MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: Wes Anway, Interim Public Works Director

SUBJECT: MnDOT Cooperative Snow Removal Agreement

DATE: November 19th, 2019

BACKGROUND

The City of Cannon Falls has previously entered into an agreement with the Minnesota Department of Transportation (MNDOT) for the purpose of snow removal on 4th St. from Main St. to Hoffman St. within the City at a rate of \$165/hr. This agreement will encompass 4th St. from Main St. to just north of the bridge over the Big Cannon River at a rate of \$480to \$500/hour (depending on what equipment is used for the accumulation and loading of snow). This agreement increases the payment by MNDOT to the City. Previously, MNDOT paid only for the Ag. Tractor and Blower and excluded the pay loader /motor grader and the skid loader. When staff received this agreement and looked it over the cost to complete this task was not close to what the cost is to the city for equipment time and staff wages. Staff contacted MNDOT and investigated what could all be reimbursed to the city. Staff found that all equipment used to accumulate and load snow is reimbursable. Staff also wanted to verify with MNDOT what stretch they wanted cleared of snow and had an on-site meeting with MNDOT staff. This agreement is with the metro MnDOT district and would be effective for the 2019-2020 season. The agreement further states that the City shall be reimbursed for all expenses for accumulating and loading of snow. Hauling of snow is not included in reimbursement. Hauling of snow is City cost. The City is required to annually adopt a resolution authorizing the agreements.

STAFF RECOMMENDATION/ REQUESTED COUNCIL ACTION

Staff recommends and respectfully requests a motion to adopt the resolution approving the MnDOT Cooperative Snow Removal Agreement as presented.

Attachments: Resolution MnDOT Service Form Equipment Cost Break Down

CITY OF CANNON FALLS GOODHUE COUNTY, MINNESOTA

RESOLUTION NUMBER 2450

A RESOLUTION APPROVING A COOPERATIVE SNOW REMOVAL AGREEMENT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION

WHEREAS, joint snow removal by municipalities and the Minnesota Department of Transportation (MnDOT) on state roads is standard policy; and

WHEREAS, it is in the best interest of the City of Cannon Falls to enter into a Snow Removal Agreement with MnDOT.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Cannon Falls, Goodhue County, Minnesota, that the City of Cannon Falls shall remove all snow from the following roadways: 4th St. from Main Street to north of bridge over Big Cannon River.

BE IT FURTHER RESOLVED that MnDOT shall pay all expenses incurred for accumulating and loading said snow and the City of Cannon Falls shall pay for the hauling and dumping of same.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF CANNON FALLS ON THIS 19th DAY OF NOVEMBER, 2019.

	SIGNED:	
ATTEST:	John O. Althoff, Mayor	
David Maroney, City Administrator		



Date: October 14, 2019

Metro District Waters Edge 1500 West County Road B-2 Roseville, MN 55113

City of Cannon Falls Attn: Public Works Director 918 River Road Cannon Falls, MN 55009

RE: Snow Removal on Trunk Highways within Municipalities

To Whom It May Concern,

Joint snow removal by cities, municipalities and the Minnesota Department of Transportation (MnDOT) on trunk highways within cities and municipalities, primarily within business areas, has again been authorized for the upcoming winter season.

The basis of this joint agreement is that MnDOT pays for all loading costs and the city pays for all truck hauling costs. Loading, or a part thereof, may be done with MnDOT units if available.

The following practice has been established in connection with snow removal at all times:

Municipal authorities shall furnish MnDOT with a description and hourly rental rate of publiclyowned equipment available for that purpose and under their control on the enclosed forms: Informal Bid for Services and Rentals and Certificate of Insurance.

To expedite the renting of privately-owned local equipment customarily employed for this purpose by cities/municipalities, we would appreciate it if you will have the owner submit a Rental offer and equipment Insurance Certificate on these same forms. The MnDOT sub-area supervisor shall be notified by your Public Works Department of your intention to perform such work so as to enable him/her to determine if MnDOT loading equipment is available, or to record time for city/municipality controlled equipment furnished at MnDOT's request and expense.

Loading and hauling equipment should be kept in balance to eliminate costly unproductive waiting time for equipment furnished by both parties.

