



STAFF REPORT UTILITIES COMMISSION

Agenda Date: 4/2/2025
Agenda Section: Business Item

Department Origination: Public Works

Agenda Item: Approve the SEH Contract in the Not to Exceed Amount of \$29,418.00 for the Fats, Oils, and Grease (FOG) Control Program

Approval Required: Simple Majority Vote

BACKGROUND

The City recently adopted revisions to the Sewer Use and Service Code. The updates were completed in close coordination and alignment with Brainerd Public Utilities (BPU) and their own code updates, with the main emphasis on creating the Significant Industrial User (SIU) definition, Industrial Discharge Permit, and associated Pretreatment, Monitoring and Reporting Requirements, that would address the leachate from the BNSF tie facility. The timing and scope was driven by stricter regulatory requirements at the BPU wastewater treatment facility.

A secondary goal with the past revisions was to update the code's Fats, Oils, and Greases (FOG) provisions and City's FOG program materials. Due to time constraints with BPU's process, FOG updates were limited to clarifying FOG Interceptor and Trap Maintenance triggers (when collection vessels are 25% full), and penalties for violations (including monetary).

Staff advises that much of the current FOG code section and associated FOG Design Manual for Food Service Establishments (adopted in 2008) and FOG Best Management Practices for Food Service Establishments (adopted in 2008, updated in 2010) guidance documents have not undergone a comprehensive review and update since 2008 – 2010 other than the changes described above. Staff feels that it would be beneficial to undergo a comprehensive review and update of the ordinance and guidance materials now in time for distribution to businesses at the front end of the 2025 busy summer season when FOG generation is at its peak. It would enable the Ordinance/Code to be brought up to date with current building code and industry language and definitions.

Attached is a SEH contract in the not to exceed amount of \$29,418.00 covers project management & meetings, review of the existing City FOG Control program and others, and making City Fog Control program updates.

FINANCIAL IMPLICATIONS

The cost of the FOG Program Updates will be tracked and paid through the City's Sewer Enterprise Fund.

STAFF RECOMMENDATIONS

Staff recommends approval of the SEH Contract in the Not to Exceed Amount of \$29,418.00 for the Fats, Oils, and Grease (FOG) Control Program.

COUNCIL ACTION REQUESTED

MOTION to approve the SEH Contract in the Not to Exceed Amount of \$29,418.00 for the Fats, Oils, and Grease (FOG) Control Program.