



CITY OF CANNON FALLS
Professional City Engineering Services

City of Cannon Falls
918 River Road
Cannon Falls, MN 55009

July 1, 2020

WIDSETH

Craig Britton PE, VP

Project Manager, Civil Engineer

phone: 507.206.2125

Craig.Britton@widseth.com

3777 40th Avenue NW, Suite 200

Rochester, MN 55901

■ TABLE OF CONTENTS



About Widseth	1
Introduction to the Team	2
Organizational Chart	3
Staff Commitment	3
Key Staff Resumes	4
Approach to Scope of Services	7
Commitment to Project	8
Communication & Coordination	8
Basis for Compensation	9
Sample Bill	10
Project Examples	11
References	15
Potential Conflicts	15

Appendix A - Disclosures & Assurances

Applicant Authority	A1
Insurance Coverage	A2

A PROJECT'S SUCCESS IS NOT MEASURED BY COSTS ALONE BUT BY THE VALUE OF THE SERVICES PROVIDED

To: City of Cannon Falls
Attn: Neil Jensen, City Administrator
918 River Road
Cannon Falls, MN 55009

Rochester
3777 40th Avenue NW
Suite 200
Rochester MN 55901
507.292.8743
Rochester@Widseth.com
Widseth.com

Re: Professional City Engineering Services

July 1, 2020

Dear Mr. Jensen and Members of the Selection Committee,

The City of Cannon Falls works hard to make decisions that keep residents happy and healthy and allow the community to experience growth and economic success. Making appropriate decisions regarding city infrastructure, city planning, zoning, and land use policies is an important component in that success. Widseth can put our experience and skilled team to work for you to provide solutions your community will benefit from for many years.

Through the years Widseth has served over 70 communities in various roles. Our experience working with communities has instilled a deep understanding of the concerns city staff and city officials face on a day-to-day basis. Not only is it necessary to keep your city running as smoothly and economically efficient as possible, but it is equally important to discern, with an eye towards the long-term, how to preserve and enhance the quality of life in the City of Cannon Falls.

The following pages will introduce you to our firm and our qualifications in detail. In summary, Widseth has developed a solid reputation for the following characteristics:

Greater Minnesota Specialty: Widseth is an industry leader in Greater Minnesota. We have focused our practice in communities like Cannon Falls, because we believe in the quality of life we all enjoy. Part of that is knowing the people we work with each day and staying abreast of the changing needs of the area while appreciating and preserving its unique way of life.

Full Service: We have developed a broad range of services tailored to our Greater Minnesota clients, translating into efficiencies in time and cost to the city. Widseth offers civil engineering and planning services, mechanical, electrical, and structural engineering, drainage and water resources engineering, grant/loan funding assistance, GIS services, architecture, land and aerial surveying, environmental services, and digital communication support. Our staff can help the city take a project from planning through construction. We are available at **NO CHARGE** for 15-minute phone calls or emails to advise you on day-to-day matters. We work closely with the communities we serve, including providing assistance with public hearings at **NO CHARGE**, guidance through regulatory procedures, aid in planning for capital improvements, and help with applications and presentations to funding assistance agencies.

City Engineering Service and Comprehensive City Planning: Widseth knows that financing projects and ensuring they fit into the overall City Plan goes hand-in-hand with the infrastructure and engineering for the city. Widseth has the expertise, staff, and ability to provide this approach for the City of Cannon Falls.

Widseth, in assigning an owner and principal planner as primary representatives to the city, is committed and eager to work with the Cannon Falls community to provide excellent service to your residents.

On behalf of our team, we look forward to discussing your needs with you very soon.

Sincerely,



Craig Britton PE, VP
Project Manager, Civil Engineer
3777 40th Avenue NW, Suite 200
Rochester, MN 55901
507.206.2125
Craig.Britton@widseth.com



Logan D. Tjossem AICP
Principal Planner
3777 40th Avenue NW, Suite 200
Rochester, MN 55901
507.206.2138
Logan.Tjossem@widseth.com