MnDOT owned equipment for this purpose will be available only when requirements of snow and ice removal on the Trunk Highway/Interstate system, as a whole, have been met.

Requests, by the city/municipality for reimbursement of authorized snow removal should be submitted on a monthly basis. Use the attached MN Department Transportation Hired Equipment form; include the city name, address, trunk highway number, equipment used, hours and dates.

Cannon Falls Snow Removal on Trunk Highways October 14, 2019 Page 2

Final reimbursements shall be submitted by <u>May 10, 2020</u>. Failure to meet deadline submittal may result in no reimbursement of services rendered.

- Please submit your primary contact; name, number and email address on the reimbursement request.
- We would like all correspondence to and from cities and municipalities to be handled via email to Lynn Tschida at Lynn.Tschida@state.mn.us

If no loading equipment is available, please notify your MnDOT truck station contact from the enclosed list and we will work with your agency to make the best possible alternative arrangement.

Your cooperation in completing rental agreements by November 14, 2019 will be appreciated.

If you have any questions, please contact MnDOT Clear Roadways Assistant, Lynn Tschida at 651-234-7933.

Sincerely,

Todd Stevens, P.E.

MnDOT Metro District Maintenance Engineer

Todd.stevens@state.mn.us

Todd R. Stevens

Waters Edge Building 1500 West County Road B2 Roseville, MN 55113

Enclosures (3)

Cc: Brian Kary, MnDOT Metro – Acting Director of Traffic and Maintenance
Jay Emerson, MnDOT Metro - Clear Roadways Superintendent
Dean Weber, MnDOT Metro – Hastings Truck Station Supervisor
(File)

3	Minnesota De	partm	ent o	f Transport	ation	
OF TA	Minnesota De INFORMAL	BID F	or s	SERVICES	AND	RENTALS

Office File Number _____

INSTRUCTIONS: Prepare one copy for each unit bid. Send to the Area maintenance Office.*

For completion by Mn/DOT		
1. The earnings under this bid are limited to \$15.0	000 for competitive blds (3	bids where practical).
2. The rental rate shall include all supplies necess maintain it in proper order, andBe vendo supplies noted in the description space below.	or operated; or ¤6	MUMPO I obeleted-wirt
3. When owner provides the operator, she/he sha Insurance for a. Public Liability and Property Damage cov b. Worker's Compensation coverage as req the owner. Payment will not be made for equipment rental	verage to cover this equipruired by State law, covering until the insurance certific	nent g workers turnished by ate has been furnished.
4. When Mn/DOT operated, physical damage ins D.O.A. (When D.O.A. is used call State Equ	urance by: Self	Vendor
For completion by Owner		
Description of Equipment 2010 New Ho	lland Versatile	Tractor
Type		
Description 8' Fair - Z stage	Blower	and the second s
Bid Rate Per Unit of Measure \$ ZOO.00 Unit of	of Measure (Completed by Mn/DOT)	the series of the series of the series of the series are not the series and the series of the series
MN Tax ID No. or Soc. Sec. No. (Name on Sec. Sec. Card-if uses	d for I.D. Number) 80Z 105	Sameran annualitat ai incini pari pari pari pari pari pari pari par
OWNER (fill in information below)		
Name/Company City of Cannon Fall:	Da	ate 11/19/19
Address (city, state, zip) 918 River Bd, Cann	on Falls, MN 55009 Ph	one No. (507) 263-9300
Authorized Signature	Title	
For Department Use ONLY	1	
Name of Person Soliciting Bid	Title	Date
Location of Work Where Equipment Will Be Used		
Expiration Date	Accepted by	Date

^{*} A copy will be returned to the successful bidder after approval.

