of Government/Sponsor:

- Pass a resolution to serve as the sponsor and submit that to the DNR along with the application form.
- Be responsible for certifying to the DNR completion of the approved capital improvements necessary to initiate payments and provide a quality snowmobile trail.
- Work with DNR to verify that the local club is adhering to the various guidelines contained in this instruction manual.
- The DNR strongly urges the sponsors to similarly enter into contracts with their snowmobile clubs. These contracts will provide your unit of government with safeguards in the event that monies will have to be reclaimed by the State.

State/Department of Natural Resources:

- Initiate application process and respond to submitted applications
- Provide the Grant Agreement for the sponsoring local unit of government.
- Disburse funds for development upon receipt of appropriate reimbursement requests from the sponsor.
- Conduct random program and fiscal reviews to evaluate performance in coordination with sponsors and clubs and to evaluate appropriate accounting procedures and compile needed information for future statewide or system-wide audits (see page 9).

II. APPLICATION PROCESS AND PROGRAM PROCEDURES

A. ELIGIBILITY GUIDELINES

Eligible projects for the capital improvement program must be above and beyond the responsibilities of the existing maintenance and grooming grant. A project that meets this criterion is generally defined as having a **total cost of approximately 20 percent or more of the existing maintenance and grooming grant**. Capital improvement grants include the following types of projects:

1. Major Reroute Projects

- a. Major reroutes includes rerouting an existing trail to preserve trail continuity.
- b. Major reroute projects are generally a result of the following:
 - i. Landowner permission changes
 - ii. Development issues on the trails existing corridor area
 - iii. Safety issues

2. Major Rehabilitation Projects

- a. Emergency Rehabilitation: rehabilitation needs resulting from unforeseen events that disrupt the continuity of an existing trail. Emergency grants may be awarded at any time throughout the year depending on need. Emergency grants are generally a result of the following events:
 - i. Storms
 - ii. Washouts
 - iii. Blow downs
 - iv. Unexpected effects on an existing trail
- b. Major Rehabilitation: major rehabilitation projects are generally a result of the need to do the following:
 - i. Improve trail safety
 - ii. Widen trails
 - iii. Improve trail surface
 - iv. Improve trailhead facilities

3. Bridge Projects

- a. New placement of a bridge on an existing trail that currently has no existing bridge.
- b. Replacement of a bridge because of deficiencies.

4. Acquisition Projects

- a. Acquisition projects are proposals to acquire existing trail routes.
- b. Acquisition projects may also include proposals to acquire new trails and/or facilities.

5. New Development and Additions to the GIA System

- a. New development projects include projects to add new or existing trails or facilities to the GIA system, including alignments.
- b. The DNR annually determines if new development projects will be funded. The eligibility of new development projects will be officially communicated through a formal letter and posted on the Snowmobile GIA website.

II. APPLICATION PROCESS AND PROGRAM PROCEDURES

B. ENVIRONMENTAL REVIEW CONSIDERATIONS

Many new development projects and some trail relocation initiatives will require some level of environmental review. Sponsors and related clubs should work with Trails and Waterways Area Supervisors on determining which requirements they will need to address as they move forward with their projects. Attached as Appendix E are the rules adopted by the Environmental Quality Board relating to recreational trail development. These rules outline the requirements and exemptions relating to whether or not an environmental review may or may not be needed. Also attached as Appendix D, is the process and general timeline in which the DNR conducts these environmental reviews.

C. PROCEDURES

You must adhere to the following procedures if you are applying for Minnesota Cross-Country Ski Trails Assistance Program funding on a trail system that is presently enrolled within the grant-in-aid trail system.

NOTE: UNDER NO CONDITION CAN CONSTRUCTION TAKE PLACE ON ANY PARCEL OF LAND, PRIVATE OR PUBLIC, UNLESS A SIGNED PERMIT HAS BEEN SECURED IN THE NAME OF THE SPONSOR.

The Minnesota Trails Assistance Application projects must comply with the following procedures:

1. **Trail user organizations/clubs must submit application forms to the sponsor.**
 - a. One (1) copy with original signatures.
 - b. One (1) copy trail validation map of the existing trail system and proposed development (assistance provided by DNR). The map must identify the following:
 - Where new bridges, rest areas and parking lots are located or will be located
 - Where new connections or relationships to other trails, if any
 - Minor and major relocation areas showing old and new alignments
2. **The sponsor will submit the above items, along with a supporting resolution, to the DNR Area Trails and Waterways Supervisor for review.**

APPLICATION FORMS MUST BE RECEIVED BY FEBRUARY 28. Projects may require an environmental review. Please see Appendices C and D for environmental review information.

3. Upon approval of the application, the **Area Trails and Waterways Supervisor will submit a contract agreement to the sponsor. The sponsor will then process four (4) copies of the contract agreement with original signatures on each copy and return all copies to the Area Trails and Waterways Supervisor.**

II. APPLICATION PROCESS AND PROGRAM PROCEDURES

4. The DNR will notify the sponsor, in writing that the agreement has been executed.

NOTE: Do not begin any work on your capital improvement project that you expect reimbursement until your area supervisor has notified you to do so and you have a fully signed contract with the State of Minnesota in front of you.

5. **Timetable:** The schedule set below is designed to help all parties involved in the program in planning trail work and setting up funds so work can proceed.

A. **Application:** These forms must be received by the DNR regional office by **February 28.**

B. **Requests for Reimbursement:**

- i. Requests for Reimbursement for summer and fall construction or maintenance are **due** no later than **December 31.**
- ii. Subsequent Requests for Reimbursement may be submitted monthly by the calendar months.
- iii. ALL Requests for Reimbursement must be received by the DNR no later than May 30 for that year's work.
- iv. Payment of Requests for Reimbursement: If Requests for Reimbursement are executed properly and all necessary signatures and invoices are included in the request, the DNR will pay the requests. Requests submitted improperly will be returned for proper execution.

II. APPLICATION PROCESS AND PROGRAM PROCEDURES

D. PROJECT PRIORITIES

The first priority for funding any grant-in-aid will be maintaining existing trails that are receiving acceptable use and do not require rerouting. The following order of priorities is used in determining funding of a capital improvement project.

1. **Major Reroute Projects**
2. **Major Rehabilitation Projects**
3. **Bridge Projects**
4. **Acquisition Projects**
5. **New Development and Additions to the GIA System**
 - a. To ensure a fair statewide distribution of grants, regional factors will be considered in funding new development. These factors include existing use per mile of trail, existing trail mileage, ability to hold snow, and tourism considerations.
 - b. **The DNR annually determines if acquisition and/or development will be funded. The eligibility of new development will be officially communicated through a formal letter and posted on the Snowmobile Grant-in-Aid website.**

E. SELECTION PROCESS

Capital Improvement Project Applications are submitted to Trails and Waterways Area/Region officials. The following outlines the process for selecting and approving capital improvement grants-in-aid.

1. Trails and Waterways Area/Region staff identify regional priority projects. Those that meet the above priorities and also meet regional priorities are recommended for funding to the DNR Central Office.
2. The DNR Central Office review Trails and Waterways Area/Region recommendations and then approve or deny the requests for project funding based on the above priorities, statewide distribution, and funding availability.

III. FINANCIAL MANAGEMENT

A. ALLOWABLE COSTS AND CHARGES

Allowable Charges

All the charges listed below must be directly related to the acquisition, rehabilitation, and development of the GIA trail system outlined in the application. No other charges will be accepted without prior approval from your Area Trails and Waterways Supervisor.

Administration Charges (65% Reimbursable) (No More Than 15 Percent Of Total Grant)

1. **Mileage and Labor:** These charges may be reimbursed for preparing the paperwork and forms for the program, bookkeeping, paying invoices, attending necessary county board or DNR meetings, and obtaining bids for equipment rentals.
2. **Stamps:** The cost of mailing necessary DNR forms, billings, bid requests, or maps. It is suggested that a list of mailings and materials mailed be kept on file.
3. **Telephone Calls:** Long distance calls directly related to trail administration to vendors, the sponsoring agency, landowners, and the DNR will be accepted. It is suggested that a list of calls be kept on file.
4. **Office Supplies:** The purchase of materials needed to fulfill the programs administration such as writing, typing, and copying materials are acceptable. Office space rental is **not** an acceptable charge.
5. **Maps Used to Administer Grants:** The cost of county maps that are to be submitted to the DNR as required by the program are reimbursable.
6. **Meeting:** The DNR allows charges for essential personnel to attend meetings directly related to the program. The general rule will be not more than four (4) people for a trail committee meeting and not more than two (2) people for a governmental meeting. Club meetings are not acceptable as chargeable meetings. Rental of meeting rooms is not an acceptable charge.
7. **Computer Time:** The cost of using computers shall be reimbursed as part of the administrative portion of the grant. The origin of cost, such as number of hours, or equipment rental, or materials (such as floppy disks) should be described on the worksheet. The Allowable Cost for figuring reimbursement can be found in the Allowable Costs section.

III. FINANCIAL MANAGEMENT

Land Acquisition Charges (65% Reimbursable)

1. **Mileage and Labor:** These charges are acceptable for alignment work, checking ownership records, and landowner contacts.
2. **Maps:** The cost of securing maps necessary for aligning trail routes is reimbursable. County highway maps and topographic maps are acceptable -- aerial photography maps should receive DNR approval since costs can be extremely high.
3. **Permits and Easements:** The program has done extremely well to date with landowner cooperation and low permit or easement costs. Costs incurred are reimbursable.