ABOUT WIDSETH

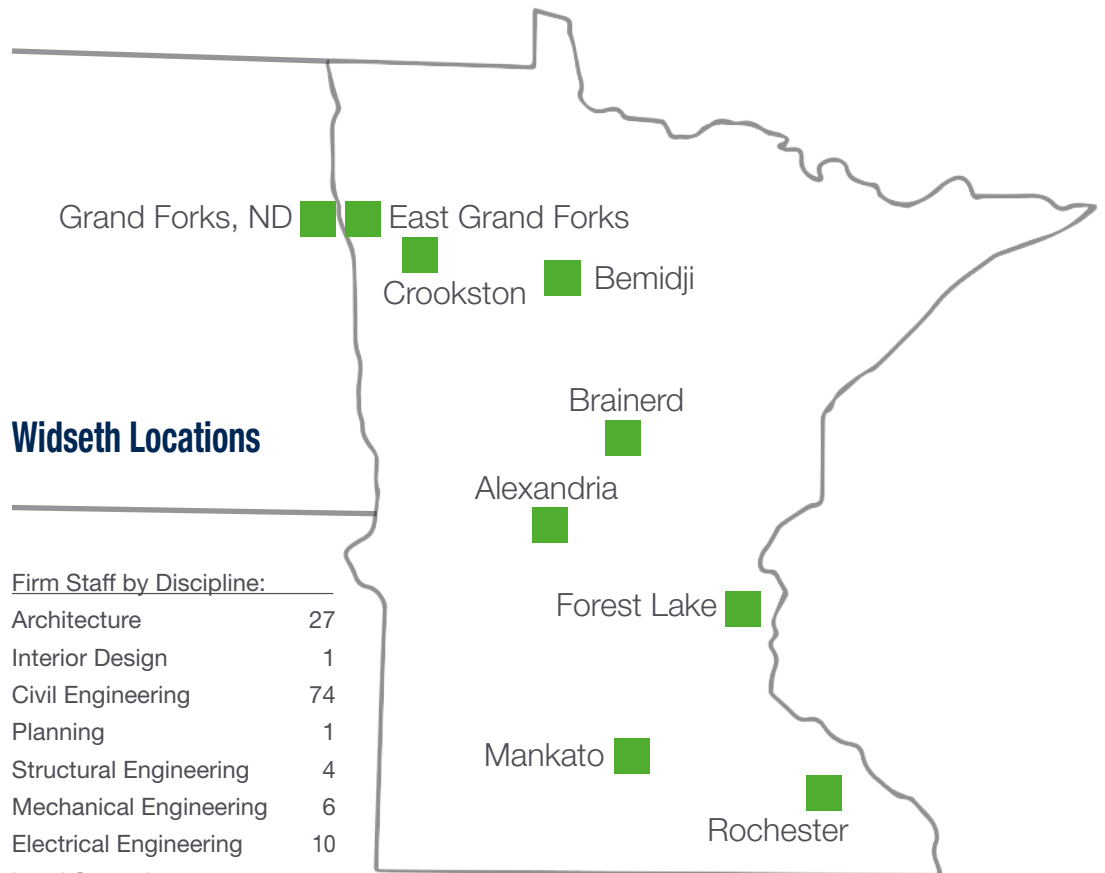
9
LOCATIONS

INCORPORATED
1975

200+
EMPLOYEES

Widseth, providing multi-disciplined services for over 45 years!

Widseth is an engineering, architecture, land surveying and environmental services firm with nine offices in Minnesota and North Dakota and 200 employees. We design roads, bridges, water and wastewater systems, and buildings of all types. Our engineering practice includes planning, civil, structural, mechanical and electrical engineers who work on a wide range of projects for public and private clients—from large-scale public works improvements to facility and site design for individual companies. Our land survey crews and environmental specialists work throughout the Midwest. Our architectural portfolio includes recreation, schools, clinics, senior living, retail, offices, factories, historic buildings and more. Together, multi-discipline team provides our clients a complete package of services to lead their project from concept to completion.



Widseth Locations

Firm Staff by Discipline:

Architecture	27
Interior Design	1
Civil Engineering	74
Planning	1
Structural Engineering	4
Mechanical Engineering	6
Electrical Engineering	10
Land Surveying	37
Environmental Services	6
Water Resources	7
Funding	1
Communications	6
Administrative	24

Rochester Office Personnel:

Architecture	11
Civil Engineering	9
Planning	1
Land Surveying	3
Administrative	1

INTRODUCTION TO THE TEAM



WIDSETH

Key Planning, Design, and Engineering Team Members

Craig Britton PE, VP

Civil Engineer | Project Manager | Day-to-Day Engineering Contact

Craig brings over 20 years of civil engineering and leadership to Widseth, offering expertise in both the private and public sectors. He serves as the city engineer for many communities across southern Minnesota, including Fountain, Pine Island, Dodge Center, and Rollingstone. He will use this invaluable experience to further the goals and objectives for the City of Cannon Falls.

