

**TO: MAYOR AND CITY COUNCIL**

**FROM: NEIL JENSEN, City Administrator**

**SUBJECT: MNDOT Metro Snow Removal Services**

**MEETING DATE: November 5, 2020**

**BACKGROUND:**

MNDOT Metro requires a new agreement each year for snow removal services on trunk highways within municipalities. Please find attached the equipment we use to perform the snow removal and the price charged out per hour. The Metro snow removal area is on 4<sup>th</sup> Street from Main Street to North of the Big Cannon River.

MNDOT pays for the accumulating and loading of the snow and the City pays for the hauling and dumping of the snow.

MNDOT District 6 has a different method of paying municipalities based on a 3 year contract. We are in year 2 of that contract.

**STAFF RECOMMENDATION**

Please approve Resolution 2515, Approving a Cooperative Snow Removal Agreement with the Minnesota Department of Transportation (Metro).

**REQUESTED COUNCIL ACTION**

Please Make a motion to approve Resolution 2515, Approving a Cooperative Snow Removal Agreement with the Minnesota Department of Transportation (Metro).



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

Date: October 27, 2020

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, 2021. 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, 2020 will be appreciated.**

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

Sincerely,

**Todd  
Stevens**

Digitally signed by  
Todd Stevens  
Date: 2020.10.26  
21:48:25 -05'00'

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: Michael Leegard, MnDOT Metro – Operations & Maintenance Office Director  
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	210 NEW Holland Versatile Tractor		
Type	TV 6070		
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		
<b>OWNER</b> (fill in information below)			
Name/Company	City of Cannon Falls	Date	10-30-20
Address (city, state, zip)	918 River Road, Cannon Falls, MN 55009	Phone No.	(507) 263-9304
Authorized Signature	[Signature]	Title	City Adminstr

For Department Use ONLY

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

Expiration Date	Accepted by	Date
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\* A copy will be returned to the successful bidder after approval.



**Minnesota Department of Transportation**  
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 D.O.A. \_\_\_\_\_ (When D.O.A. is used, call State Equipment Engineer:)

For completion by Owner

Description of Equipment	<u>2006 John Deere Blower / Blade</u>		
Type	<u>1445</u>		
Description	<u>Blower For Side walks w/ Blade</u>		
Bid Rate Per Unit of Measure	\$ <u>45</u>	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) <u>8021053</u>		
<b>OWNER</b> (fill in information below)			
Name/Company	<u>City of Cannon Falls</u>	Date	<u>10-30-20</u>
Address (city, state, zip)	<u>918 River Road, Cannon Falls, MN. 55009</u>		
Phone No.	<u>(507) 263-9304</u>		
Authorized Signature	<u>[Signature]</u>	Title	<u>City Administrator</u>

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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 624 K 4WD Loader		
Type	Pay Loader		
Description	Craig 301-11 FMDPF Reversible Plow and Wing		
Bid Rate Per Unit of Measure	\$ 185	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) 802 1053		
<b>OWNER</b> (fill in information below)			
Name/Company	City of Cannon Falls	Date	10-30-20
Address (city, state, zip)	918 River Rd, Cannon Falls MN 55009		
Phone No.	(507) 263-9304		
Authorized Signature	[Signature]	Title	City Administrator

For Department Use ONLY

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

For completion by Owner

Description of Equipment <u>2020 John Deere Track 325 G</u>	
Type <u>Track Skid Loader</u>	
Description <u>Vernix Model HS BP 132 Plow</u>	
Bid Rate Per Unit of Measure \$ <u>115.00</u>	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) <u>8021053</u>	
<b>OWNER</b> (fill in information below)	
Name/Company <u>City of Cannon Falls</u>	Date <u>10-30-20</u>
Address (city, state, zip) <u>918 River Road Cannon Falls, MN 55009</u> Phone No. ( <u>507</u> ) <u>263 9304</u>	
Authorized Signature <u>[Signature]</u>	Title <u>City Admin</u>

For Department Use ONLY

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Location of Work Where Equipment Will Be Used \_\_\_\_\_

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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<sup>00</sup> 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 10-30-20

Address (city, state, zip) 918 Thruway Road, Cannon Falls MN 55009 Phone No. ( 507 ) 263-9304

Authorized Signature [Signature] Title City Administ

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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**CITY OF CANNON FALLS  
GOODHUE COUNTY, MINNESOTA**

**RESOLUTION NUMBER 2515**

**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 5<sup>th</sup>  
DAY OF NOVEMBER, 2020.**

**SIGNED:**

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

**ATTEST:**

\_\_\_\_\_  
Neil L. Jensen, City Administrator