Development And Charges (65% reimbursable)

1. **Mileage and Labor:** These charges are reimbursable for construction and rehabilitation of the trail system. A worksheet must be filled out for reimbursement identifying hours and dates work was performed.
2. **Equipment Rentals:**
 - A. Heavy equipment work is reimbursable as needed for construction. The operator or vendor of the heavy equipment must be identified and an invoice submitted to the DNR for payment.
 - B. Bids: When equipment cannot be rented at the allowable costs, bids must be let to secure the necessary equipment. Three (3) hourly bids must be secured from vendors in your area. If three (3) bids cannot be secured, list the vendors contacted, date contacted, and vendor's response. When the bids have been secured, the Area TAW Supervisor must be contacted and approve the bids. After approval, the equipment can be hired. The bids are then submitted with the Request for Reimbursement. *NOTE: Before any equipment rental or work is done, the rental costs must be within the allowable limits. If these limits cannot be met, bid procedures must be strictly adhered to or the billing will not be processed.*
 - C. Hand power equipment rental is reimbursable. The operator or owner of the equipment must be identified on the worksheet for payment.
3. **Material:** Charges may be submitted for materials used directly on the trail system. Materials may include, but are not limited to lumber, paint, signs, gates, posts, fencing, culverts, fill, grass seed, bolts or other hardware, etc. If you have a question on any materials, it is best to contact your Area TAW Supervisor.
4. **Contracted Work:** Work that is contracted to complete the development work is reimbursable subject to going through the proper bidding procedure. In addition, all bidding must also follow regular standards established by the Sponsor.

III. FINANCIAL MANAGEMENT



Grant-in-aid Allowable Costs

Updated 4/29/2009

I. Acquisition, Development, Maintenance Costs Up to 65 % Reimbursable

General	Total Cost
Labor	\$16.00/hour
Computer	\$12.00/hour
Mileage	
Snowmobile/ATV/Motorcycle	\$0.50/mile
Car	\$0.50/mile
Pickup	\$0.61/mile
4x4 Truck	\$0.66/mile
1-2 ton	\$0.88/mile
2 ½ ton & up	\$1.10/mile
Semi-Tractor/Trailer (For heavy equipment/groomers)	\$1.54/mile
Power Tools	
Chainsaws	\$7.48/hour
Brushsaw	\$7.92/hour
Post Hole Digger	\$6.71/hour
Power Generator	\$22.00/hour
Other Equipment (Includes Gas, Oil & Operator)	
ATV 6x6, Mule, Ranger, Class 2, etc.	\$22.00/hour
Dingo - Self Propelled Walk Behind	\$31.00/hour
Bobcat	\$51.00/hour
ASV Posi-Trac or Tracked Bobcat	\$57.00/hour
Small Tractor (less than 25hp)	\$26.00/hour
Tractor (25hp to 70hp)	\$54.00/hour
Tractor (70+hp)	\$68.00/hour
Attachments (additional per hour)	
Disc	\$7.50/hour
Flail Mower (brush cutter)	\$12.00/hour
Other Power Take-Off Equip.	\$26.00/hour
Other	
ATV w/ Tracks	\$31.00/hour
Backhoe	\$66.00/hour
Skidder	\$66.00/hour
JD-350	\$66.00/hour
JD-450, JD-8, D-3, Cat	\$84.00/hour
JD-670 Grader	\$90.00/hour
JD-644 Front-end Loader	\$90.00/hour
D-4, JD-550	\$90.00/hour
D-6, JD-850	\$119.00/hour
D-7, D-8	\$152.00/hour
Stump Grinder under 40hp	\$59.00/hour
Stump Grinder over 40hp	\$75.00/hour
Hydro Ax	\$152.00/hour
Hydraulic Excavator	\$119.00/hour
Brush Cutter	\$59.00/hour
Backhoe Equal 915 Caterpillar	\$128.00/hour
Small Excavator	\$31.00/hour
Small Self Propelled Material Transporter	\$31.00/hour
Groomer – 65% reimbursable when used for non-grooming purposes, and only when machine is in operation.	

II. Grooming

Up to 90% Reimbursable

(Includes gas, oil, operator, repair, parts and service, insurance, and implement/drag)

	Total Cost
Snowmobile (Single Track)	\$25.00/hour
Double and Wide Track Snowmobile	\$27.00/hour
Track Vehicles similar to Specific Make/Model Below	\$31.00/hour
4 cycle Snowmobile 800cc+	
ATV w/ Tracks	
Trackster	
Alpina Sherpa	\$35.00/hour
4x4 Pickup & Plow	\$37.00/hour
QuadTrac	\$39.00/hour
IMP	\$42.00/hour
ASV Gas	\$45.00/hour
Track Vehicles similar to Specific Make/Model Below	\$47.00/hour
Bombi	
ASV Diesel	
SV-200	\$51.00/hour
Track Vehicles similar to Specific Make/Model Below	\$54.00/hour
ASV HP	
Ford Genesis (under 70hp)	
Track Vehicles similar to Specific Make/Model Below	\$57.00/hour
ASV HPT	
Quadtrac II	
Specific Make/Model Below	\$59.00/hour
Tucker 1000	
Quadtrac III	
Thioicol (2100, SPRITE)	
ASV (125HP)	
SV-252, 310	\$65.00/hour
Tractor (70+hp)	\$68.00/hour
Track Vehicles similar to Specific Make/Model Below	\$72.00/hour
Cat Challenger(all models)	
Sur-Track	
Gilbert Tractor	
Piston Bully	
ASV DX 4530	
LMC	
Tucker 2000	
Snowplane	
BR160/180	

III. FINANCIAL MANAGEMENT

B. REIMBURSEMENT PROCEDURE

The Reimbursement Form found later in this manual is to be submitted to your Trails and Waterways Area Supervisor from the Sponsor. The Area Supervisor will review and then approve the payment/invoices based on allowable costs and charges referenced above. Trails and Waterways Area/Region offices process and approve all payments and charges defined as eligible by this manual. Only costs accrued after a fully executed agreement between the State of Minnesota and the Local Unit of Government is in place are eligible for reimbursement.

Reimbursement Instructions

The Request for Reimbursement Form must be used to summarize the invoices and costs. Use the Worksheet Form to document the following:

1. Date the work was done.
2. Operator's or volunteer's name.
3. Number of hours of labor time.
4. Rate per hour (taken from Allowable Costs page).
5. Total cost of labor (multiply #3 X #4).
6. Name the mode of transportation used (pickup, ATV, etc.) If different types of modes of transportation are used, use a separate line for each type (e.g., pickup truck on one line, ATV the next line).
7. Number of miles being claimed.
8. Rate per mile (taken from Allowable Costs page).
9. Total cost of transportation (multiply #7 X #8).
10. Name of types of heavy equipment or power equipment used. Include make and model for heavy equipment. Use one line for each piece of equipment being used (e.g., bulldozer on one line, backhoe the next line, etc.) See NOTE section below for instructions for entering INVOICES for purchased goods or services.
11. Numbers of hours equipment used.
12. Rate per hour (taken from Allowable Costs page).
13. Total cost of equipment used (multiply #11 X #12).
14. Total Cost (add #5+#9+#13).
15. Fill in the type of work done and the location.
16. Fill in the Expenditure Type (Adm = Administration; Acq = Acquisition; Con = Trail Construction; Reloc = Trail Relocation; Fac = Trail Facilities).
17. Add all costs in boxes #5 to get Grand Total Labor Costs.
18. Add all costs in boxes #9 to get Grand Total Transportation Costs.
19. Add all costs in boxes #13 to get Grand Total Other Equipment Costs.
20. Grand Total for this page (add #17+#18+#19).
21. Trails Administrator's Signature.
22. Date the worksheet was completed.

Entering Invoices for Purchased Goods/Services Over \$100

All Requests For Reimbursement for purchased goods or services over \$100 must be accompanied by an invoice. When invoices for purchased goods and services are included please enter:

- "Invoice" and the **Invoice Number** in Operator's Name column (#2);
- the **invoice amount** in the Total Cost Column (#14);
- the **explanation for the expense** in the Type of Work and Location column (#15); and
- **complete** Expenditure Type **column** (#16)

III. FINANCIAL MANAGEMENT

C. ACCOUNTING AND AUDIT

The Sponsor shall maintain books, records, documents, and other evidence relevant to this grant and in such detail that will accurately document all project costs for which payment have been received. The Sponsor shall use generally accepted accounting principles and these records shall be retained for six years after this grant terminates. The State, its representative or the legislative auditor shall have the right to examine this evidence and the Sponsor shall make them available at the office at all reasonable times during the record retention period. Records shall be sufficient, as defined in the Manual to reflect significant costs incurred and volunteer donation of time, equipment, and/or materials in performance of this grant.

IV. PROGRAM FORMS

A. DESCRIPTION OF FORMS

The following forms have been included to identify the basic paperwork necessary for the Trails Assistance Program. See the DNR's website at www.dnr.state.mn.us/grants/recreation/gia_snowmobile.html

- ❑ **Capital Improvement Project Application:** This form is the formal application from the Sponsor to the State of Minnesota for the development project.
- ❑ **Sample Agreement Between Sponsor and State:** This form is the formal grant agreement between the local government sponsor and the State/DNR.
- ❑ **Request for Reimbursement:** This form is to be used to request reimbursement for allowable costs related to the development project as outlined in the application.
- ❑ **Operator's Work Log:** This form should be used to itemize costs and should accompany the Request for Reimbursement.
- ❑ **Sample Landowner Permission Form:** This form is designed to help clubs to obtain private landowner permission for trails.
- ❑ **Elements of a Sponsor Resolution:** This is an explanation of the information a correct Sponsor resolution should contain.