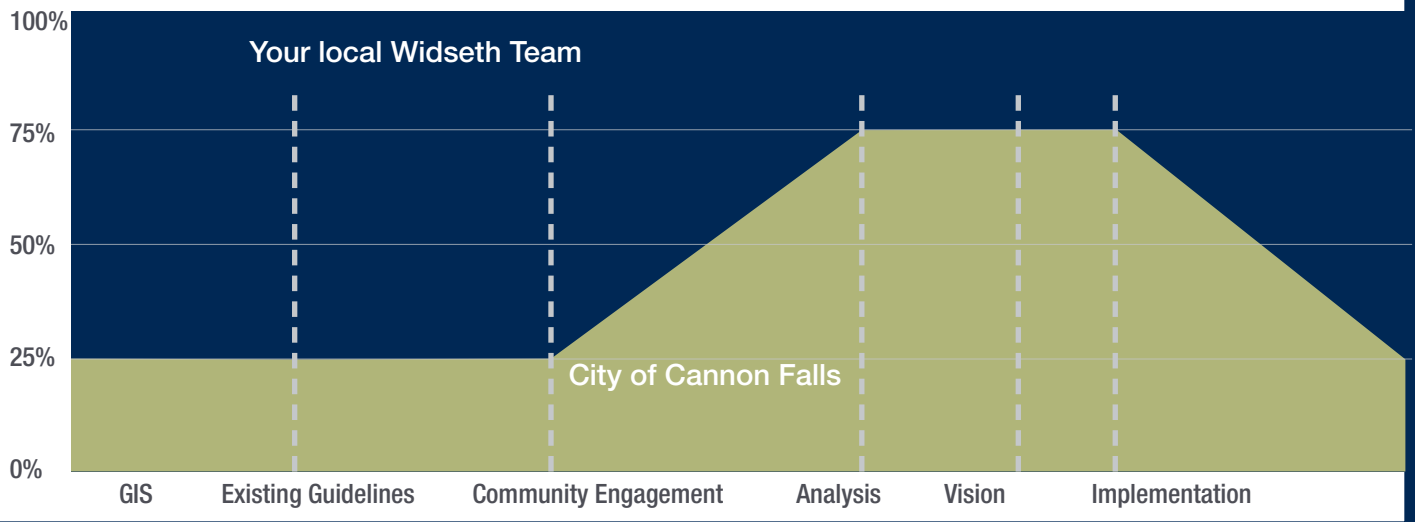
Logan Tjossem AICP

Principal Planner | Day-To-Day Planning Contact

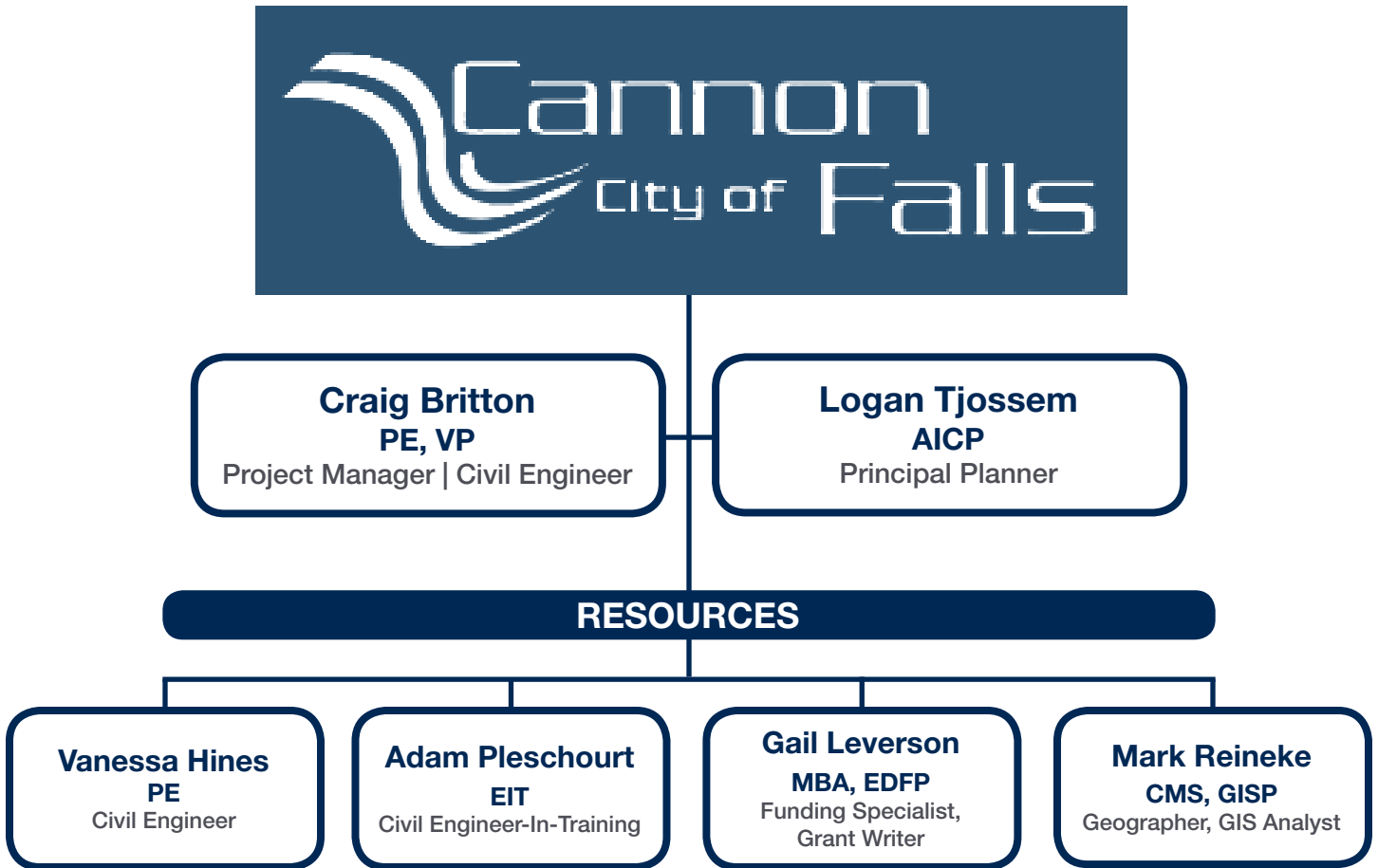
Logan brings over 20 years of project planning experience to Widseth, offering expertise in both the private and public sectors. He is involved in project development for all Widseth offices by creating and modifying comprehensive plans, zoning ordinances, conducting research, and development review.

Planning, Design, and Engineering Team Integration

(percent of project responsibilities by task)



ORGANIZATIONAL CHART



Staff Commitment

We can assure you we have the resources your project needs and deserves. Our team members can begin working with the City of Cannon Falls immediately, and we will commit sufficient time and staff to complete specific projects within your time frame. We are confident we will be available to respond to time-sensitive or short notice requests and complicated issues in a timely manner. Following are highlights of our team members' qualifications and experience.

KEY STAFF RESUMES



CRAIG BRITTON PE, VP

Project Manager | Civil Engineer

Craig joined Widseth in 2008 and adds over 20 years of civil engineering experience to the team. Craig serves as the City Engineer for Fountain, Pine Island, Dodge Center, and Rollingstone, Minnesota. His responsibilities include site selection, roadway and utility design, preliminary and final engineering and design, construction cost estimates, and construction administration services. Craig also works with a number of private sector clients to plan and prepare construction documents for development projects.

