

**Blowing Snow Control Rental Agreement Sign Up Procedures**  
**Use for Standing Corn Rows, Bales, Living Snow Fences, or Structural Snow Fences**

April 22, 2021

Step 1: MnDOT staff meets with the farm operator and/or landowner to discuss the severity of the blowing snow problem and identify treatment options available such as standing corn rows, strategically stacked bales, planting living snow fences, or installing structural snow fencing on private lands for the transportation purpose of improving the traveling public's winter travel safety and mobility while reducing snow & ice removal costs.

Step 2: The second meeting with the farm operator and/or landowner is to develop a blowing snow control plan. The objective is to verbally agree upon the; snow fence type, location, payment structure, number of years the snow fence will be in place, and obtain the farm operator and/or landowner contact information for writing the blowing snow control rental agreement.

Step 3: Communicate with the farm operator and/or landowner the need for them to become a state vendor for MnDOT to compensate them. Guidance for becoming a state vendor can be found at <http://www.dot.state.mn.us/environment/livingsnowfence/forms.html>

Step 4: Complete an EIOR and encumber the funds before anyone signs the blowing snow control rental agreement. For spring signups that will be paid the following Fiscal Year, contact your purchaser to have the transaction included in the district's blanket purchase order. The purchaser will set up a BPM document type (blanket purchase order for multiple vendors) in SWIFT to encumber the funds, which will meet the legal requirement of having funds encumbered before a written agreement is completed. After July 1<sup>st</sup>, the buyer should change the budget date on the blanket purchase order and re-encumber the funds in the correct fiscal year. When submitting the agreement for payment, make sure the vendor number and information is included for payment. Multiple agreements can be included in the district's blanket purchase order.

Step 5: Finalize the Blowing Snow Control Plan and complete the appropriate Blowing Snow Control Rental Agreement for the farm operator and/or landowner's signature. Send the agreement and plan to them with a stamped, self-addressed envelope for them to sign and send back to you.

Step 6: Have the MnDOT District Maintenance Engineer sign the agreement.

Step 7: Request a MnDOT Contract Agreements Auditing Tracking System (CAATS) number and place that number on the upper right corner of the agreement and store it in eDOCS.

Step 8: Inspect the snow fence before a partial or final payment is made to the farm operator. Contract Administration recommends against making an entire payment prior to the end of the first winter season of blowing snow control protection.