IV. PROGRAM FORMS



MINNESOTA SNOWMOBILE TRAIL ASSISTANCE PROGRAM CAPITAL IMPROVEMENT PROJECT APPLICATION

1. Trail/Club Name (Same as Regular Grant)		2. Unit of Government Sponsor:		3. Date:	
4. Project Title:					
5. Total Grant Request (From Question 20 Below):			6. Grant Award (For Department Use Only):		
7. Trail Administrator Name:			8. Trail Administrator Signature:		
9. Address (Street, Box Number, City, State, Zip Code):			10. Home Phone Number:		11. Work Phone Number:
12. Miles of Existing Trail in GIA System:		. Miles Existing Trail Not in GIA System (If Applicable):			
14. Miles of New Trail Constructed:		. Miles to be Added to System (If Applicable):			
16. Project Description (Provide a description of project):					
17. Need for Project (Describe Why This Improvement is Needed):					
18. Project Cost Breakdown and Explanation					
18A. ADMINISTRATION Explanation:					TOTAL \$
18B. ACQUISITION Explanation:					
Labor \$	Mileage \$	Equipment \$	Materials \$	TOTAL \$	
18C. CONSTRUCTION Explanation:					
Labor \$	Mileage \$	Equipment \$	Materials \$	TOTAL \$	

SAMPLE

IV. PROGRAM FORMS

18D. FACILITIES					
Description:					
Labor \$	Mileage \$	Equipment \$	Materials \$	TOTAL \$	
19. Total Cost (Sum 18A – 18D): \$			20. Total Grant Request (Up to 65% of Total Cost): \$		
21. Sponsor Approval					
21A. Unit of Government Sponsor:			21B. Telephone Number (Include Area Code):		
21C. Address (Street, Box Number, City, State, Zip Code):					
21D. Authorized Signature of Sponsor:		21E. Title:		21F. Date of Signature:	
22. Required Attachments					
22A.	<input type="checkbox"/>	Project Location Map, Including Existing Trails, and Estimated Miles of New Construction, Miles to be Constructed	22B.	<input type="checkbox"/>	Sponsor Resolution
22C.	<input type="checkbox"/>	Documentation of Required Permits	22D.	<input type="checkbox"/>	Additional Project Support

SAMPLE

DEPARTMENT USE ONLY		
Certification by Department of Natural Resources		
Recommended Grant Amount:		Explanation If Different from Request (Or Attach):
Authorized Signature:	Area Trails & Waterways Supervisor	Date of Signature:
Authorized Signature:	Regional Trails & Waterways Manager	Date of Signature:

IV. PROGRAM FORMS

MINNESOTA SNOWMOBILE TRAIL ASSISTANCE PROGRAM FY 2012 CAPITAL IMPROVEMENT GRANT AGREEMENT

Local Unit of Government (Sponsor)	Trail/Club Name	Grant Amount
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THIS AGREEMENT, is made between the STATE OF MINNESOTA, acting through the Commissioner of Natural Resources, hereinafter referred to as the "State", and the sponsoring Local Unit of Government specified above, and relates to the establishment of proposed trails specified above.

WHEREAS, the local unit of government desires to establish, construct and rehabilitate public trails; and

WHEREAS, the Minnesota Trails Assistance Program provides grants to local units of government for the construction of recreational trails pursuant to Minnesota Statutes, Chapter 84.83; and

WHEREAS, the local unit of government has applied to the State for a grant for said trails and has submitted the Minnesota Trails Assistance Program's application form, maps, and resolution of the local unit of government authorizing the proposed trails as outlined in said documents; and said application form, resolution, map or capital improvement proposal are attached hereto as Exhibit "A".

NOW THEREFORE, it is agreed between the parties as follows:

A. **TRAIL OBLIGATION OF THE SPONSOR.** The Sponsor agrees to maintain the proposed trails in accordance with the guidelines contained within the current **Minnesota Snowmobile Trails Assistance Program Capital Improvement Manual**, hereinafter referred to as the "Manual" as accepted or amended by the State. All work will be the responsibility of the Sponsor, it's employees, or the sponsor's agent provided the agent is registered as a nonprofit corporation with the State of Minnesota. The Sponsor shall:

1. Proceed to acquire necessary interests in lands on the Trail. The Sponsor must acquire land in fee, easement, lease, permit, or other authorization for said Trail. The term of said interest shall be no less than four (4) months between November 15 of any year and April 1 of the succeeding year. For each parcel of land crossed by the Trail, the Sponsor shall obtain from the owner of said parcel a permit, lease, easement, deed, or other authorization for said crossing in accordance with Minnesota Statutes Chapter 604A. The Sponsor shall certify that the necessary interests in the land have been obtained and are on file with the Sponsor or the sponsor's agent.
2. Construct, establish, and rehabilitate the trails or facilities as outlined in Exhibit A. If the local unit of government fails to expedite establishment and construction of trails, the State may withhold future payments to the local unit of government and/or terminate this agreement.

B. **TECHNICAL ASSISTANCE.** The State shall give technical assistance to the local unit of government in establishing trails upon request.

C. **FUNDING.** The state's sole responsibility under this Agreement is to provide funds to the local unit of government. In the event that state funds become unavailable because of legislative or executive action or restraints the grant amount may be reduced or canceled by the State.

IV. PROGRAM FORMS

D. REIMBURSEMENT. The state agrees to reimburse the local unit of government 65 percent of the cost of trail acquisition, development, and other capital improvements. All costs shall be in accordance with the allowable charges and costs listed in the Manual. This grant shall not exceed the State Cost as specified above.

E. PAYMENT. The local unit of government must submit a request for reimbursement and attach worksheets furnished by the State for all costs incurred in acquiring, and developing the trail, all in accordance with the Manual. Additionally, the local unit of government must submit original receipts of actual purchases exceeding \$100.00. Further, the first request for reimbursement for costs incurred by grooming must be made by January 31, and the last day of every month thereafter while costs are incurred during the grooming season.

1. First Payment: Upon receipt of the request for reimbursement evidencing acceptable trail costs of \$500.00 or more for acquisition or development the State agrees to reimburse the local unit of government for approved costs in accordance with the Manual. The State shall not be required to pay for any services provided by the local unit of government which the State determines to be unsatisfactory as determined by the State's authorized representative.

2. Subsequent Payments: Each thirty (30) successive days after the first payment, the local unit of government may submit invoices evidencing trail costs. Payments shall be made to the extent of authorized reimbursement, or until this agreement is terminated.

3. Trail Segments: It is understood that if the trail system is developed in segments, the local unit of government may submit requests for reimbursement as soon as continuous and workable segments are completed.

F. STATE AUDITS. Under Minnesota Statutes § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract. Records shall be sufficient, as defined in the Manual to reflect significant costs incurred and volunteer donation of time, equipment, and/or materials in performance of this grant.

G. WORKERS COMPENSATION. The Grantee certifies that it is in compliance with Minnesota Statutes § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

H. LIABILITY. Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The State's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736 and other applicable law. The Sponsor's liability shall be governed by the provisions of Minnesota political Subdivisions Tort Liability, Minnesota Statutes § 466.02 and other applicable law.

I. TERM.

I.1 **Effective date: September 1, 2011**, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later. The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.

I.2 **Expiration date: June 30, 2013**, or until all obligations have been satisfactorily fulfilled, whichever is sooner. This expiration date includes the certification period as authorized in Minn. Stat. 16A.28, subd. 6.

IV. PROGRAM FORMS

J. TERMINATION. This Agreement may be terminated by the State in the event of a default by the Sponsor, the legislature appropriates insufficient monies for the program, or the abandonment of the Trail. It may also be terminated upon mutual agreement by the State and the Sponsor, upon 30 days' written notice to each entity.

K. PUBLICITY AND ENDORSEMENT. Publicity: Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. Endorsement: The Grantee must not claim that the State endorses its products or services.

L. ASSIGNMENT OR MODIFICATION. The Sponsor may not assign any of its rights or obligations under this Agreement without the prior written consent of the State. No change or modification of the terms or provisions of this Agreement shall be binding unless such change or modification is in writing and signed by all parties on this Agreement.

M. DATA DISCLOSURE. Under Minnesota Statutes § 270.66, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

N. GOVERNING LAW, JURISDICTION, AND VENUE. Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

O. AUTHORIZED REPRESENTATIVE. The State's Authorized Representative is the Trail Area Supervisor from the Parks and Trails Division of the Department of Natural Resources for the area where the trail is located, or his/her successor, and has the responsibility to monitor the Sponsors performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment. A list of the Trail Area Supervisors can be found on the program webpage (http://files.dnr.state.mn.us/assistance/grants/recreation/xc_ski/taw_sites.pdf).

The Sponsor's Authorized Representative is the contact person and individual who provide the authorized signature for the Sponsor, which can be found on the program application (incorporated here into this agreement by reference). If the Sponsor's Authorized Representative changes at any time during this grant contract, the Sponsor must immediately notify the State.

The authorized representative of the sponsor is prohibited from being an officer or bookkeeper/accountant of the club or organization receiving this grant on behalf of the State.