Licenses/Certifications:

Professional Engineer
MN #44228

Erosion/Sediment Control
Specialist-Design

Education:

Bachelor of Science, Civil
Engineering, University of
Wisconsin-Platteville

Project Experience

- 2020 Street Improvement Project—
Dodge Center, MN
- Sanitary Sewer Trunkline
Replacement—Pine Island, MN
- Island Heights Water Tower
Rehabilitation—Pine Island, MN
- Ground Storage Tank Replacement—
Rollingstone, MN
- Regional Stormwater Study—
Dodge Center, MN
- CSAH 34 Reconstruction—
Dodge Center, MN
- Central Avenue Reconstruction—
Dodge Center, MN



LOGAN TJOSSEM AICP

Principal Planner

Logan brings over 20 years of project planning experience to Widseth, offering expertise in both the private and public sectors. He is involved in project development for all Widseth offices by creating and modifying comprehensive plans, zoning ordinances, conducting research, and development review. He focuses on assessing obstacles within a projects design and process and establishing timelines that allow every project to be efficient and progress seamlessly.

Licenses/Certifications:

Licensed Appraiser:
MN (40471669)

American Institute of Certified
Planners (AICP) Certified
Planner

Education:

Bachelor of Science,
Community and Regional
Planning: Emphasis in
Economic Development |
Iowa State University, 2000

Expertise:

- Comprehensive plans: drafts, updates,
map amendments
- Zoning ordinances drafts, updates, text
amendments
- Drafted amendments for Rochester
Zoning Ordinance and Land
Development Manual
- Grant writing
- Development review: preliminary/final
plats, metes and bounds/lot splits,
site development plans, variances,
CUPs, and specialized development
applications
- Interpretation of compliance related to
civil drawings, architectural plans, and
landscape plans



VANESSA HINES PE

Civil Engineer

With ten years of experience in both the public and private sectors, Vanessa leverages her experience and meticulous approach to guide commercial and municipal clients through the design and permitting processes. She is involved in programming, site design, development, zoning code compliance, pedestrian and vehicular traffic management, parking layout and design, and stormwater management. Her previous experience with municipalities enables her to successfully merge the requirements of local regulators and the visions of her clients into successful designs. Vanessa’s natural energy, expertise, and critical thinking will prove to be valuable in integrating civil engineering principles with project management and public relations.

Licenses/Certifications:

Erosion/Stormwater Management-Design Construction SWPPP

MN Utility Contractor Association Pipelayer Certification

Education:

Bachelor of Science, Civil Engineering | Seattle University, 2010

Project Experience

- 2015 Pine Island Street Reconstruction—Pine Island, MN
- 5th Street SW Reconstruction (CSAH 27)—Pine Island, MN
- 2020 Street Improvement Project—Pine Island, MN
- WAIDA Business Park—Winona, MN
- Independence Prairie Winds Commercial Subdivision—Mankato, MN



ADAM PLESCHOURT EIT

Civil Engineer In Training

Adam joined Widseth’s civil engineering department as an intern in 2016 and became a full-time civil engineer in training in 2018. Adam’s responsibilities include preparing site development and site grading plans, utility design, zoning code compliance, parking lot and pedestrian access design, and stormwater design, modeling, and management. He also drafts topographic surveys, researches and draws property plats, and assists with construction staking.

Licenses/Certifications:

MN Utility Contractor Association Pipelayer Certification

Education:

Bachelor of Science, Civil Engineering | University of Minnesota, 2018

Project Experience

- Lead Inspector on 2nd St. & 2nd Ave. Street Reconstruction—Pine Island, MN
- Drafted Construction Plans 2nd St. & 2nd Ave. Street Reconstruction—Pine Island, MN
- Inspection of 5th St. Reconstruction—Pine Island, MN
- Tommy Car Wash Systems—Rochester, MN
- Black Dog Animal Hospital—Red Wing, MN
- Seasons Hospice Home—Rochester, MN
- Riverport Plaza Loading Dock—Winona, MN
- Anytime Fitness—Rochester, MN



GAIL LEVERSON MBA, EDFP

Funding Specialist | Grant Writer

Gail joined WSN in 2019 with more than 20 years of experience securing grants for cities, counties, and nonprofit organizations. As a funding specialist, Gail is responsible for securing external funds for Widseth's clients and projects. Her duties include grant writing, new submissions, and managing grants in progress. Gail's grant specialties include the Small Cities Development Program (SCDP), USDA Rural Development (RD) programs, Public Facilities Authority (PFA) programs, U.S. EDA and various nonprofit options. Gail works with professionals on projects at all WSN locations. Gail has secured funding from the public and private sources listed below.

Licenses/Certifications:

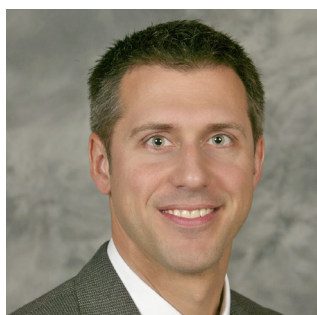
National Development Council, Economic Development Finance Professional (EDFP) Certification

Education:

Master of Business Administration | Bemidji State University, 2017
 Bachelor of Science, with Honors | Bemidji State University, 1997

Project Experience

- Minnesota Department of Transportation (MnDOT)*
- Otto Bremer Trust*
- Minnesota Department of Human Services*
- 3M Gives, Multiple Projects at the Hubbard County DAC—Hubbard County, MN*
- Small Cities Development Program (SCDP) grants—Six Minnesota Cities*
- DEED Grant, Cirrus Jet Finishing Center—Duluth, MN*
- U.S. EDA Grant, Little Falls Industrial Park—Little Falls, MN*



MARK REINEKE CMS, GISP

Geographer | GIS Analyst

Mark Reineke has more than 25 years of experience in spatial analysis, mapping, and GIS. He coordinates GIS projects among the firm's offices and manages Widseth's extensive spatial database. Mark assists and advises project teams by providing analysis, mapping, and technical support. His varied cartographic works include museum displays, published works. Mark works extensively with LiDAR, deriving project specific data sets and the development of hydrologic applications.

