

# **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 4<sup>th</sup> St. from Main St. to Hoffman St. within the City at a rate of \$165/hr. This agreement will encompass 4<sup>th</sup> 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: 4<sup>th</sup> 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  
19<sup>th</sup> DAY OF NOVEMBER, 2019.**

**SIGNED:**

\_\_\_\_\_  
John O. Althoff , Mayor

**ATTEST:**

\_\_\_\_\_  
David Maroney, City Administrator



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

Date: October 14, 2019

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 publicly-owned 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.



**Final reimbursements shall be submitted by May 10, 2020. 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](mailto: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](mailto:Todd.stevens@state.mn.us)  
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)



# Minnesota Department of Transportation **INFORMAL BID FOR SERVICES AND RENTALS**

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

## **THE UNDERSIGNED AGREES TO FURNISH THE FOLLOWING EQUIPMENT AT THE RATE BID AND ACCORDING TO THE FOLLOWING PROVISIONS:**

For completion by Mn/DOT

1. The earnings under this bid are limited to \$15,000 for competitive bids (3 bids where practical).
2. The rental rate shall include all supplies necessary, except as noted, to operate the equipment and maintain it in proper order, and \_\_\_\_\_ Be vendor operated; or \_\_\_\_\_ Be Mn/DOT operated-with supplies noted in the description space below. (Check appropriate blank)
3. When owner provides the operator, she/he shall furnish to the Area Maintenance Office a Certification of Insurance for:
  - a. Public Liability and Property Damage coverage to cover this equipment.
  - b. Worker's Compensation coverage as required by State law, covering workers furnished by the owner.
 Payment will not be made for equipment rental until the insurance certificate has been furnished.
4. When Mn/DOT operated, physical damage insurance by: Self \_\_\_\_\_ Vendor \_\_\_\_\_  
 D.O.A. \_\_\_\_\_ (When D.O.A. is used, call State Equipment Engineer.)

For completion by Owner

Description of Equipment 2010 New Holland Versatile Tractor  
 Type TV6070  
 Description 8' Fair - 2 stage Blower  
 Bid Rate Per Unit of Measure \$ 200.00 Unit of Measure (Completed by Mn/DOT) \_\_\_\_\_  
 MN Tax ID No. or Soc. Sec. No. (Name on Soc. Sec. Card-if used for I.D. Number) 8021053  
**OWNER** (fill in information below)  
 Name/Company City of Cannon Falls Date 11/19/19  
 Address (city, state, zip) 918 River Rd, Cannon Falls, MN 55009 Phone No. (507) 263-9300  
 Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

For Department Use ONLY

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.





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D.O.A. \_\_\_\_\_ (When D.O.A. is used, call State Equipment Engineer.)

For completion by Owner

Description of Equipment 2014 John Deere 624K 4WD Loader  
 Type Pay Loader  
 Description Craig 301-11FM DPF Reversible Plow and wings  
 Bid Rate Per Unit of Measure \$ 185.00 Unit of Measure (Completed by Mn/DOT) \_\_\_\_\_  
 MN Tax ID No. or Soc. Sec. No. (Name on Soc. Sec. Card-if used for I.D. Number) 8021053  
**OWNER** (fill in information below)  
 Name/Company City of Cannon Falls Date 11/19/19  
 Address (city, state, zip) 918 River Rd. Cannon Falls, MN 55009 Phone No. ( 507 ) 263-9300  
 Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

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 Payment will not be made for equipment rental until the insurance certificate has been furnished.
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 D.O.A. \_\_\_\_\_ (When D.O.A. is used, call State Equipment Engineer.)

For completion by Owner

Description of Equipment 2020 John Deere Track 325 G  
 Type Track skid loader  
 Description Virnig Model HSBP 132 Plow  
 Bid Rate Per Unit of Measure \$ 115.00 Unit of Measure (Completed by Mn/DOT) \_\_\_\_\_  
 MN Tax ID No. or Soc. Sec. No. (Name on Soc. Sec. Card-if used for I.D. Number) 8021053  
**OWNER** (fill in information below)  
 Name/Company City of Cannon Falls Date 11/19/19  
 Address (city, state, zip) 918 River Rd. Cannon Falls, MN 55009 Phone No. ( 507 ) 263-9300  
 Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

For Department Use ONLY

Name of Person Soliciting Bid	Title	Date
Location of Work Where Equipment Will Be Used		

Expiration Date	Accepted by	Date
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  - b. Worker's Compensation coverage as required by State law, covering workers furnished by the owner.
 Payment will not be made for equipment rental until the insurance certificate has been furnished.
4. When Mn/DOT operated, physical damage insurance by: Self \_\_\_\_\_ Vendor \_\_\_\_\_  
 D.O.A. \_\_\_\_\_ (When D.O.A. is used, call State Equipment Engineer.)

For completion by Owner

Description of Equipment 1999 John Deere 772 CH  
 Type Motor Grader  
 Description \_\_\_\_\_  
 Bid Rate Per Unit of Measure \$ 165.00 Unit of Measure (Completed by Mn/DOT) \_\_\_\_\_  
 MN Tax ID No. or Soc. Sec. No. (Name on Soc. Sec. Card-if used for I.D. Number) 8021053  
**OWNER** (fill in information below)  
 Name/Company City of Cannon Falls Date 11/19/19  
 Address (city, state, zip) 918 River Rd. Cannon Falls, MN 55009 Phone No. ( 507 ) 263-9300  
 Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

For Department Use ONLY

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.

(Mn/DOT Office Only)  
**BIDDING SUMMARY**

Vendor #1	Date
Address	
Phone	Contact Person
Price Quotation	Availability
Additional Requirements: (Minimum Charge, Delivery Charge, Miscellaneous Charges)	

Vendor #2	Date
Address	
Phone	Contact Person
Price Quotation	Availability
Additional Requirements: (Minimum Charge, Delivery Charge, Miscellaneous Charges)	

Vendor #3	Date
Address	
Phone	Contact Person
Price Quotation	Availability
Additional Requirements: (Minimum Charge, Delivery Charge, Miscellaneous Charges)	

REMARKS:

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BID AWARDED TO: \_\_\_\_\_ Date: \_\_\_\_\_

File Number: \_\_\_\_\_





## Equipment Cost Break Down

### John Deere Loader-

MNDOT-	\$105.27 /hr.
MNDOT(Attachment)-	\$18.31 /hr.
Operator-	\$45.00 /hr.
Fuel-	\$15.00 /hr.
<b>Total -</b>	<b>\$185.00 /hr.</b>

### John Deere Skid Loader

MNDOT-	\$52.83 /hr.
MNDOT(Attachment)-	\$8.30 /hr.
Operator-	\$45.00 /hr.
Fuel-	\$5.00 /hr.
<b>Total -</b>	<b>\$115.00 /hr.</b>

### New Holland Ag. Tractor >125hp and Blower

MNDOT-	\$68.04 /hr.
MNDOT(Attachment)-	\$77.78 /hr.
Operator-	\$45.00 /hr.
Fuel-	\$10.00 /hr.
<b>Total -</b>	<b>\$200.00 /hr.</b>

### Motor Grader

MNDOT-	\$105.84 /hr.
Operator-	\$45.00 /hr.
Fuel-	\$15.00 /hr.
<b>Total -</b>	<b>\$165 /hr.</b>

\*Equipment charges were 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 were rounded to the nearest whole number that made sense.