



STAFF REPORT CITY COUNCIL

Agenda Date: 2/17/2026
Agenda Section: Consent Agenda

Department Origination: Public Works

Agenda Item: Approve the SEH Fee Amendment No. 2 in the Not To Exceed Amount of \$5,035.00 for a total revised not to exceed amount of \$50,663 for Additional Professional Services related to the Fats, Oils and Greases (FOG) Program Updates

Approval Required: Simple Majority Vote

BACKGROUND

SEH is currently under contract with the City of Baxter to review and update the City's Fats, Oils, and Grease (FOG) Program to help with alignment with the City's Sewer Use Code. The original contract was approved by the City Council at its April 16, 2025 meeting. SEH Fee Amendment No. 1 was approved by the City Council on August 19, 2025 that covered additional efforts taken to develop the program to define enforcement practices and update the program, and prepare a FOG Toolkit.

SEH 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, and prepared a FOG Toolkit. Additional work was necessary to finalize the deliverables. This fee amendment represents additional hours for additional program Manual updates based on comments from City Staff, sizing and design calculation revisions, additional project management coordination, and review of enforcement sections with legal.

FINANCIAL IMPLICATIONS

The project expenses will be covered by the City's sewer fund.

STAFF RECOMMENDATIONS

The Utilities Commission and Staff recommends approving SEH Fee Amendment No. 2 in the not to exceed amount of \$5,035.00 for a total revised not to exceed amount of \$50,663.00 for Additional Professional Services related to the Fats, Oils and Greases (FOG) Program Updates.

COUNCIL ACTION REQUESTED

MOTION to approve the SEH Fee Amendment No. 2 in the not to exceed amount of \$5,035.00 for a total revised not to exceed amount of \$50,663.00 for Additional Professional Services related to the Fats, Oils and Greases (FOG) Program Updates.