Licenses/Certifications:

Certified Mapping Scientist—GIS/LIS (GS291)
 Certified GIS Professional (52240)

Education:

Bachelor of Science, Geography | University of Minnesota, 1995

Project Experience

- Alexandria Stormwater Plan—Alexandria, MN
- Mustinka River Crossing Analysis/Modeling—Grant County, MN
- Water Quality Targeting/Modeling—Greater Blue Earth River Basin Alliance (GBERBA), Blue Earth River Basin, MN
- Water Quality Targeting/Modeling—GBERBA, Le Sueur River Basin, MN
- Parkers Prairie Drainage Study—Parkers Prairie, MN
- Bois de Sioux Watershed Distributed Detention Storage Modeling—Portions of MN, ND, & SD
- Buffalo, Wilson, English Coulee Watershed Distributed Detention Storage Modeling—Portions of ND
- Turtle River Watershed Distributed Detention Storage Modeling—Portions of ND

■ APPROACH TO SCOPE OF SERVICES



PROJECT MANAGEMENT AND GENERAL MUNICIPAL ENGINEERING & PLANNING SERVICES

Widseth's municipal engineering and planning service arrangements include:

- **Assigning two contacts as the City's liaison.** For the City of Cannon Falls, Craig Britton, PE, VP, and Logan Tjossem, AICP, will serve as your primary contacts.
- **Attending Council/Commission meetings at NO CHARGE.** This allows us to keep informed of the long-term goals, priorities, and directions of the city. It also gives us insight into the events leading up to the initiation of a project.
- **Fielding routine questions, phone calls, or emails at NO CHARGE.** This is essential to encouraging good, continuous communication.

When specific projects or engineering needs arise, agreements are prepared on a project-by-project basis, beginning with a clearly defined project scope and fee.

Our approach ensures the city is in control of engineering costs. Widseth will provide background information along with fee estimates or scope amendment requests to the Council for their consideration in making the most appropriate decision for the city.

Widseth offers integrated services with key disciplines in-house, contributing to a seamless process. In addition to municipal engineering services, we have assisted many clients with needs ranging from environmental concerns to identifying and securing appropriate funding sources; from roadway inventories to facilities analysis; from land surveying to public information campaign assistance. We are committed to helping our clients realize their visions for their communities.

Summary of services provided include:

- Long-Range Planning
- Assistance with Funding Agencies
- Wastewater Systems
- Water Systems
- Streets/County Roads
- Drainage/Judicial Ditches
- Planning and Zoning Reviews
- Wetland Delineation/Mitigation
- Site Grading and Drainage Plans
- Utility Studies and Modeling
- Construction Plan Review

■ COMMITMENT TO PROJECT

Widseth's local civil engineering and planning team is committed to the Cannon Falls community!

It is important to us to be at your service, easily accessible, highly responsive, and to make an investment of our own in the interests of the community. Our commitment to the well-being of the City of Cannon Falls is ongoing and extends beyond our professional relationship.

Our project team is capable of exceeding your expectations, and while there is no substitute for experience, we also recognize the need to continue to look toward the future. The team we have assembled comprises industry leaders who have secured decades of experience as well as professionals who will be mentored by our team's veterans. This approach reflects Widseth's commitment to offering the expertise of our most skilled professionals while developing the talents of our future leaders.

All in all, our entire team is committed to providing responsive and economical city engineering and planning services for the City of Cannon Falls.



■ COMMUNICATION & COORDINATION

Communication is key to a strong and successful relationship.

Widseth realizes the importance of communication and public relations efforts expected of a city.

We are available to address citizens' concerns as they arise and make appropriate recommendations to the city based on our findings. In terms of public presentations, our in-house communications department crafts public information campaigns, ranging from a simple poster board to full-scale multimedia presentations using a variety of digital media. We can also present this information through formal hearings, public information sessions, mailings, emailings, websites, blogs, and social media.

BASIS FOR COMPENSATION

2020 FEE SCHEDULE

CLASSIFICATION	HOURLY RATE
<u>Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer/Planner</u>	
Level I	\$110.00
Level II	\$135.00
Level III	\$160.00
Level IV	\$170.00
Level V	\$185.00
<u>Technician</u>	
Level I	\$ 73.00
Level II	\$ 92.00
Level III	\$110.00
Level IV	\$125.00
Level V	\$140.00
Computer Systems Specialist	\$150.00
Senior Funding Specialist	\$125.00
Marketing Specialist	\$110.00
Funding Specialist	\$ 95.00
Administrative Assistant	\$ 70.00

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	Cost
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
Waste Water Sampler	\$40.00/Day
ISCO Flow Recorder	\$60.00/Day
Photoionization Detection Meter	\$80.00/Day
Explosimeter	\$50.00/Day
Product Recovery Equipment	\$35.00/Day
Survey-Grade GPS (Global Positioning System)	\$75.00/Hour
Mapping GPS (Global Positioning System)	\$150.00/Day
Soil Drilling Rig	\$35.00/Hour
Groundwater Sampling Equipment	\$75.00/Day
Subcontractors	Cost Plus 10%

