



## AGENDA ITEM #9.1

# REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

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Date: January 5, 2016

Subject: Engineering Services for 2016

Report: Attached is a letter addressed to the Mayor and Council from Tim Houle. The letter requests the City to consider using Widseth Smith Nolting to provide engineering services in 2016.

Council Action Requested: Council motion to continue using Widseth Smith Nolting as the City's Engineers for 2016.

December 19, 2015



The Honorable Mayor and City Council  
City of Pequot Lakes  
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RE: Engineering Services for 2016

Dear Mayor and Members of the Council:

Wideth Smith Nolting would like to thank you for the opportunity to provide the City of Pequot Lakes with engineering, architectural, and other services over the past year.

With each new Council and with each project, we continue to learn how to serve the varied expectations of the Council, staff, and citizens of Pequot Lakes. As we continue to work together, we believe we are being incrementally more efficient in providing our services as an extension of your staff.

We respectfully request reappointment as the City's Engineer for 2016. As you can see below, this is a zero dollar commitment.

In 2016, we propose to continue to:

- **Attend Council Meetings At No Charge**  
We will attend your regular Council Meeting each month at no charge to the City.

Being familiar with the community and the issues facing Pequot Lakes – as we believe we have with MnDOT's new 4-lane Highway 371 improvements as well as local street and utility projects - we believe that we can be an asset to the City as it continues to balance ever-present infrastructure needs in an economical way.

- **Answer Miscellaneous Questions at No Charge**  
We will answer miscellaneous questions (those "15-minute" variety) from City Council members, City staff, and residents at no direct charge to the City.

We estimate this effort of un-billed services to be about \$10,000. It is value that we need to provide to you as your City Engineer.

- **Assignment of an Owner as Our Primary Representative**  
We appreciate the commitment the City has shown us. In return, WSN has identified myself - an owner and licensed civil engineer with almost 30 years of experience (20 years of that working with Pequot Lakes) – as our primary representative to the City.

Through the years, many of our people have worked on various projects and have a history and knowledge of the City's infrastructure. So really, our "one" representative is many representatives for the benefit of the City.



- **Be a Part of the Area**

Unlike many of our competitors, we are not a firm of regional offices that reports back to a headquarters in another part of the state.

We are a part of and support the *Lakes PROUD* effort.

Our owners, employees, and families live, work, shop, go to school, recreate, volunteer, and pay taxes in this area. Any City tax dollars that are used for our services go right back into this area.

- **Offer the City a Broad Range of Resources That are Close and Cost-Effective**

We have approximately 60 employees in our Brainerd/Baxter office with a total of over 180 employees in our Greater Minnesota offices.

We have and continue to offer services to the City with personnel in these and many other fields:

- Architects
- Civil engineers
- Funding assistance experts
- Electrical engineers
- Water Resources
- Surveyors
- Mechanical engineers
- Environmental professionals
- Geographic Information System (GIS) specialists
- Water Resources
- Marketing personnel
- Information technology (IT) specialists
- Technicians in all of these areas

We have people that are less than 1/2 hour away that can provide their expertise – even with today’s communication technology, there is no substitute for face-to-face assistance.

No other local firm can offer this number of employees in as many varied disciplines this close to benefit the District.

As in the past, when the Council identifies a specific project, we will provide you a written proposal describing our scope of work, the schedule, and our fee.

Please NOTE that we want to – we need to - improve on the services we offer you. If you would like to meet with us, we are always available.

We look forward to continuing our past working relationship and being of service to you in 2016.

WIDSETH SMITH NOLTING & ASSOCIATES, INC.

Timothy M. Houle, PE  
Civil Engineer | Vice President