IV. PROGRAM FORMS

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

LOCAL UNIT OF GOVERNMENT

(County) (City) (Village) (Town)		
Authorized Representative Signature	Title	Date
Authorized Representative Signature	Title	Date

DEPARTMENT OF NATURAL RESOURCES

certifies that funds have been encumbered as required by M.S. § 16A.15 and 16C.05.	State Encumbrance Verification SWIFT PO #:	Date
Signature (Recommend for Approval)	Parks and Trails Regional Manager	Date
Authorized Signature	Parks and Trails Division Director	Date

IV. PROGRAM FORMS



MINNESOTA SNOWMOBILE TRAIL ASSISTANCE PROGRAM CAPITAL IMPROVEMENT REQUEST FOR REIMBURSEMENT

1. Trail/Club Name:		2. Unit of Government Sponsor:		3. Date of Request:	
4. Project Title:					
5. Reimbursement Period Start Date (For This Request):			6. Reimbursement Period End Date (For This Request):		
7. Expenditures					TOTAL
7A. ADMINISTRATION Explanation:					\$
7B. ACQUISITION Explanation:					\$
7C. CONSTRUCTION Explanation:					
7D. FACILITIES Explanation:					
8. Total Cost (Sum 7A to 7D): \$		9. Total Eligible Cost (Sum 7A to 7D): \$		10. Available Grant Balance: \$ Year:	
11. Total Grant Request: \$			11. Total Grant Request: \$		
13. Development Accomplishments					
13A. Trail Miles Developed and/or Added to GIA System: Description:					
13B. Bridges Constructed To-Date: Description:					
13C. Parking Areas Developed To-Date: Description:					
14. Sponsor Approval					
I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.					
14A. Signature of Trail Administrator:		14B. Telephone Number:		14C. Date of Signature:	
14D. Authorized Signature of Sponsor:		14E. Title:		14F. Date of Signature:	

IV. PROGRAM FORMS

15. Required Checklist				
15A. Yes <input type="checkbox"/>	No <input type="checkbox"/>	Any Bids Required?		
15B. Yes <input type="checkbox"/>	No <input type="checkbox"/>	Original Signatures?		
15C. Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signed Work Order?		
15D. Yes <input type="checkbox"/>	No <input type="checkbox"/>	Invoices Invoiced for Phases Services 00?		
SAMPLE				
THIS INVOICE APPROVED BY _____				
Area Trails & Waterways Supervisor Signature: _____				Date: _____
<input type="checkbox"/> Partial	FY: _____	CFMS Number: _____	Amount: _____	Invoice Number: _____
<input type="checkbox"/> Final				

(Revised 11/27/2007)

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IV. PROGRAM FORMS



MINNESOTA SNOWMOBILE TRAILS ASSISTANCE PROGRAM

OPERATOR'S WORK LOG SHEET

Trail Name			Sponsor									Year			
Date Month/ Day	Operator Name	Labor			Mode of Transportation	Transportation			Other Equipment Used (Include Make & Model)	Other Equipment			TOTAL COST	Type of Work & Location	Expenditure Type
		Hours	Rate	Cost		Hours	Rate	Cost		Hours	Rate	Cost			
				\$				\$				\$	\$		
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				\$				\$				\$	\$		
		TOTAL		\$	TOTAL			\$	TOTAL			\$	\$		

SAMPLE

Revised 11/27/2007

IV. PROGRAM FORMS

Sample Landowner Permission Form

LANDOWNER PERMISSION

THIS PERMIT is granted on _____, by _____ the Landowner(s) to _____ the Sponsor to establish and/or maintain the _____ Snowmobile Trail.

That _____, the (record owners, contract for deed purchasers, lessees) in consideration of _____, grants this permit over and upon the following described premises situated in the County of _____, State of Minnesota, to wit: (complete land description)

SUBJECT TO:

1. This permit shall be continuous and will terminate upon sale of the land, or upon notification in writing to the Sponsor six (6) months prior to termination by the Landowner(s).
2. The right-of-way shall be open to the general public for snowmobile use.
3. The Sponsor shall at all times have the right to enter upon said right-of-way for any purpose necessary to the performance of lawful powers and duties.
4. The Landowner(s) shall have the right to close said right-of-way during any emergency, with the approval of the Sponsor.
5. The permit is for a _____ foot width over the route to be used.

DATE: _____

(Landowner Signature)

(Address and Phone Number)

(Club Representative)

NOTE: All Trail Permits are to be made out to the **Sponsor** not the club. Permits can be made out to club only if the Sponsor has specifically given written permission and authority to the club, and the club has been incorporated.

IV. PROGRAM FORMS

Elements of a Sponsor Resolution

A sponsor/local unit of government resolution should include the following information:

- ❑ A statement that the local unit of government will act as legal sponsor for an application for the DNR Snowmobile Trails Assistance Program
- ❑ A statement that the local unit of government may enter into agreement with the State of Minnesota for the specific grant program mentioned above
- ❑ A statement that the local unit of government will comply with all applicable laws and regulations as stated in the agreement
- ❑ A statement recognizing an individual (in many cases a local government auditor) who will act as a fiscal agent on behalf of the local unit of government
- ❑ Date the resolution is adopted

APPENDIX A

ELEMENTS OF A SUCCESSFUL TRAIL

Trail User Maps and Public Information Guidelines

Accurate maps of the trail system should be prepared for free distribution to users. They should be available at the trailhead, DNR offices, and other locations convenient to the public and at a minimum should include the following data:

1. Trail Name or Names.
2. Trail Location -- Give directions on how to get to the trail system parking lot from the nearest town and major highway. A small state map showing the general location within the state could also be useful.
3. Trail Length -- Show the number of miles/km for each segment or loop.
4. Trail Use -- Identify loops or segments designated for snowmobiling use, as well as trails closed to snowmobiling if the potential for conflict with other users exist, e.g., cross-country skiing.
5. Trail Connections -- Identify other trails the trail connects to such as: State Parks and State Forests, State Trails, or other Grants-In-Aid Trails.
6. Trail Information -- Give name, address and phone number of an individual who may be contacted for information, contact the local chamber of commerce to identify them as the local contact. The phone number of the local conservation officer may also be helpful.
7. Bridges -- Show all bridge crossings.
8. Roads -- Identify maintained state forest roads and portions used as trails; also identify roads not maintained, but suitable for snowmobiling.
9. Mark on map and/or list locations where the following services would be available:

Gas	Repair services
Food	Medical facilities
Lodging	Law enforcement officers
Nearest DNR office	911 or Zenith
	Other helpful information
10. Develop a grid system for safety purposes or locating facilities.
11. Basic Safety Tips -- Speed limit, driving on lakes/thin ice, frostbite, trail signs, etc. Statements concerning speed and alcohol should be included on the map.
12. It is helpful to put a date somewhere (bottom right-hand corner for consistency) on the map so the most current maps are in circulation.
13. Identify all roads on map, and have corresponding signs posted on trails to help trail users know where they are at all times.
14. Clearly identify all state asphalt paved bike trails where metal studs are prohibited.

County base maps are available from the DNR that show snowmobile trail alignments. These base maps are available for most counties from the Trails and Waterways Unit. Check with the Area Trails and Waterways Supervisor for your county.

Trail Design and Construction Guidelines

Minimum riding surface for one-way trail should be eight (8) feet or a reasonable width based on the conditions. Minimum riding surface for two-way trail should be ten (10) feet or a reasonable width based on the conditions. An additional two (2) feet should be cleared outside the trail surface. Minimum turning radius is 100 feet, unless marked.

Branches and obstacles above the trail should be cleared to a height of ten (10) feet.

Reflective signs should be placed on the right side of the trail on posts at reasonable intervals (see Appendix B - Snowmobile Trail Signage Manual).

APPENDIX A

Signing Suggestions

In general, signing on trails should be designed to provide direction, information, and safety for trail users. Major signing areas are at the trailhead, trail junctions, and in areas where safety of the user is involved. Trailhead and trail junction signs will provide maps showing route designation, distance, traffic flow direction, and location of support facilities. Safety signs will caution users of steep slopes, bridges, or highway crossings, and other hazardous trail conditions.

Signs on all trails should be kept at a minimum and be well placed.

Signs placed out on the trail should include reassuring blazers, caution signs, do not enter signs, stop signs, etc.

Placement of most signs should be on the right-hand side of the trail just off the main treadway but within clearing limits. Signs should be attached to posts placed two (2) to three (3) feet off the treadway and three (3) to four (4) feet above expected snow depth. Attach them securely with lag screws or carriage bolts. Wood or metal posts may be used depending on location and availability.

The directional sign used on the trail should be trail junction blazers, directional blazers and reassuring blazers. Signs should be placed in open areas or in other areas where a trail user might become confused. *If uncertain about the effectiveness of signing, invite a non-local trail user to identify where deficiencies may exist.*

Suggested Signing Program:

1. Trailhead

The following signs should be located near the parking lot at the start of the trail.

- A. Major Information Board Map of trails
- Registration Distance of various routes
- Interpretive information Rules and regulations
- Trail conditions Trail uses permitted and prohibited
- Emergency telephone numbers
- Address of person in charge of trail operation and maintenance (unit manager)
- Where to go and who to see in case of emergency
- B. You Are Here -- Should be located at the trailhead and at intersections with other trails.
 - i. if necessary, direction of trail (one-way, two-way)
 - ii. trail distances (miles or kilometers)
 - iii. location of facilities
 - iv. you are here location marker

APPENDIX A

2. Information

- A. Use Designation -- Should be located at all intersections where incompatible users may enter the trail.
- B. Interpretive -- Located at points of interest along trail. Consult regional naturalist for recommendations concerning interpretive signs.
- C. General Information -- Located and designed to provide information to trail users to assist or improve their ability to safely and enjoyably use the trail.

