



ITEM REPORT UTILITIES COMMISSION

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

Department Origination: Public Works

Agenda Item: Approve the WSB Professional Services Agreement in the Not to Exceed Amount of \$24,430.00 for the Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Record Drawing Survey. Municipal Project No. 4121

Approval Required: Simple Majority Vote

BACKGROUND

The City of Baxter is in the process of completing the Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project, Municipal Project Number 4121. As a part of maintaining proper documentation, a record drawing survey needs to be completed to update the record plans to reflect what was constructed in the field. The City of Baxter also has a GIS system containing a sign inventory that needs to be updated with the signs installed on this project.

Attached are a WSB letter proposal and contract in the not to exceed amount of \$24,430.00 for the Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Record Drawing Survey. Updating the City GIS sign inventory and providing an updated record plan is included in the scope of work.

FINANCIAL IMPLICATIONS

This is an unbudgeted expense, the contract is a not to exceed \$24,430.00 and will need to be paid from the Public Works Administration budget from the Engineering Fees line item.

STAFF RECOMMENDATIONS

Staff recommends approving the WSB Professional Services Agreement in the Not to Exceed Amount of \$24,430.00 for the Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Record Drawing Survey.

COUNCIL ACTION REQUESTED

MOTION to approve the WSB Professional Services Agreement in the Not to Exceed Amount of \$24,430 for the Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Record Drawing Survey.