



ITEM REPORT
UTILITIES COMMISSION

Agenda Date: 5/6/2026
Agenda Section: Business Item

Department Origination: Public Works

Agenda Item: Approve the Widseth Proposal for Professional Design Fee Amendment for the 2026 Mill & Overlay Improvements Project in the Not to Exceed Amount of \$11,700 for a Total Revised Not to Exceed Amount of \$134,454

Approval Required: Simple Majority Vote

BACKGROUND

Widseth is currently under contract with the City of Baxter for professional services related to the 2026 Mill & Overlay Improvements Project. Services provided to date include preparation of the Feasibility Report, completion of a topographic survey, and coordination of sanitary sewer and storm sewer cleaning and televising. Widseth is currently working on completion of Design Phase services including drainage/utility and temporary easements. These services are provided under the existing contracts totaling \$122,754.

Widseth respectfully requests additional compensation for the following additional services:

- In their design proposal, they estimated appraisal services would cost \$2,200 per parcel for permanent easements, with 4 parcels, this totaled \$8,800. During the design phase of the project, temporary easements were added to ensure the contractor has an appropriate amount of area to work. With the addition of the temporary easements, appraisal services provided by Goedker Appraisal Services Inc. totaled \$15,000 which is \$6,200 over the estimated cost for these services in our design proposal.
- Widseth also incurred an additional \$4,000 in effort to coordinate the appraisals and prepare documentation for the additional temporary easements.
- Lastly, in the original design phase contract, fees for Title Opinions were omitted from their fee calculation. The fee to obtain the Title Opinions totaled \$1,500.

As previously noted, the contract amount prior to this fee amendment is \$122,754. With the additional services described above, **Widseth is requesting a fee amendment of \$11,700**, bringing the total revised contract amount to a Not To Exceed Total Fee of \$134,454.

FINANCIAL IMPLICATIONS

The cost of this Fee Amendment will be tracked as part of the capital project and paid from special assessments and City contributions in accordance with the City’s Assessment Policy. These costs were included in the project budget shown at the May 5th Council meeting.

STAFF RECOMMENDATIONS

Staff recommends approval of the Widseth Fee Amendment in the amount of \$11,700.

COUNCIL ACTION REQUESTED

MOTION to Approve the Widseth Proposal for Professional Design Fee Amendment for the 2026 Mill & Overlay Improvements Project in the Not to Exceed Amount of \$11,700 for a total revised not to exceed amount of \$134,454.