3. Traffic

- A. STOP NRM 8.4.1. Location: every traveled public road or railroad crossing.
- B. STOP AHEAD NRM 8.4.2. Location: should appear 300 feet before traveled public road or railroad crossing.
- C. DO NOT ENTER NRM 8.4.4A Location: ski or other trail intersections, one-way trails, prohibited areas.
- D. YIELD NRM 8.4.3 Location: intersections with other trails in open areas. May also be used at private trail crossing found on railroad grades.
- E. CAUTION NRM 8.4.5 Location: should be placed prior to all potentially hazardous areas such as cliff edges, rock falls, steep hills, congested areas, bridges, sharp ditches, sharp curves.
- F. REASSURING BLAZER NRM 8.4.7A Location: where needed to reassure trail use is on the right trail, more in open areas, less in thick woods. May also be needed at unused road or trail intersections.

G. DIRECTIONAL AND TRAIL JUNCTIONS

- NRM 8.4.8C Location: based on trail junction. Directional arrows should be placed prior to sharp curves and turns; distance will depend on anticipated speed of user. On snowmobile trails, these signs should appear at least 50 feet prior to the turn, curve, or junction.

H. SNOWMOBILE SYMBOL

- NRM 8.4.22A Location: start of trail and at trail intersections with other use trails.

APPENDIX A

I. NO SNOWMOBILING NRM 8.5.14B Location: where needed to restrict snowmobile use.

J. NO MOTORIZED VEHICLE PERMITTED

NRM 8.4.14 Location where necessary to prohibit use, by Motorized vehicles except snowmobiles.

4. Temporary and Special Signs and Decals

A. Trail Closed NRM 8.4.4D Location: at points where users could enter the trail.

B. Handicapped Accessible No number available

Location: trailhead and facilities.

C. Grant-In-Aid NRM 8.5.7 Location: at intersections of DNR and GIA trails, also at GIA trail heads.

D. Mileage Markers (optional) Location: at intervals of miles and/or kilometers. Mileage markers can be very helpful to the trail user and manager. They let trail users know the distance they have traveled or must travel to return to the trailhead. They can help the manager easily identify maintenance problem areas and can also be useful to help locate injured or stranded trail users.

No number available

E. Caution Truck Hauling NRM 8.4.9 Placed to provide warnings where logging or other trucks cross or share trail treadway.

F. Stay on Trail NRM 8.2.20 Placed in areas where trespass from trail or environmental impacts are of concern.

G. Ski Pass Required NRM 8.5.24 Place at all entry points to ski trails supported by state funds.

SNOWMOBILE TRAIL SECTION OF THE “TRAIL PLANNING, DESIGN, AND DEVELOPMENT GUIDELINES”

SNOWMOBILE TRAILS

The following guidelines provide general design and grooming parameters for snowmobile trails. As with other types of trails, the guidelines are not intended to be a substitute for site-specific design that responds to local conditions, development requirements, and safety concerns.

TRAIL TREAD WIDTHS AND CONFIGURATIONS

The physical space required for the one- and two-way trails provides the base-line for determining the optional width for snowmobile trails, as the following graphic illustrates.

TYPICAL TRAIL WIDTHS FOR SNOWMOBILE TRAILS

The following defines the basic trail widths and directional configurations for snowmobile trails. (These correspond with the snowmobile trail configurations defined in Section 4 – Trail Classifications and General Characteristics.)

One-Way Snowmobile Trail

Two-Way Snowmobile Trail

One-way trails are occasionally used in a snowmobile trail system where a moderate length loop is provided or the corridor is particularly narrow.
Two-way trails are often the most practical and thus common type of snowmobile trail. These are well suited for longer, integrated trail systems with moderate to high use levels.

The trail widths shown in the graphic are general and are often modified to accommodate site-specific conditions. A 12- to 14-foot wide snowmobile trail is considered optimal to allow for ease of passing oncoming traffic. Going any wider is not always desirable since it requires more grooming and takes away from the setting and experience of being close to nature.

Trails wider than the optimal width are typically only provided where traffic is especially heavy, such as near a trailhead or between popular destinations. The need for a wider trail in these situations is field determined by the local trail sponsors. At busy trailheads and trail intersections, the first 200 to 300 feet of trail is sometimes a couple of feet wider to allow snowmobilers to wait along one side for their riding group to assemble and still allow for two-way traffic on the trail. The following photos illustrate common trail widths for snowmobile trails.



These classic two-way snowmobile trails are groomed to between 12 and 14 feet wide. The trail on the left runs through a northern forest where sightlines are more limited, which helps keep riding speeds lower. In the middle photo, the long abandoned rail-grade trail is very flat with long sightlines. Here, too, 12 to 14 feet is adequate to accommodate two-way traffic.



Near trailheads, the trail is sometimes groomed a few feet wider to accommodate riders grouping up alongside the trail.

TRAIL CLEARANCE ZONES

The clearance zone is defined as the physical space above and on either side of the trail that is free from obstructions. A 12-foot minimum vertical clear area above the snow surface is recommended for all snowmobile trails, with 14 feet being required when larger grooming equipment is used.

The horizontal clearance zone should extend a minimum of 24 inches on either side of the groomed area. The horizontal clearance zone should increase at trail or roadway crossings to at least double the width of the trail and standard clearance zone – 32 to 36 feet for a two-way snowmobile trail. The clearance width should also be enlarged near a hazard, such as a bridge or culvert. The extent to which it is enlarged should be determined in the field based on site-specific conditions, taking into consideration sightlines and anticipated speeds. The following photos illustrate common clearance zones adjacent to snowmobile trails.



This is a common example of a comfortable clearance zone adjacent to a groomed and tracked trail. The clearance zone is especially important where trees and brush are present on downhills. Note that by limiting the clearance zone, trail "creep" can be controlled, as can cross-country travel.



The clearance zone should take into consideration the terrain and sightlines. Even with rolling terrain, a couple of feet of clearance on either side of the trail is usually enough for a safe experience. However, the clearance zone should be widened whenever a rider's view is obstructed at normal riding speeds for the trail.



It is common and recommended that the clearance zone be widened at bridge approaches, hazards, and roadway crossings to give riders ample opportunity to react to trail conditions.

TRAIL GRADES, CURVES, AND SIGHT DISTANCES

Snowmobile trails should provide a variety of terrain consistent with the setting. An important distinguishing aspect of snowmobile trails is that they should cross contours at right angles to prevent the snowmobile from rolling over or sliding sideways and tearing up the trail.

As a general guideline, snowmobile trails should incorporate a variety of hills and undulating terrain to add interest. On hilly sections, grades between 10 and 25 percent are acceptable, although 10 percent or less is preferred for safety reasons and sightlines. (The grade percentage of a slope can be measured with a clinometer or calculated using the following formula: percent of grade = rise/run x 100.)

Steeper grades require adequate approaches and run-outs at least as long as the slope itself to give riders ample space to control their machines prior to entering a curve. It is important to maintain vegetation on trails traversing steeper slopes to prevent off-season erosion, which could cause a rough trail and hence grooming and snowmobile handling problems.

On grades of 8 percent or greater, consider separating the trail into uphill and downhill sections to avoid conflicts.

CURVES

Curves should be as gentle as possible and well signed. Longer curves enhance rider safety and also make trail maintenance easier since snow is not as easily pushed to the edge as can be the case with a sharper turn. As a general guideline, a 100-foot or longer radius is recommended, with 50 feet being the minimum if adequate run-out space and sightlines are provided. Typically, a minimum of 15 feet of clearance zone on the outside of sharp curves is needed to allow riders to regain control if they enter the turn too fast. Warning signs should be provided up to 300 feet ahead of any sharp turn, especially those that require a change in speed.



Longer, flowing curves with adequate sightlines are preferred for snowmobile trails. Sightlines should be long enough for the rider to react to oncoming conditions but not so long as to entice excessive speeds.

SIGHT DISTANCES

Sight distances are important on snowmobile trails, with final determinations dependent on the character of the trail and anticipated speeds. As a base-line, sightlines should generally be at least 100 feet and increase from there depending on site conditions and expected travel speeds. At 50 mph, a sightline of 300 feet or more is necessary, especially if a trail is icy. Where sightlines are compromised, warning signs should be provided at least 100 feet and up to 300 feet prior to a hazard. Hazards include roadway crossings, trail intersections, steep drop-offs, and sharp curves.

The following photos illustrate a variety of trail grades, curve situations, and sightlines encountered on snowmobile trails.



The wide-open sightlines of this trail encourage riders to go faster. The lack of a clearly defined corridor also tempts riders to wander off trail onto adjoining private property, which can lead to trail restrictions. Where the corridor is not obvious, blazes along the trail are recommended to keep riders on the approved trail tread – and remind them of the consequences of not staying on the trail.



Approaching hills at a right angle is important with snowmobile trails to prevent rollovers. On steep slopes on two-way trails, separating the uphill and downhill sections is sometimes used to increase safety and reduce the potential for conflict. With the open sightlines and modest grade of this hill, two-way traffic on a single 12- to 14-foot tread works well.