Reproduction Costs	RATE
Black & White Copies: 8 ½ x 11	\$0.10
Black & White Copies: 11 x 17	\$0.50
Black & White Copies: 24 x 36	\$3.00
Color Copies: 8 ½ x 11	\$2.00
Color Copies: 11 x 17	\$4.00
Color Copies: 24 x 36	\$12.00
Color Plots: 42 x 48	\$22.00

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

SAMPLE BILL

WIDSETH SMITH NOLTING & ASSOC., INC.
216 MAIN ST
CROOKSTON, MN 56716
T. 218-281-6522



INVOICE

City of Pine Island
250 S Main
PO Box 1000
Pine Island, MN 55963

Invoice Number: 205549
Date: June 25, 2020
Project Number: 2020-10016

Island Heights Water Tower Rehabilitation, Pine Island

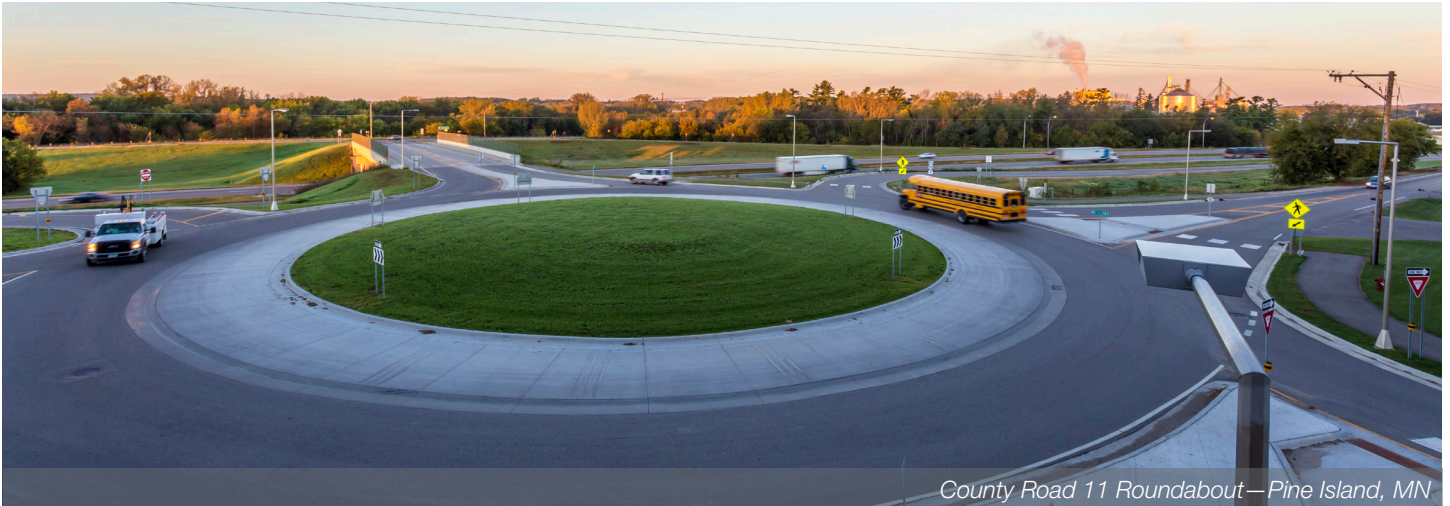
For Professional Services Rendered Through: June 12, 2020

Professional Services

	Hours	Rate	Amount
Engineer II	2.00	135.00	\$270.00
Engineer III	14.00	160.00	\$2,240.00
Engineer IV	11.50	170.00	\$1,955.00
	27.50		\$4,465.00
Invoice Total			\$4,465.00

PROJECT EXAMPLES

We have gone through our hundreds of projects we have worked on with cities and provided several examples below. In addition, we have included informational flyers on a few of our service areas. We can provide references for any of our projects or any of the cities we work with upon request.



County Road 11 Roundabout—Pine Island, MN

COUNTY ROAD 11 ROUNDABOUT

Pine Island, MN

The Pine Island Roundabout is a continuation of MnDOT’s Highway 52 east frontage road, Highway 52 ramps, and Goodhue County Road 11 led to the conclusion that a roundabout was the safest design alternative. The roundabout maintains the existing street connections, which was important to the City of Pine Island, Goodhue, County, and MnDOT.



5th Street—Pine Island, MN

COUNTY STATE AID HIGHWAY (CSAH 27) / 5TH STREET SW RECONSTRUCTION

Pine Island, MN

Underground utilities and surfacing on 3,300 linear feet of CSAH 27 were replaced in the City of Pine Island. Deteriorating infrastructure and safety concerns were the driving force behind the project. With CSAH 27 being one of the major roadways through the city, safety and the maintenance of traffic were two major areas of concern. Strategic construction planning and specific safety measures were specified in the project plans to ensure that resident safety was met while traffic was maintained for the duration of the project. State Aid funds were used for a portion of the project and thus, were subject to the requirements set forth by the MnDOT State Aid office.



Main Street and 6th Avenue Reconstruction—Kasson, MN

MAIN STREET AND 6TH AVENUE RECONSTRUCTION

Kasson, MN

Underground utilities and surfacing on eight city blocks were replaced in the City of Kasson. Deteriorating infrastructure and the need to improve stormwater collection were the driving forces behind the project. Main Street is one of the major roadways through the City. Safety and maintaining traffic were two major concerns, which were met by specifying strategic construction planning and specific safety measures in the project plans. State Aid funds were used for a portion of the project. The contractor was selected through Best Value Procurement. Widseth developed guidelines for the committee to use in the selection process and compiled necessary information for selection.



