Non-Permanent Snow Fence Sign Up Procedures
Used for Standing Corn Rows, Bales, Grain/Silage Bags for Snow Fences
March 23, 2015

Step 1: Identify the blowing snow location. If you have Google earth installed on your computer MnDOT's snow trap inventory can be found at:

\\AD\CO\Public\Environmental\SnowControl\SnowTrapInventory\SnowTrapsAug2014.kml

Each snow drift has a unique segment ID number that can be used with the snow control calculator.

Step 2: Visit the winter climate database for snow fence design to determine the average annual blowing snow transport to the site. Use this site to determine fence setback from the road shoulder PI.

http://climate.umn.edu/snow_fence/Components/Design/introduction.htm

Fence porosity for:

- Standing Corn is 0.50%
- Bales, Grain/Silage Bags is 0.10%.

Use Google earth, ArcGIS, GEORILLA, or in the field measurements to calculate the unsheltered fetch distance necessary for determining the blowing snow transport from winter climate website listed above.

Step 3: Use the snow control calculator to determine the cost effectiveness of implementing a snow control practice. The calculator can be found at http://snowcontroltools.umn.edu.
Base your equipment, labor, and material inputs on an average winter. Review your historical records for frequency of snow and ice events and annual cost of snow and ice removal along the plow route. Save your report and print it out for your MnDOT District Management Teams approval of the payment range to offer the farm operator. Recommend offering similar payments to farm operators along a highway corridor because farmers may talk with one another and compare MnDOT payment offers.

Step 4: MnDOT staff meets with the farm operator to discuss terms of the agreement including the number of rows, height of bales or bags, setback distance, and annual compensation. The objective at this meeting is to verbally agree upon the type of snow fence, location of the snow fence, payment structure, and obtain the farm operator's contact information.

For sites where bales or bags are used, contact Dan Gullickson, MnDOT Statewide Snow Fence Coordinator for the appropriate windbreak agreement.

Step 5:   Communicate with the farm operator the need for them to become a state vendor in order 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 6: Complete the appropriate snow fence agreement for the MnDOT District Maintenance Engineer signature with a hand drawn map of the snow fence location. Send the snow fence agreement to the farm operator for their signature, with a stamped self-addressed envelope for them to send the agreement back to you.

Step 7:   For spring signups that will be paid for in 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 1st, 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 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 agreement period.