Office	File	Number	
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INSTRUCTIONS: Prepare one copy for each unit bid. Send to the Area maintenance Office.*

For completion by Mn/DOT			
1. The earnings under this bid are limited to \$15	6,000 for competitive bids (3	bids where practical).	
2. The rental rate shall include all supplies need maintain it in proper order, and Be ven supplies noted in the description space below	dor operated; or be	MUNDO Loberated-with	
3. When owner provides the operator, she/he so insurance for a. Public Liability and Property Damage of b. Worker's Compensation coverage as retained the owner. Payment will not be made for equipment rent	overage to cover this equipr quired by State law, covering al until the insurance certific	nent. g workers furnished by ate has been furnished.	
4. When Mn/DOT operated, physical damage in D.O.A. (When D.O.A. is used, call State Ed	nsurance by ; Self pulpment Engineer)	Vendor	
For completion by Owner			
Description of Equipment 2014 John D.	eere 624K 4WD	Loader	
Type Pay Loader Description Crais 301-11 FMDPF			
Description Crais 301-11 FMDPF	Reversible Plow	and Wins	
Bid Rate Per Unit of Measure \$ 185.00 Unit	of Measure (Completed by Mn/DOT)	taasinka dalamasin kii winda mening mengi gepisa da keminyan mening kalipan kan nagahida digi di mengin ilipak mendalaman men	
MN Tax ID No. or Soc. Sec. No. (Name on Soc. Sec. Card-if t	used for I.D. Number) 802 105:		<u> </u>
OWNER (fill in information below)			
Name/Company City of Cannon Falls	Da	ite 11 14 19	
Address (city, state, zip) 918 River Rd. Can	nun Falls, MN 55009 Pho	one No. (507) 263-	9300
Authorized Signature	Title		
For Department Use ONLY			
Name of Person Soliciting Bid	Title	Date	1
Location of Work Where Equipment Will Be Used			
Expiration Date	Accepted by	Date	

^{*} A copy will be returned to the successful bidder after approval.

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Office File Number _____

INSTRUCTIONS: Prepare one copy for each unit bid. Send to the Area maintenance Office.*

For completion by Mn/DOT			
1. The earnings under this bid are limited to \$15,00	9 for competitive bids (3	3 bids where practical).	
2. The rental rate shall include all supplies necessal maintain it in proper order, and Be vendor supplies noted in the description space below. (operated; or Þ	e Mulhon i oberaren-wiri	
3. When owner provides the operator, she/he shall	furnish to the Area Mair	itenance Office a Certification) of
Insurance for: a. Public Liability and Property Damage cover b. Worker's Compensation coverage as regult	age to cover this equip	ment	
the owner. Payment will not be made for equipment rental u	ntil the insurance certifi	cate has been furnished.	
4. When Mn/DOT operated, physical damage insur D.O.A. (When D.O.A. is used call State Equip	ance by : Self nent Engineer):	Vendor	
For completion by Owner Description of Equipment 2020 John Decr			
Type Track skid loader Description Virnis Model HSBP 132 Bid Rate Per Unit of Measure \$ 115.00 Unit of I MN Tax ID No. or Soc. Sec. No. (Name on Soc. Sec. Card-it used to OWNER (fill in information below) Name/Company City of Cannon Falls Address (city, state, zip) 918 River Rd. Cannon Sauthorized Signature	Vieasure (completed by Mn/OOT) r.D. Number) 802 105:	ate 11 19 19 none No. (507) 263-93	00
For Department Use ONLY			Y. Y
Name of Person Soliciting Bid	Tītle	Date	i i
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Expiration Date	Accepted by	Date	and the state of t

^{*} A copy will be returned to the successful bidder after approval.

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Office File Number _____

INSTRUCTIONS: Prepare one copy for each unit bid. Send to the Area maintenance Office.*

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2. The rental rate shall include all supplies in maintain it in proper order, andBe supplies noted in the description space by	vendor operated; orBe	erate the equipment and Mn/DOT operated-with	u la company
3. When owner provides the operator, she/linsurance for a. Public Liability and Property Damag b. Worker's Compensation coverage a the owner. Payment will not be made for equipment	ge coverage to cover this equipm is required by State law, covering rental until the insurance certifica	ent. workers furnished by ite has been furnished.	
4. When Mn/DOT operated, physical damage D.O.A. (When D.O.A. is used, call Sta	ge insurance by : Self le Equipment Engineer.)	Vendor	
For completion by Owner			
Description of Equipment 1999 John Type Motor Grader	n Deerc 772 CH		
Description		english of the property of the second decided and appropriate the property of the second decided and appropriate the seco	
Bid Rate Per Unit of Measure \$ 165.00	·		
MN Tax ID No. or Soc. Sec. No. (Name on Soc. Sec. C	Gard-if used for I.D. Number) 8021053		
OWNER (fill in information below)		ما ما م	
Name/Company City of Cannon 1	ralls Dal	e 11/14/14	
Address (city, state, zip) 918 River Rd. Co	unnon falls, MN 55009 Pho	ne No. (567) 263-9	1300
Authorized Signature	Title		
For Department Use ONLY	That de beargaining de team and an airs an ann ann an an an an an an an an an a		* 2
Name of Person Soliciting Bid	Title	Date	e de la companya de l
Location of Work Where Equipment Will Be U	Jsed		. Octobrillande in de
Expiration Date	Accepted by	Date	***************************************