County State Aid Highway (CSAH 34) Reconstruction—Dodge Center, MN

COUNTY STATE AID HIGHWAY (CSAH 34) RECONSTRUCTION

Dodge Center, MN

Underground utilities and surfacing on a little over a mile of CSAH 34 were replaced in the City of Dodge Center. Deteriorating infrastructure, safety concerns, and the need to improve stormwater collection was the driving force behind the project. With CSAH 34 being one of the major roadways through the City, safety and the maintenance of traffic were two major areas of concern for the City. Strategic construction planning and specific safety measures were specified in the project plans to ensure that resident safety was met while traffic was maintained for the duration of the project. State Aid funds were used for a portion of the project and, thus, was subject to the requirements set forth by the MnDOT State Aid office.

GKWMLL SANITARY DISTRICT

Garrison, MN

Widseth worked with the Garrison Kathio West Mille Lacs Lake Sanitary District (GKWMLL) on a new sanitary sewer system. Since the system provides services to a new district, Widseth worked with GKWMLL on setting assessments and policies in addition to working with several funding agencies (USDA Rural Development, Minnesota Public Facilities Authority, Minnesota Wastewater Infrastructure Fund, and U.S. Army Corps of Engineers) to develop an overall project budget.

The system covers an eight mile north-south area along the west side of Mille Lacs Lake. Widseth's team laid out plan and profile drawings for the initial system, including approximately 100,000 feet of piping and 28 lift stations. Widseth worked with the board of managers and their attorney on developing a sewer use ordinance, a sewer charge ordinance, an assessment policy, and other policies.

Our team led preliminary assessment hearings, presented several public information sessions on financing alternatives, and worked with various federal and state funding agencies to meet their requirements. Widseth also prepared an expanded Environmental Assessment Worksheet (EAW) for this project dealing with several agencies on wetland and archaeological issues.

Wastewater flows from the GKWMLL District and is treated at the Mille Lacs Indian Reservation WWTF. Widseth met and worked with staff to establish optimum delivery parameters for the new wastewater stream flow.



NORTH OTTAWA IMPOUNDMENT

Wheaton, MN

Completed in the spring of 2010, this flood control and natural resource enhancement project for the Bois de Sioux Watershed District was funded by local, state, and federal dollars.

The primary purpose of the North Ottawa Impoundment Project is to provide flood relief on Judicial Ditch 2 (JD2), Judicial Ditch 12 (JD12), Rabbit River, Bois de Sioux River, and the Red River of the North. Secondary goals include wildlife management, stream flow augmentation, water quality enhancement, and public recreation.

Located on JD2 and JD12 drainage systems, the North Ottawa Impoundment project empties into the Rabbit River about five miles and 10 miles downstream, respectively.

The impoundment provides flood relief by controlling outflows so they do not contribute to flood damages downstream. In general, gates are closed during any downstream flood event and reopened after the flood at a rate that will not cause downstream damages. The downstream areas of concern include land and communities adjacent to the local ditch systems, the Rabbit River, the Bois de Sioux River, and the Red River.



JOINT COUNTY DITCH #2 - SEDIMENTATION PONDS

Osakis, MN

Joint County Ditch #2 (JD #2) was the greatest contributor of total suspended solids and total phosphorous to Lake Osakis. JD #2 has a watershed area of approximately 57 square miles within Todd and Douglas Counties. The Sauk River Watershed District retained Widseth to design a system which would limit phosphorous and suspend solids entering Lake Osakis via JD #2. Widseth designed a two-cell sedimentation pond system which treats low to average ditch flows. Computer modeling indicates that the 11-acre JD #2 sedimentation ponds will reduce total phosphorous in Lake Osakis by 40% over a 20 year period, in turn increasing lake clarity by 1.8 feet.

Widseth provided survey, design, and construction services for the Sauk River Watershed District. Due to the project's proximity to sensitive waterways, Widseth also assisted the District in obtaining permits from the Minnesota Board of Water and Soil Resources, Army Corps of Engineers, Minnesota Department of Natural Resources, Soil and Water Conservation District, Minnesota Pollution Control Agency, and the Joint Drainage Authority. The Watershed District and Widseth worked together to present the project at public hearings and meetings to ensure that all stakeholders were kept well informed.

HIGHLIGHTS

- Project addressed Lake Osakis water quality.
- Joint Counties Ditch #2 has watershed of approximately 57 square miles.
- Two-cell sedimentation pond system has water surface area of 11 acres.
- Ponds will reduce total phosphorus in Lake Osakis by 40% over a 20 year period, and lake clarity will increase by approximately two feet.



REFERENCES



CITY OF FOUNTAIN

Jim Schott, Mayor
 507.268.4923
 cityoffountain@frontiernet.net

CITY OF ROLLINGSTONE

Jamie Hengel, City Clerk/Treasurer
 507.689.4110
 rollingstonecityclerk@outlook.com

CITY OF PINE ISLAND

Elizabeth Howard, City Administrator
 507.356.4591
 Elizabeth.howard@ci.pineisland.mn.us

CITY OF UTICA

Dan Lewis, Streets Commissioner
 507.450.2464
 danlewis23@live.com

CITY OF DODGE CENTER

Josh Tetzlaff, City Administrator
 507.374.2575
 jtetzlaff@ci.dodgecenter.mn.us

POTENTIAL CONFLICTS

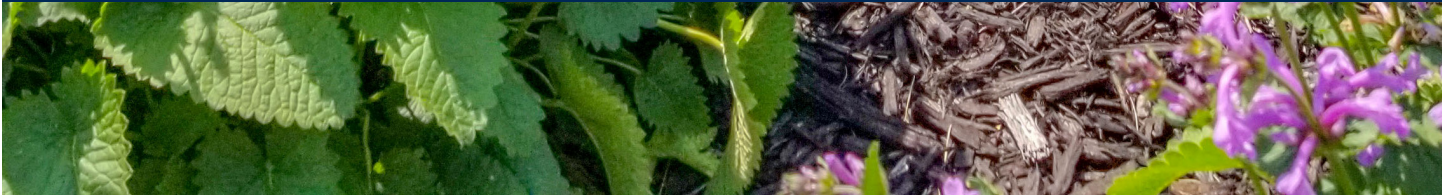
As a local firm and long-lived business serving the surrounding communities, we are deeply invested in this area. Our wellbeing and success is strongly based on our relationships with our local communities and the people that live and work here.

