



STAFF REPORT UTILITIES COMMISSION

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

Department Origination: Public Works

Agenda Item: Approve the SEH Contract in the Not to Exceed Amount of \$33,170.00 for Professional Services during the Construction Phase for the Bell Bank Development

Approval Required: Simple Majority Vote

BACKGROUND

A Developer has submitted a preliminary plat for a new bank along Clearwater Road. The proposed site is located on the south side of Clearwater Road, adjacent to Golf Course Drive. 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 work within the City streets and City right of way.

SEH prepared a contract for engineering services (Construction Services) to perform construction administration and construction observation for watermain installation, sanitary sewer service installation, driveway construction, median construction and pavement restoration 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.

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 \$33,170.00 for Professional Services during the Construction Phase for the Bell Bank Development.

COUNCIL ACTION REQUESTED

MOTION to approve the SEH Contract in the Not to Exceed Amount of \$33,170.00 for Professional Services during the Construction Phase for the Bell Bank Development.