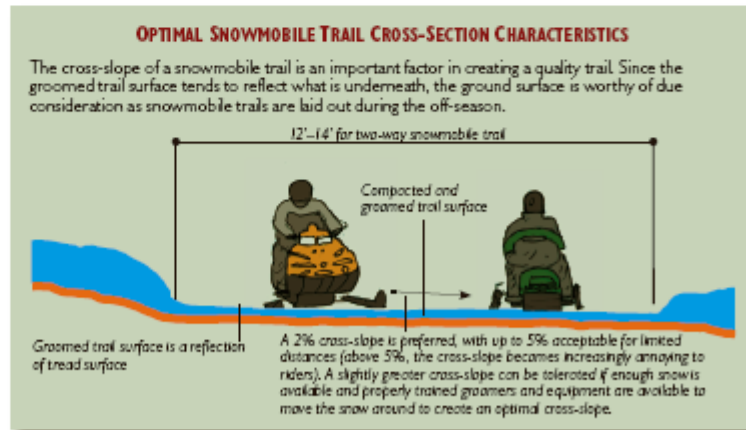
Provide adequate visual cues of an approaching tight curve to enhance trail safety. From this direction, the gate and other signs at the trailhead alert the rider of the approaching curve. From the other direction, a warning sign is provided about 100 feet prior to the curve to alert riders to slow down and approach with caution.

TREAD PREPARATION

The tread refers to the underlying trail beneath the compacted and groomed snow. Proper off-season evaluation of trail alignments and tread surface preparation and maintenance is critical to setting the stage for quality snowmobile trails. The following considers the most important aspects of preparing the tread for winter use.

TRAIL CROSS GRADES

The optimal snowmobile trail cross-section is of a consistent, even grade with a 2 percent cross-slope, as illustrated in the following graphic.



As illustrated, an evenly sloped grade across the trail is optimal for snowmobiling. Abrupt grade changes or general unevenness should be avoided to make trails easier to groom and more enjoyable to snowmobile on. The following graphic illustrates these conditions.



The following photos illustrate some of the previously described cross-section conditions.



This even and smooth grade with vegetation and a slight cross-slope is ideal for a snowmobile trail.



This hard-packed, gravelled route through the forest makes for a pleasant snowmobile trail in the winter as long as its use is in sync with forest access rules.



The lack of ground cover on this steeper hill is allowing erosion to take hold, making the trail unsustainable for summer use and increasingly rough for winter use.

TREAD SURFACE CONDITIONS

The tread surface is an important trail preparation and grooming consideration. A uniform grass surface is preferred across the entire width of the trail for a couple of reasons: 1) grass holds snow better than bare ground or paved surfaces and 2) grass helps prevent off-season use and erosion from creating an uneven surface.

The longer and heavier the grass, the more snow it will take to establish a base. Where feasible, mow the trail just before the season to prepare the tread and reduce the depth of base needed to create a usable trail. Under most conditions, a 6- to 12-inch snowfall is optimal to establish a base over a relatively short grassy ground cover.

Routine brushing/trimming of the woody material across the trail and on the edge of the clearance zone is also very important to maintaining the tread surface. All protruding rocks, logs, and other woody debris that would interfere with trail grooming and rider safety should be removed from the trail shortly before the season.

Although not as desirable as a natural or aggregate surface, asphalt is an acceptable surface when snowfall is sufficient. Laws pertaining to the use of studs should be considered when establishing a trail on an asphalt surface. Also, it should be expected that the snow cover will not last as long in the spring as it would on a grass-surfaced trail.



If not mowed, the longer grasses along this corridor require significantly more snow to create a usable base. Whereas mowing the trail just before the season has considerable merit, that has to be balanced against ecological and wildlife impacts, such as disturbing nesting birds. When trails traverse sensitive natural areas, the principles of ecological sustainability (as defined in Section 2) should be given due consideration. One important factor in this regard is mowing until as late in the season as possible before mowing to avoid disrupting nesting birds and bedded animals.

Tread drainage and erosion are important considerations for snowmobile trails. If drainage is poor and erosion pervasive, the tread surface will be compromised and become uneven, making it harder to groom and ride on. The most important factor in preventing erosion is making sure the trail is covered with a stabilizing ground cover during the off-season. Snowmobile trails that follow the fall line of a slope should also generally not be used for summer uses to avoid creating a single track that exposes the soils to erosion. In some cases, off-season grading and revegetation is necessary to fill in ruts, maintain drainage, and correct erosion problems.

WETLAND AND WATER CROSSINGS

Wetland areas should be avoided when aligning snowmobile trails because the tread surface is often uneven, inconsistent, and unpredictable. Potential ecological impacts are another reason to generally avoid wetland areas. If a trail does cross a wetland, select the location carefully to minimize these impacts.

Lakes and rivers inherently pose safety issues and surface quality uncertainties and should therefore be avoided for formal trails.



Designated use of lakes for snowmobile trails should be avoided given the many safety concerns, such as slush, thin spots, and unknown surface irregularities. There is also a temptation for riders to wander far and wide and also "skip" across open water.

When water drainage crossings are necessary, culverts, boardwalks, or bridges should be used. Approaches to these structures should be smooth and level (up to a 5 percent grade) and with a clear sight distance of at least 100 feet. Bridge and boardwalk decks should be flush with the trail surface with narrow or no gaps between decking boards (to allow snow to accumulate and compact). A 10-foot-wide bridge or boardwalk is optimal, with 8 feet being the minimum acceptable. Each should have a weight capacity of 10 tons or more to accommodate maintenance equipment. All bridges must be designed to meet applicable DNR bridge standards (determined on a site-by-site basis). The following photos illustrate various tread surface and bridge conditions.



A level, grass-surfaced corridor is optimal for snowmobile trails. Mowing the trail just before the season can reduce the amount of snow needed to create a usable base.



Approaches to culverts crossing drainages should be smooth and level. If the trail narrows or the shoulder is steep, place a warning sign at least 100 feet prior to the hazard.



If a summer-use bridge is used for a snowmobile trail, the surface of the trail and deck should be smooth and flush. The deck boards should have minimal gaps to hold snow. Railings are also required.

TRAIL GROOMING

Grooming snowmobile trails is a specialized activity that is part art and part technique. The International Association of Snowmobile Administrators (IASA) has done considerable research on this subject and has developed a resource guide for trail grooming entitled *Guidelines for Snowmobile Trail Groomer Operator Training*. The guide covers all of the fundamental aspects of trail grooming and is a highly recommended reference.

For more information!

The grooming guidelines can be found on the IASA website (www.snowmobilers.org/groomer_guide/GroomerGuidecomplete.pdf)

GUIDELINES for SNOWMOBILE TRAIL GROOMER OPERATOR TRAINING

A Resource Guide for Trail Grooming Managers and Equipment Operators



Produced by



2005

ROADWAY CROSSINGS



A gateway at the midblock crossing helps snowmobilers and motorists more easily recognize the crossing. The level grade on both sides of the road (similar to a farm field access drive) also improves sightlines and allows the rider to more easily position for the crossing.

Roadway crossings are an important safety concern for snowmobilers and motorists. All crossings should be well marked with signs, including *Stop Ahead* signs at least 100 feet prior to a stop sign. Snowbanks should be kept low at all crossings, with ample sightlines from both the trail and the roadway.

Where feasible, roadway crossings should be at intersections where motorists are expecting traffic from the side and thus more likely to recognize a snowmobile trail crossing. If midblock crossings are required, approaches should be as level as possible and sightlines extra long. To be level during the snow season, the approach should be designed to be 3 to 6 inches lower than the road during the non-snow season, where feasible. This will allow groomers to remove the extra snow dragged across the road by snowmobiles and to avoid creating a hump right before the crossing point.

Gateways on each side of the road can also remind riders that they are about to make a crossing and extra attention is warranted. All roadway crossings should be consistent with any applicable laws and ordinances. The optimal location for all crossings should be field determined by experienced trail designers and tested during the day and at night to ensure that they are clearly visible and as safe as possible. The following photos illustrate a number of roadway crossing considerations.



Although this crossing is well marked from both sides, it is not optimal due to the guy wire from an adjoining utility pole. During the day riders are likely to see it, but at night it poses more of a risk. Careful attention to detail is essential at all crossings given the distractions that are inherent in these situations.



A narrow tread caused by snowbanks poses two concerns: 1) it reduces the sightlines from the trail and roadway and 2) it squeezes riders into a single path just when they are about to make a crossing. On designated trails, avoid this whenever possible.



Along with proper signage, a light is added at this trail crossing to improve safety. The flatness and straightness of the road conversion reduced the visual cues associated with identifying this intersection, warranting the addition of the light.

TRAIL SIGNAGE

Consistent with the grant-in-aid program administered by DNR, signage should be provided for direction, information, and enhancing the safety of trail users. Major signing areas include trailheads, trail junctions, and areas where the safety of the user is of particular concern. The primary reference for snowmobile trail signage is the *MIN DNR's Sign Manual*, which provides reference numbers and in-depth information for each type of sign used along a snowmobile trail. The instructions manual for the snowmobile grant program administered by the DNR Division of Trails and Waterways also has an extensive listing of signing recommendations. The following provides a brief overview of signage that complements these resources.

Trailhead and trail junction signs provide maps showing route designations, distances, traffic flow direction, and the location of support facilities. Safety signs are used to caution users of steep slopes, bridges, highway crossings, or other trail hazards.

Signs on trails should be kept to the minimum necessary and be well placed to serve their purpose. Signs placed along the trail should include reassuring blazes along with Caution, Do Not Enter, Stop Ahead, Stop, and other related signs.