Over all clients served, we are not aware of and do not foresee any Conflicts of Interest arising relative to the City of Cannon Falls.



**APPENDIX A
DISCLOSURES & ASSURANCES**

WIDSETH



APPLICANT AUTHORITY

**WIDSETH SMITH NOLTING
& ASSOCIATES, INC.
RESOLUTION
OF THE BOARD OF DIRECTORS**

RESOLVED, this 17th day of December 2019 that the officers of this corporation named below are hereby authorized and empowered in the name of this corporation to execute contracts for services rendered by the employees of this corporation.


FURTHER RESOLVED, that all officers will adhere to the following levels of authority:

<u>FEES</u>	<u>AUTHORITY</u>
Over \$250,000	President's review and two officer signatures
\$ 50,000 to 250,000	Office manager review and two officer signatures
\$ 10,000 to \$50,000	Office manager review and one officer signature
Under \$10,000	One officer signature

FURTHER RESOLVED, that the officers referred to in the foregoing resolutions are as follows:

- | | |
|---|--|
| Kevin J. Donnay, President
Lawrence J. Van Hout, Treasurer
James J. Megel, CFO
Gregory L. Boppre, Vice President
Peter J. Sarberg, Vice President
Bryan T. Balcome, Vice President
Craig N. Britton, Vice President
Steven R. Emery, Vice President
Mark V. Hallan, Vice President
Aric L. Welch, Vice President
Curtis D. Meyer, Vice President
Brent A. Dammann, Vice President
Timothy T. Ramerth, Vice President
Allan J. Page, Vice President
Michael J. Angland, Vice President
Bryan B. Bye, Vice President | Kent A. Rohr, Executive Vice President
Timothy M. Houle, Secretary
Erin M. Johnson, Vice President
Timothy D. Schoonhoven, Vice President
David S. Reese, Vice President
Richard A. Clauson, Vice President
Brian A. Ross, Vice President
Christopher D. Jordheim, Vice President
Eric F. Jendro, Vice President
Bradley D. Bail, Vice President
Jeffrey L. Kuhn, Vice President
Chad M. Conner, Vice President
Garrett R. Borowicz, Vice President
Jason L. Zilka, Vice President
Dana J. Hlebichuk, Vice President |
|---|--|

I HEREBY CERTIFY, that the foregoing is a true and correct copy of a resolution regularly presented to and adopted by the Board of Directors of Widseth Smith Nolting & Associates, Inc. at a meeting duly called and held in Baxter, MN on the 17th day of December 2019, at which a quorum was present and voted, and that such resolution is duly recorded in the minute book of this corporation, that the officers named in said resolution have been duly elected or appointed to, and are the present incumbents of the respective offices set after their respective names.



 Timothy M. Houle, Secretary

INSURANCE COVERAGE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/21/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER H. Robert Anderson and Associates, Inc. 8201 Norman Center Drive Suite 220 Bloomington MN 55437	CONTACT NAME: Jeanne Danmeier PHONE (A/C, No, Ext): (952) 893-1933 FAX (A/C, No): (952) 893-1819 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED Widsseth Smith Nolting & Associates Inc. 216 South Main Street P. O. Box 458 Crookston MN 56716	INSURER A: XL Specialty Insurance Co. NAIC # 37885	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2020-2021 **1** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		DPR9954689	1/22/2020	1/22/2021	Each Claim/ \$3,000,000 Each Policy Year Aggregate \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This certificate or memorandum of insurance does not affirmatively or negatively amend, extend, or alter the coverage afforded by the insurance policy.

CERTIFICATE HOLDER ISSUED FOR INFORMATIONAL PURPOSES	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)
INS025 (201401)

The ACORD name and logo are registered marks of ACORD



WIDSE-1

OP ID: HC

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/31/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Zimny Insurance Agency 1103 Broadway St, Ste 100 Alexandria, MN 56308 Anthony Zimny	320-762-2124		CONTACT NAME: Anthony Zimny PHONE (A/C, No, Ext): 320-762-2124	FAX (A/C, No): 320-762-5433
	E-MAIL ADDRESS:			
INSURER(S) AFFORDING COVERAGE				NAIC #
INSURER A : SECURA				22543
INSURED Widseth, Smith, Nolting & Associates, Inc. 216 S Main St Crookston, MN 56716				
INSURER B :				
INSURER C :				
INSURER D :				
INSURER E :				
INSURER F :				

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	BP3299234	02/01/2020	02/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	A3299235	02/01/2020	02/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CU3300002	02/01/2020	02/01/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below		X	WC3299236	02/01/2020	02/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is included as additional insured when required in a written contract. Waiver of Subrogation applies when required in a written contract.

CERTIFICATE HOLDER To Whom It May Concern	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

Alexandria | Bemidji | Brainerd | Crookston | East Grand Forks | Forest Lake | Grand Forks | Mankato | Rochester

Widseth.com