^{*} A copy will be returned to the successful bidder after approval.

(Mn/DOT Office Only) BIDDING SUMMARY

Vendor #1	Date
Address	7
Phone	Contact Person
Price Quotation .	Availability
Additional Requirements: (Minimum Charge, Delivery Charge, Miscellaneous Charges)	
THE REPORT OF THE PROPERTY OF	
Vendor #2	Date
Address	
Phone	Contact Person
Price Quotation	Availability
Additional Requirements: (Minimum Charge, Delivery Charge, Miscellaneous Charges)	
Alandar HO	
Vendor #3	Date
Address	
Phone	Contact Person
Price Quotation	Availability
Additional Requirements: (Minimum Charge, Delivery Charge, Miscellaneous Charges)	
REMARKS:	
BID AWARDED TO:	
File Number:	

Mn/DOT 1717 (10-77)

Minnesota Department of Transportation

EQUIPMENT INSURANCE CERTIFICATE

INSTRUCTIONS to Agent or Insurance Co.
Prepare 4 copies:
Original to Area Maintenance lingineer'
First copy to Insurance Company
Second copy to Agent
Third copy to Owner

This sould say to the				\$consumer-	***************************************	
This certificate is required by	the Minnesota Depa	rtment of Trar	sportation bef	ore payn	ient will be m	ade for equipment renta
Name of Insured Owner		And the second s	Address of Insure	d Owner		a P
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TYPE OF EQUIPMENT MANUFACTURER'S YEAR & MODE			SERIAL OR MOTOR NO.	31ZE, C	apagity, or	MINNESOTA LICENSE NO.
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Type of Insurance	POLICY NUMBER	EFFECTIVE DA	TE EXPIRATION	TION DATE LIMITS OF LIABILITY		ITS OF LIABILITY
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PROPERTY DAMAGE					\$	each sceide
*IF OPERATED BY OWNER ON	LY, WORKER'S COM	PENSATION IN	SURANCE IS N	ዕፕ ክክርህ		each aceide
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orward Original copy to:			•		Tab. of Bids No	*

Area Maintenance Engineer Minnesota Department of Transportation

Equipment Cost Break Down

John Deere Loader-

MNDOT-

\$105.27 /hr.

MNDOT(Attachment)- \$18.31 /hr.

Operator-

\$45.00 /hr.

Fuel-

\$15.00 /hr.

Total -

\$185.00 /hr.

John Deere Skid Loader

MNDOT-

\$52.83 /hr.

MNDOT(Attachment)- \$8.30 /hr.

Operator-

\$45.00 /hr.

Fuel-

\$5.00 /hr.

Total -

\$115.00 /hr.

New Holland Ag. Tractor >125hp and Blower

MNDOT-

\$68.04 /hr.

MNDOT(Attachment)- \$77.78 /hr.

Operator-

\$45.00 /hr.

Fuel-

\$10.00 /hr.

Total -

\$200.00 /hr.

Motor Grader

MNDOT-

\$105.84 /hr.

Operator-

\$45.00 /hr.

Fuel-

\$15.00 /hr.

Total -

\$165 /hr.

^{*}Equipment charges where calculated with the MNDOT 2020 Equipment Cost Recovery Rates.

^{*}Operator Hourly Rates were the average of all Public Works Staff Wages times 41% to compensate for other cost incurred by the city on City Staff.

^{*}Totals in some cases where rounded to the nearest whole number that made sense.