Placement of most signs is consistent with the guidelines for natural trails as defined in Section 6 – Sustainable Natural Surface Trails. Signs should be placed on the right side of the trail and set back from the main tread, but within the clearing limits. Signs should be attached to posts offset 2 feet (minimum) to 3 feet (preferred) from the edge of the groomed treadway. The signs should be placed 3 feet (minimum) to 4 feet (maximum) above the expected snow depth. Setting the signs 4 feet above the bare ground typically ensures the sign will be the desired height. Posts may be wood or plastic, depending on location and availability.

Directional signs used along the trail should include trail junction blazes, directional blazes, and reassuring blazes. These signs should be placed in open areas or in other areas where a trail user might become confused. If uncertain about the effectiveness of signing, invite a nonlocal snowmobiler to identify deficiencies.

TRAILHEADS AND SUPPORT FACILITIES

Trailheads typically consist of a parking area and trailhead kiosk with trail maps and related information. The parking area for trails varies considerably depending on its popularity and the number of access points. As a general guideline, parking areas should be designed to accommodate a minimum of 10 vehicles, with room for expansion. Each space should be 10 feet wide by 45 feet long. Drive lanes should be 24 feet wide with adequate turning radii. An aggregate surface is sufficient for parking areas if used primarily for snowmobile trail use. Snowbanks from plowing should also be used as the primary means to define the parking area. Posts or other barriers can also be used on the periphery of the parking area to prevent vehicles from leaving the designated area.

Given the maintenance and cost, providing portable or permanent restroom facilities should be carefully considered. If private services are available near the trailhead, providing these facilities is generally not recommended. In select locations, snowmobile trailheads take advantage of support facilities, including restrooms, at summer-use state or county trails and parks.

In addition to trailheads, support facilities that should be identified on trail maps include services such as gas, repair shops, food, lodging, medical facilities, and law enforcement offices (911 or Zenith). The nearest DNR office should also be identified, along with any other helpful information. Trailheads that are in conjunction with or near gas stations and convenience stores can be especially successful.

SUMMER USES OF SNOWMOBILE TRAILS

The compatibility of snowmobile and summer-use trails following the same corridor should not be assumed and requires site-specific evaluation. This is especially the case where snowmobile trails travel through areas of unstable or hydric soils that can support snowmobile use when frozen conditions but become unstable in summer. Summer use of these corridors should be precluded. The following photos illustrate some of these conditions.



This otherwise sustainable snowmobile corridor is not well suited to summer ATV use, as the photo clearly illustrates. An ongoing occurrence of this type of impact only leads to more restrict uses, sometimes even for those the trail was designed to accommodate.



Even seemingly stable soil conditions can be susceptible to erosion when a snowmobile trail corridor becomes a de facto ATV trail. The key point is that all trails must be designed for their purpose. It should never be assumed that a trail corridor for one purpose will be suitable for another until it is assessed for that purpose.

APPENDIX C

FEDERAL RECREATIONAL TRAILS PROGRAM

An additional source of funding for capital improvements and easement acquisitions could be the Federal Recreational Trail Program. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) provides for a federal program to provide financial assistance for the development and maintenance of recreational trails and trail-related projects. The Act provides funding from the Federal Highway Trust Fund in acknowledgment of off-road recreational fuel use.

Grants are awarded for nearly any trail related project that is solely located within the state of Minnesota. The priorities for each year are developed by the Minnesota Recreational Trail Users Association (MRTUA) and vary from one grant round to the next. This program is unique in that, legislatively it is specified that the funds must be expended for projects that are strictly motorized as well as projects that are strictly non-motorized, while at the same time encouraging the development of projects that provide for both. The law specifies that 30 percent of the funds must be used for motorized projects, 30 percent for non-motorized, and 40 percent for projects that can be utilized by both.

Private non-profits and other trail organizations are encouraged to work with Federal, State, and local government agencies to develop applications. The goal of the State and MRTUA is to foster cooperative efforts between these groups for long-term development, enhancement and management of recreational trails in Minnesota.

For more information on this program and needed applications, please visit the DNR's website at: http://www.dnr.state.mn.us/grants/recreation/trails_federal.html

APPENDIX D

GIA Trail Proposal Review Process (12/1/05 version)

STEP	DNR Review Timeline	
	at least	additional
Preliminary project discussions – early coordination w/Trails & Waterways		
<ul style="list-style-type: none"> ❖ Club develops initial concept ❖ Area T&W Supervisor provides GIA Manual, reviews environmental checklist w/club and checks Natural Heritage ArcView layer ❖ Club discusses concept w/ key project partners, selected landowners, other interest groups, prepares draft project proposal 	Depends on club	
1. T&W review of draft project proposal: 1.5 months		
<ul style="list-style-type: none"> ❖ Area T&W Supervisor reviews draft proposal, discussed w/club ❖ Club modifies proposal and secures a local government sponsor ❖ If proposal is a <i>minor</i>* snowmobile or ski trail project with no identified potential impacts, go to Step 5 	1.5 mo	
2. Area Team Screen of Project Proposal: Fast Track possible? 1 month		
<ul style="list-style-type: none"> ❖ Area Team/Reg Eco staff screen proposal for red flag issues (in-office) <ul style="list-style-type: none"> ◆ Determine if more in-depth review needed ◆ Identify additional information DNR staff will need for review ◆ Review of trail alignment by Natural Heritage Program ◆ Discuss with club, potentially revise proposal to avoid or mitigate issues ❖ If no further review needed, go to Public Notification (Step 4a) or EAW (Step 4b) ❖ If further review needed, go to Step 3 	1 mo	
3. Project Proposal Review: 5 – 10 months (start date depends on RMT assigned schedule)		
<ul style="list-style-type: none"> ❖ Reg T&W Manager prioritizes project proposals. RMT agrees on list/schedule for field review ❖ Club and T&W gathers additional information needed for field review as identified in Area Team screen (step 2) ❖ Area Team meets and reviews proposal, complete Rapid Environmental Assessment Checklist, prepare comments <ul style="list-style-type: none"> ◆ Internal issues resolved by RMT/OHVPC (as needed) ❖ Area Team meets w/club to discuss comments and suggested changes ❖ Club/T&W solicits additional input from public/interest groups to address issues or increase awareness of proposal (as needed) ❖ Club prepares revised proposal ❖ RMT reviews proposal & Team comments, meet to accept or deny ❖ If proposal accepted <ul style="list-style-type: none"> • Go to Public Notification (Step 4a), or • Go to EAW (Step 4b) 	1 mo	
	1 mo	
	1.5 mo	
		1 - 2 mo
	0.5 mo	
		1 mo
		1 mo+
	1 mo	
4a. Public Notification: 2 month		
<ul style="list-style-type: none"> ❖ 30 day public comment period on final proposal accepted by Department ❖ Summarize comments, review by Area Team, RMT ❖ If no further changes needed, go to Grant Application (Step 5) 	2 mo	
4b. Prepare EAW: 4 to 6 months		
<ul style="list-style-type: none"> ❖ Prepare draft EAW ❖ Public comment period ❖ Determine if EIS is needed <ul style="list-style-type: none"> ◆ If so, go to EIS (Step 4c) ◆ If not, go to Grant Application (Step 5) 	4 mo	6 mo
4c. Prepare EIS: 1 to 1.5 years		
5. Grant Application, Funding Allocation		
6. Project Permitting and Construction		
7. Monitoring and Enforcement		

* Less than 1 continuous mile of re-route/5 miles of trail; less than one continuous mile of trail; trails on agricultural land or frozen water; or designating existing trails for use by cross-country skiers or snowmobiles

APPENDIX E

MINNESOTA ENVIRONMENTAL QUALITY BOARD

ADOPTED PERMANENT RULES RELATING TO MANDATORY EAW CATEGORIES AND EXEMPTIONS

[NOTE: The final adopted rule was published in the Minnesota State Register (29 SR 571 & 30 SR 319) and took effect Oct. 1, 2005]

4410.4300 Mandatory EAW categories

Subp. 37. **Recreational trails.** If a project listed in items A to F will be built on state-owned land or funded, in whole or part, by grant-in-aid funds administered by the DNR, the DNR is the RGU. For other projects, if a governmental unit is sponsoring the project, in whole or in part, that governmental unit is the RGU. If the project is not sponsored by a unit of government, the RGU is the local governmental unit. For purposes of this subpart, “existing trail” means an established corridor in current legal use.

A. Constructing a trail at least 10 miles long on forested or other naturally-vegetated land for a recreational use other than snowmobiling or cross-country skiing, unless exempted by part 4410.4600, subpart 14, Item D, or constructing a trail at least 20 miles long on forested or other naturally-vegetated land exclusively for snowmobiling or cross-country skiing.

B. Designating at least 25 miles of an existing trail for a new motorized recreational use other than snowmobiling.

In applying items A and B, if a proposed trail will contain segments of newly constructed trail and segments that will follow an existing trail but be designated for a new motorized use, an EAW must be prepared if the sum of the quotients obtained by dividing the length of the new construction by 10 miles and the length of the existing but newly designated trail by 25 miles, equals or exceeds one.

C. Paving 10 or more miles of an existing unpaved trail, unless exempted by part 4410.4600, subpart 27, item B or F. Paving an unpaved trail means to create a hard surface on the trail with a material impervious to water.

