

TO: Mayor and City Council

FROM: Dan Howard, Public Works Director

SUBJECT: MNDOT Metro Snow Removal

MEETING DATE: Tuesday, November 16, 2021

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 snow removal and the hourly rate of each piece of equipment. The Metro snow removal area is on 4th Street from Main Street to North of the Big Cannon River.

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

MNDOT District 6 has a different method of paying municipalities based on a written agreement with the City of Cannon Falls that expires on June 30, 2024.

REQUESTED COUNCIL ACTION

Please make a motion to approve Resolution 2588, approving a cooperative snow removal agreement with MNDOT Metro as recommended by the Public Works Commission.



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

Date: October 12, 2021

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:

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 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 have been met.

Requests, by the city/municipality for reimbursement of authorized snow removal should be submitted monthly. Use the attached MN Department Transportation Hired Equipment form or your company invoice form; make sure to include the city name, address, trunk highway number, equipment used, hours and dates.

Final reimbursements shall be submitted by May 10, 2022. 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, 2021 will be appreciated.

If you have any questions, please contact MnDOT Clear Roadways Assistant, Lynn Tschida at 651-775-8271.

Sincerely,

Todd Stevens Digitally signed by Todd Stevens
Date: 2021.10.12 07:20:12 -05'00'

Todd Stevens, P.E.
MnDOT Metro District Maintenance Engineer
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
Chris Wenzel, 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 1999 John Deere 772 CH
 Type Motor Grader
 Description _____
 Bid Rate Per Unit of Measure \$ 165 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 10/12/2021
 Address (city, state, zip) 918 River Road, Cannon Falls, MN 55009 Phone No. (507) 263 9344
 Authorized Signature Don Howard Title Public Works Director

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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 - 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 2022 John Deere Track 325 G
 Type Track Skid Loader
 Description Virnig Model HS BP 132 Plow
 Bid Rate Per Unit of Measure \$ 115 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 10/12/2021
 Address (city, state, zip) 918 River Rd Cannon Falls, MN 55009 Phone No. (507) 263 9344
 Authorized Signature Jan Howard Title Public Works Director

For Department Use ONLY

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 - 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 2014 John Deere 624K 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) 8021053
OWNER (fill in information below)
 Name/Company City of Cannon Falls Date 10/12/2021
 Address (city, state, zip) 918 River Road, Cannon Falls, MN 55009 Phone No. (507) 263 9344
 Authorized Signature Dan Howard Title Public Works Director

For Department Use ONLY

Name of Person Soliciting Bid	Title	Date
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 - Public Liability and Property Damage coverage to cover this equipment.
 - 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.
- 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 2006 John Deere Blower / Blade
 Type 1445
 Description Blower for sidewalks with blade.
 Bid Rate Per Unit of Measure \$ 45 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 10/12/2021
 Address (city, state, zip) 918 River Road, Cannon Falls, MN 55009 Phone No. (507) 263-9344
 Authorized Signature Dan Howard Title Public Works Director

For Department Use ONLY

Name of Person Soliciting Bid	Title	Date

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 - Public Liability and Property Damage coverage to cover this equipment.
 - 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.
- 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 articulated 4WD Tractor
 Type TV6070
 Description 8' Fair 2 stage snow blower
 Bid Rate Per Unit of Measure \$ 200 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 10/12/2021
 Address (city, state, zip) 918 River Rd, Cannon Falls, MN 55009 Phone No. (507) 263-9344
 Authorized Signature Don Howard Title Public Works Director

For Department Use ONLY

Name of Person Soliciting Bid	Title	Date

Location of Work Where Equipment Will Be Used _____

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

RESOLUTION NUMBER 2588

**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
16th DAY OF NOVEMBER, 2021.**

SIGNED:

John O. Althoff, Mayor

ATTEST:

Neil L. Jensen, City Administrator