

**TO: Mayor and City Council**

**FROM: Jed Petersen, Public Works Director**

**SUBJECT: MnDOT Metro Snow Removal**

**MEETING DATE: Tuesday, October 21, 2025**

## **Background**

Each year, MnDOT Metro requires municipalities to enter into a new agreement for snow removal services on trunk highways located within city limits. Attached is a list of the equipment used by the City of Cannon Falls to perform these services, along with the corresponding hourly rates.

The designated MnDOT Metro snow removal area includes 4th Street, from Main Street to just north of the Big Cannon River. Under this agreement, MnDOT compensates the city for the accumulation and loading of snow, while the city is responsible for the hauling and disposal of the snow.

Due to scheduling constraints, this item was not presented to the Public Works Commission prior to this meeting.

## **Requested Council Action**

Motion to approve a resolution authorizing a cooperative snow removal agreement between the City of Cannon Falls and MnDOT Metro.



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

Date: October 3, 2025

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.

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.

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 12, 2026. Failure to meet deadline submittal may result in no reimbursement of services rendered.**

- Please submit your primary contact's 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)

**Your cooperation in completing rental agreements by October 31, 2025 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: 2025.10.03 11:43:43 -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: 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 2010 New Holland articulated 4WD Tractor

Type TV6070

Description 8' Fair 2 Stage Snow Blower

Bid Rate Per Unit of Measure \$ 250 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 10/25/2024

Address (city, state, zip) 918 River Road, Cannon Falls, MN 55009 Phone No. ( 507 ) 263-9344

Authorized Signature Jed Petersen 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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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 \$ 234 Unit of Measure (Completed by Mn/DOT) \_\_\_\_\_

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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 \$ 207 Unit of Measure (Completed by Mn/DOT) \_\_\_\_\_

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

For completion by Owner

Description of Equipment 2024 John Deere Track 325 G

Type Track Skid Loader

Description Virnig Model HS BP 132 Plow

Bid Rate Per Unit of Measure \$ 147 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

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Authorized Signature Jed Petersen Title Public Works Director

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

For completion by Owner

Description of Equipment 2024 John Deere Blower/Blade

Type John Deere 1585

Description Blower/blade for sidewalks

Bid Rate Per Unit of Measure \$ 56 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

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

**RESOLUTION NUMBER 2832**

**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 Cannon Falls this 21st day of October, 2025.

**CITY OF CANNON FALLS**

\_\_\_\_\_  
Matt Montgomery, Mayor

ATTEST: \_\_\_\_\_  
Jon Radermacher, City Administrator