D. Constructing an off-highway vehicle recreation area of 80 or more acres, or expanding an off-highway vehicle recreation area by 80 or more acres, on agricultural land or forested or other naturally-vegetated land.

E. Constructing an off-highway vehicle recreation area of 640 or more acres, or expanding an off-highway vehicle recreation area by 640 or more acres, if the land on which the construction or expansion is carried out is not agricultural, is not forested or otherwise naturally-vegetated, or has been significantly disturbed by past human activities such as mineral mining.

F. Some recreation areas for off-highway vehicles may be constructed partially on agricultural naturally-vegetated land and partially on land that is not agricultural, is not forested or otherwise naturally-vegetated, or has been significantly disturbed by past human activities. In that case, an EAW must be prepared if the sum of the quotients obtained by dividing the number of acres of agricultural or naturally-vegetated land by 80 and the number of acres of land that is not agricultural, is not forested or otherwise naturally vegetated, or has been significantly disturbed by past human activities by 640, equals or exceeds one.

4410.4600 EXEMPTIONS

Subp. 27. **Recreational trails.** The projects listed in items A to F are exempt. For purposes of this subpart, “existing trail” means an established corridor in current legal use.

A. Rerouting less than 1 continuous mile of a recreational trail if the reroute is necessary to avoid sensitive areas or to alleviate safety concerns. Multiple reroutes on the same trail must be treated as independent projects, except that where the cumulative length of currently proposed reroutes exceeds one mile on any five-mile segment of trail, as measured along the rerouted trail, those reroutes are not exempt.

B. Reconstructing, rehabilitating, or maintaining an existing trail involving no changes in designated use.

C. Constructing less than one continuous mile of trail for use by snowmobiles or cross-country skiers.

D. Constructing a trail for winter-only use across agricultural land or across frozen water.

E. Designating an existing trail for use by snowmobiles or cross-country skiers.

F. Constructing or rehabilitating a non-motorized trail within the Twin Cities Metropolitan Regional Park System.

APPENDIX E

(This Page for Reference Only)

'EXISTING TRAIL' - DEFINITION

For purposes of Subpart 37, "existing trail" means an established corridor in current legal use (*MR 4410.4300, Subp. 37. Recreational trails*). This definition does not apply to designated State Forest Roads which are, by definition, open to vehicular use.

As regards forest classification, motor vehicles (including OHV's, but not snowmobiles) may be operated on forest roads that are not posted closed in forests classified **managed** and **limited**, but not in a forest classified as **closed** (*MR 6100.1950 Motor Vehicles and Snowmobiles, Forest Lands*). An ATV may be ridden on a township road or city street unless prohibited by resolution or ordinance, or in the ditch or the outside bank or slope of a trunk, county state-aid, or county highway (*MS 84.928 Operation requirements; local regulation.*).

4410.4300 MANDATORY EAW CATEGORIES.

Subpart 1. Threshold test. An EAW must be prepared for projects that meet or exceed the threshold of any of subparts 2 to 37, unless the project meets or exceeds any thresholds of part 4410.4400, in which case an EIS must be prepared. If the proposed project is an expansion or additional stage of an existing project, the cumulative total of the proposed project and any existing stages or components of the existing project must be included when determining if a threshold is met or exceeded if construction was begun within three years before the date of application for a permit or approval from a governmental unit for the expansion or additional stage but after April 21, 1997, except that any existing stage or component that was reviewed under a previously completed EAW or EIS need not be included.

Multiple projects and multiple stages of a single project that are connected actions or phased actions must be considered in total when comparing the project or projects to the thresholds of this part and part 4410.4400.

4410.4600, EXEMPTION CATEGORIES.

Subp 2. Standard Exemptions The following projects are standard exemptions: (any project)

- A. projects for which no governmental decisions are required;
- B. projects for which all governmental decisions have been made. However, this exemption does not in any way alter the prohibitions on final governmental decisions to approve a project under part [4410.3100](#);
- C. projects for which, and so long as, a governmental unit has denied a required governmental approval;
- D. projects for which a substantial portion of the project has been completed and an EIS would not influence remaining implementation or construction; and
- E. projects for which environmental review has already been initiated under the prior rules or for which environmental review is being conducted pursuant to part [4410.3600](#) or [4410.3700](#).

Subp. 14. Highway Projects. The following projects are exempt: (trail-related excerpt)

- D. Roadway landscaping, construction of bicycle and pedestrian lanes, paths, and facilities within existing right-of-way are exempt.

Subp. 22. Land Use. The following projects are exempt: (any project)

- A. Individual land use variances, including minor lot line adjustments and side yard and setback variances not resulting in the creation of a new subdivided parcel of land or any change in land use character or density, are exempt.
- B. Minor temporary uses of land having negligible or no permanent effect on the environment are exempt.
- C. Maintenance of existing landscaping, native growth, and water supply reservoirs, excluding the use of pesticides, is exempt.

[For full text see MN Rules Chapter 4410.0200 – 4410.7500, Rules governing the Minnesota Environmental Review Program]

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Rev. 28 Nov 05

FFI: Brian McCann, MN DNR Trails & Waterways, 651/259-5627

APPENDIX E

Summary of Environmental Review Rules by Trail User

ACTION	EXEMPT*	DISCRETIONARY ENVIRONMENTAL REVIEW (Subject to Citizen Petition)	MANDATORY EAW
HIKE / BIKE / PEDESTRIAN**			
New Trail Corridor (naturally vegetated)	No Exemption	< 10 Miles	≥ 10 Miles (Minn. Rules 4410.4300 Subp. 37A)
Existing Trail Designation	No Exemption	All Projects are Subject to Review	None (Minn. Rules 4410.4300 Subp. 37B)
Pave Existing Trail	None	< 10 Miles	≥ 10 Miles (Minn. Rules 4410.4300 Subp. 37C)
In Road Rights-Of-Way	Exempt from Review (Minn. Rules 4410.4600 Subp. 13D)	Exempt from Review (Minn. Rules 4410.4600 Subp. 13D)	Exempt from Review (Minn. Rules 4410.4600 Subp. 13D)
Re-Route	< 1 Mile in 5 miles (Minn. Rules 4410.4600 Subp. 27A)	1-10 Miles	≥ 10 Miles (of naturally vegetated new corridor) (Minn. Rules 4410.4300 Subp. 37A)
MIXED-USE (Including Motorized Uses)			
New Trail Corridor (naturally vegetated)	No Exemption	< 10 Miles	≥ 10 Miles (Minn. Rules 4410.4300 Subp. 37A)
Designating a new Motorized Use on an Existing Trail***	No Exemption	< 25 Miles	≥ 25 Miles (Minn. Rules 4410.4300 Subp. 37B)
Re-Route	< 1 Mile in 5 miles (Minn. Rules 4410.4600 Subp. 27A)	1-10 Miles (of naturally vegetated new corridor)	≥ 10 Miles (of naturally vegetated new corridor) (Minn. Rules 4410.4300 Subp. 37A)
CROSS-COUNTRY SKI			
New Trail Corridor (naturally vegetated)	< 1 Mile (Minn. Rules 4410.4600 Subp. 27C)	1-20 Miles	≥ 20 Miles (Minn. Rules 4410.4300 Subp. 37A)
Designating Cross-Country Ski Use on an Existing Trail	Exempt from Review (Minn. Rules 4410.4600 Subp. 27E)	Exempt from Review (Minn. Rules 4410.4600 Subp. 27E)	Exempt from Review (Minn. Rules 4410.4600 Subp. 27E)
Re-Route	< 1 Mile in 5 miles (Minn. Rules 4410.4600 Subp. 27A)	1-20 Miles	≥ 20 Miles (of naturally vegetated new corridor) (Minn. Rules 4410.4300 Subp. 37A)
SNOWMOBILE			
New Trail Corridor (naturally vegetated)	< 1 Mile (Minn. Rules 4410.4600 Subp. 27C)	1-20 Miles	≥ 20 Miles (Minn. Rules 4410.4300 Subp. 37A)
Designating Snowmobile Use on an Existing Trail	Exempt from Review (Minn. Rules 4410.4600 Subp. 27E)	Exempt from Review (Minn. Rules 4410.4600 Subp. 27E)	Exempt from Review (Minn. Rules 4410.4600 Subp. 27E)
Re-Route	< 1 Mile in 5 miles (Minn. Rules 4410.4600 Subp. 27A)	1-20 Miles	≥ 20 Miles (of naturally vegetated new corridor) (Minn. Rules 4410.4300 Subp. 37A)
WINTER USE ONLY ACROSS AGRICULTURAL LAND OR FROZEN WATER			
New Trail Corridor	Any Length (Minn. Rules 4410.4600 Subp. 27D)	Exempt from Review (Minn. Rules 4410.4600 Subp. 27D)	Exempt from Review (Minn. Rules 4410.4600 Subp. 27D)
Existing Trail	Any Length (Minn. Rules 4410.4600 Subp. 27D)	Exempt from Review (Minn. Rules 4410.4600 Subp. 27D)	Exempt from Review (Minn. Rules 4410.4600 Subp. 27D)
Re-Route	Any Length (Minn. Rules 4410.4600 Subp. 27D)	Exempt from Review (Minn. Rules 4410.4600 Subp. 27D)	Exempt from Review (Minn. Rules 4410.4600 Subp. 27D)

* Rehabilitation, reconstruction and maintenance activities, with no changes in designated use, are exempt from review.

**Non-motorized trails in all Metro Regional Parks are exempt from environmental review.

***Other than snowmobiling.