

Memorandum

REPORT TO: City Commission

FROM: Brian Heaston, Engineer III
Shawn Kohtz, Director of Utilities

SUBJECT: Authorize the City Manager to Sign Task Order 2 of the Professional Services Agreement with Clear Route Real Estate, LLC.

MEETING DATE: January 13, 2026

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to Sign Task Order 2 of the Professional Services Agreement with Clear Route Real Estate, LLC.

STRATEGIC PLAN: 2.2 Infrastructure Investments: Strategically invest in infrastructure as a mechanism to encourage economic development.

BACKGROUND: Clear Route Real Estate (“Clear Route”) provides the City with real estate and right-of-way acquisition services through a [professional services agreement](#) authorized by City Commission on July 15, 2025. Attached is Task Order 2 under this PSA authorizing Clear Route to perform real estate acquisition services for the City’s ongoing municipal groundwater project. Landowner permissions must be obtained at preliminary well sites prior to drilling test wells, performing aquifer testing, or assessing a site’s geologic suitability for placement of aquifer recharge and mitigation infrastructure. The process of identifying preliminary well sites is nearing completion. Site selection is being informed by complex hydrogeologic modeling by the City’s municipal groundwater consultant, Morrison Maierle. Task Order 2 authorizes Clear Route to perform easement acquisitions for up to five (5) different properties.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the City Commission.

FISCAL EFFECTS: Task Order 2 comes with a cost not to exceed of \$25,000 payable on a time and materials basis. Task Order 2 costs will be covered by the water impact fee fund appropriation for capital improvement project WIF33 – Municipal Test Well & Mitigation System Program. Sufficient capital project budget is available to cover the agreed task order services.

Attachments:

[Task Order 2 Proposal_2025-12-18.pdf](#)

Report compiled on: January 2, 2026