



STAFF REPORT UTILITIES COMMISSION

Agenda Date: 8/5/2026
Agenda Section: Business Item

Department Origination: Public Works

Agenda Item: Approve the SEH Contract for Professional Services – Construction Phase in the Not to Exceed Amount of \$28,570.00 for the Timberline Heights Phase 2 Development

Approval Required: Simple Majority Vote

BACKGROUND

A developer has submitted a preliminary plat for a new apartment complex along Clearwater Road. The proposed site is located on the south side of Clearwater Road, adjacent to Forest Drive. The site includes a proposed 60-unit apartment. SEH has been assisting the City of Baxter with reviewing the civil plans for the project site. Additionally, staff requested a contract from SEH for construction observation services related to the construction administration and observation.

SEH prepared a contract for engineering services (Construction Services) to perform construction administration and construction observation for watermain installation within City easements, sanitary sewer service installation, and driveway and trail construction near the proposed site. In addition, the contract includes SEH staff time for GIS related services to update the City's online system for watermain, sanitary sewer, storm sewer and pond information.

A copy of the SEH contract is included for reference.

FINANCIAL IMPLICATIONS

The project expenses will be covered by the Developer and will be included within the Developer's Agreement.

STAFF RECOMMENDATIONS

Staff recommends approval of the SEH Contract in the Not to Exceed Amount of \$28,570.00 for Professional Services during the Construction Phase for the Timberline Heights Phase 2 Development.

COUNCIL ACTION REQUESTED

MOTION to approve the SEH Contract for Professional Services – Construction Phase in the Not to Exceed Amount of \$28,570.00 for the Timberline Heights Phase 2 Development