

Supplemental Letter Agreement

In accordance with the Supplemental Agreement for Professional Services between City of Baxter (“Client”), and Short Elliott Hendrickson Inc. (“Consultant”), effective March 25, 2025 and Supplemental Letter Agreement Amendment No. 1, dated July 28, 2025, this Supplemental Letter Agreement dated January 26, 2026 authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: **Fats, Oils, and Greases Program Update – Amendment 2.**

Client’s Authorized Representative: Trevor Walter, PE

Address: 13190 Memorywood Drive, Baxter, Minnesota 56425

Telephone: 218.838.5281

Email: twalter@baxtermn.gov

Project Manager: Dianne Mathews

Address: 13850 Bluestem Court, Suite 150, Baxter, Minnesota 56425

Telephone: 612.428.0269

Email: dmathews@sehinc.com

Scope: The Services to be provided by Consultant:

The Consultant has completed a comprehensive review and preparation of recommended revisions and updates to the Fats, Oils and Grease (FOG) programs in the Baxter City regulations, FOG Best Management Practices and FOG Design Manual.

The SLA is amended to include the following additional services related to the Fats, Oils and Grease Program:

- Revisions to City of Baxter’s Fats, Oils and Grease (FOG) program documentation including the FOG Discharge and Best Management Practices Manual and FOG Design Manual based on comments from City Staff.
- Sizing and design calculation revisions.
- Additional project management coordination.
- Review of enforcement sections with legal.

This amendment includes an additional 25 hours of work for the additional services and to develop Final documents.

Deliverables:

Recommended changes and final recommendations in redlined documents and summarized in a memorandum. Revised documents include the following:

- Revisions to City of Baxter’s Fats, Oils and Grease (FOG) program documentation including the FOG Discharge and Best Management Practices Manual and FOG Design Manual.

Additional Services:

Services from SEH not listed above, if required or requested, can be provided to the City at our normal hourly rates.

Assumptions:

- SEH will present the final FOG program at a February 2026 City Council meeting.
- Additional changes to the documents could extend this timeframe and level of effort required.

Schedule:

The Consultant will start the work upon notice to proceed, with an expected delivery timeframe of 10 days from the notice to proceed for the draft copy. The scope and fees assume approval and review will be completed and presented to the Utilities Commission and City Council in February 2026.

Payment:

The hourly not-to-exceed fee is \$5,035.00 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Master Agreement Exhibit A-1.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

By: *Dianne Mathews*
Full Name: Dianne Mathews
Title: Project Manager

City of Baxter

By: _____
Full Name: _____
Title: _____

City of Baxter

By: _____
Full Name: _____
Title: _____