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SUPPLEMENTAL LETTER AGREEMENT

May 7, 2026

RE: City of Baxter
Evergreen Drive/Douglas Fir Drive
Traffic Impact Study – Amendment No.
1
SEH No. BAXTE 176854

Trevor Walter, PE
Public Works Director/City Engineer
13190 Memorywood Dr
PO Box 2626
Baxter, MN 56425 -2626

Dear Mr. Walter:

Based on the City of Baxter's request, Short Elliott Hendrickson, Inc.® (SEH) is submitting this Supplemental Agreement (agreement) for additional engineering services that were not included in our existing contract. The additional services requested include updating the previous version of the Evergreen Drive/Douglas Fir Drive Traffic Impact Study and completing an Intersection Control Evaluation (ICE) report for the intersection of College Road and Douglas Fir Drive.

The initial Supplemental Letter Agreement, dated December 18, 2023, included completion of a traffic impact analysis for a development proposed along Evergreen Drive/Douglas Fir Drive, based on a site plan provided by the developer. Since the completion of the initial study in May 2024, there has been an update to the site plan, which requires the traffic impact analysis to be updated and an ICE report be completed for the recommended roundabout at the intersection of College Road and Douglas Fir Drive. The previous version of the traffic impact study was never presented to the Utilities Commission or City Council, so budget remains in the project for those presentations. Tasks included in the study update and ICE report include:

Task 1 – Project Management

Includes all general project management tasks with the City and 1 virtual project meeting with the City/developer. Budget remains from the initial project for one in-person Utilities Commission Meeting and one in-person City Council meeting.

Subtotal: \$1,500

Deliverables:

- Utility Commission/City Council meeting presentation

Task 2 – Traffic Impact Study

SEH will update the traffic impact analysis based on the updated development site plan. The study will analyze the short-term and long-term intersection needs at the intersections of College

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

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Road/Douglas Fir Drive with the planned development along Evergreen Drive and Douglas Fir Drive. Study task includes:

- **Trip Generation and Distribution** - estimate additional trips generated by planned development along Evergreen Drive and Douglas Fir Drive.
- **Traffic Forecasts** – adjust previously completed land use assumptions from the CSAH 48 study to update the long-term traffic volumes along TH 371, College Road, and Douglas Fir Drive.
- **Warrant Analysis** – complete all-way stop and traffic signal warrant analysis for the intersections of College Road/Douglas Fir Drive and CSAH 48/Evergreen Drive. Warrant analysis will be used to determine where an all-way stop, traffic signal, or roundabout may be appropriate in the future.
- **Traffic Operations Analysis** – Analyze traffic operations using Synchro/SimTraffic along College Road under existing, 2027 No Build, 2027 Build, 2032 No Build, 2032 Build, 2047 No Build, and 2047 Build Conditions. Traffic control changes based on the traffic generated by the proposed development will be analyzed at the College Road/Douglas Fir Drive and CSAH 48/Evergreen Drive intersections. The 2047 analysis will serve to update the City on how the proposed development may change the long-term plans for College Road/Douglas Fir Drive
- **Access Review** – SEH will review any proposed development access locations and to ensure adequate spacing/access to and from the site.
- **Traffic Impact Study Report** – update and finalize the Traffic Impact Study Report for the Evergreen Drive/Douglas Fir Drive development, which will recommend any necessary short-term and long-term intersection improvements along Douglas Fir Drive or College Road.

The Traffic Impact Study Report will be reviewed by the City of Baxter.

Subtotal: \$7,000

Deliverables:

- Draft and Final Traffic Impact Study Report

Task 3 – Intersection Control Evaluation (ICE) Report

SEH will complete an intersection control evaluation for the intersection of College Road/Douglas Fir Drive. ICE report tasks beyond those included in the traffic impact analysis include:

- **Safety Analysis** – review the most recent 5-years of crash data using MnDOT’s Crash Mapping Analysis Tool (MnCMAT2), create crash diagrams, and estimate future crashes for control types alternatives.
- **Preliminary Concept Layouts** – preliminary layouts will be completed for roundabout and traffic signal control alternatives.
- **ICE Report** – compile a draft and final Intersection Control Evaluation Report for the intersection of College Road and Douglas Fir Drive, which will recommend the optimal traffic control for the intersection to serve existing and future needs.

The ICE Report will be reviewed by the City of Baxter and MnDOT.

Subtotal: \$6,500

Deliverables:

- Draft and Final ICE Report

Payment:

SEH proposes to complete all requested additional work for an overall not-to-exceed cost of **\$15,000** to be paid on an hourly basis based on direct labor costs, plus the actual cost of reimbursable expenses.

If approved, our contract will increase from the initial budget of **\$13,900** to **\$28,900**. SEH will bill the City monthly on an hourly basis for labor and for reimbursable expenses. SEH will provide these services in accordance with the December 18, 2023 Supplemental Letter Agreement for the Evergreen Drive/Douglas Fir Drive Traffic Impact Study.

Schedule:

Work will begin promptly once authorization is received. SEH will provide a draft traffic impact analysis to the City within 60 days of authorization.

Please feel free to contact me at 952-912-2606 or email jdانباس@sehinc.com if you have any questions or comments regarding our proposed work plan and schedule. If this agreement is acceptable, please sign below and return a copy.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Justin Anibas, PE (MN), PTOE, RSP1
Project Manager

Accepted this _____ day of _____, 2025

CITY OF BAXTER, MINNESOTA

By: _____

Title: _____

CITY OF BAXTER, MINNESOTA

By: _____

Title: _____