

Memorandum

REPORT TO: City Commission

FROM: Kellen Gamradt, Engineer II
Shawn Kohtz, Director of Utilities

SUBJECT: Authorize the City Manager to Sign Amendment 10 to the Professional Services Agreement for the Field Survey Term Contract with Sanbell, to Facilitate design of a Food Truck and RV Dump Site at the Gallatin County Fairgrounds

MEETING DATE: December 16, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Approve and authorize the City Manager to Sign Amendment 10 to the Professional Services Agreement for the Field Survey Term Contract with Sanbell to Facilitate design of a Food Truck and RV Dump Site at the Gallatin County Fairgrounds

STRATEGIC PLAN: 1.3 Public Agencies Collaboration: Foster successful collaboration with other public agencies and build on these successes.

BACKGROUND: Attached is a copy of the contract amendment with Sanbell. This amendment will add survey at the Gallatin County Fairgrounds, adjacent to Tamarack Street, as described in the attached scope of work. This survey will be used to design a Food Truck and RV Dump Site at the County Fairgrounds. Staff has reviewed the amendment and found it to be commensurate with the work involved.

UNRESOLVED ISSUES: None

ALTERNATIVES: As suggested by the Commission

FISCAL EFFECTS: If approved, this amendment will increase the contract fee on a fixed fee basis with a cost of \$4,000 bringing the total contract amount from \$275,906 to \$279,906. Funding has been appropriated in the FY26 Budget as project WW148 and paid for from the City's Wastewater Fund

Attachments:

[Field Survey PSA Amendment No 10.docx](#)

[Amendment 10-120225.pdf](#)

[Professional Services Agreement - Sanderson Stewart - Capital Improvements Project Field Study.pdf](#)

Report compiled on: December 2, 2025