

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Baxter (“Client”), and Short Elliott Hendrickson Inc. (“Consultant”), effective October 17, 2017, this Supplemental Letter Agreement dated March 23, 2026 authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: **Mercury Minimization Program Update**.

Client’s Authorized Representative: Trevor Walter, PE

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Project Manager: Dianne Mathews

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Scope: The Services to be provided by Consultant:

The Consultant’s services listed below will consist of a comprehensive review and preparation of recommended revisions and updates to the mercury minimization program in the City of Baxter, based on the program update SEH is currently assisting the City of Brainerd develop. The goal of these tasks is to update the mercury minimization program for the City of Baxter by identifying mercury sources, assessing current controls, and aligning practices with MPCA and EPA regulatory requirements. The work results in implementable best management practices, code updates, enforcement mechanisms, and outreach tools to help effectively reduce mercury discharges at their source and support long-term compliance.

The following services related to the Mercury Minimization Program Update are included:

- Development of mercury minimization program modeled after Brainerd Public Utilities program.
- Identify Significant Industrial Users (SIU) contributors, dental offices, schools, labs, hospitals, clinics, industrial users, auto shops, HVAC and appliance recyclers.
- Contact possible sources as needed to confirm whether mercury containing equipment and practices are present.
- Customize best management practices, tools, outreach materials and support documents for the City of Baxter.
- The mercury minimization program updates will include information for establishments and the City of Baxter to help facilitate better compliance with the program. It will contain tools such as checklists for inspections to accomplish requirements listed in mercury minimization program.
- Evaluate current codes and enforcement mechanisms and work with the City Attorney to develop recommendations for updates to City codes, as needed.
- Present program details and recommendations to the Utilities Commission and Council.
- SEH will coordinate and facilitate the following meetings:
 - Kick-off meeting
 - Review meetings
 - City of Baxter Utilities Commission Meeting - review draft final recommendations
 - Baxter City Council meeting – present final recommendations
- Provide communications to send to establishment to notify of mercury minimization program and guidance.

Deliverables:

Mercury Minimization Program Update will include the following:

- Updated source inventory
- Best Management Practices
- Monitoring and inspection plan / recommendations
- Outreach strategy and materials
- Compliance / enforcement mechanism recommendations
- Submit a memorandum report that summarizes the program and recommendations
- Presentation to City Staff, Commissions or Council

Additional Services:

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

Assumptions:

- Development of the Baxter mercury minimization program will be based on the program update SEH is currently assisting the City of Brainerd develop.
- Only limited updates or changes to the Brainerd mercury minimization program will be required to customize it for the City of Baxter.
- The City of Brainerd will adopt and implement the Baxter Fats, Oils and Grease program and will share its mercury minimization program with Baxter for adoption and implementation.
- Utilities Commission and Council presentations will be in person; progress meetings will be remote (Teams).
- If a public hearing is needed, it will be coordinated and led by City Staff.
- Review includes recommendations for updates to City Code (redlines).
- Approval and review will be completed and presented to the Utilities commission.
- A legal review of the Code Changes is not included.
- Codification would be completed by others.
- Approval and review will be completed and presented by the end of 2026.
- Major changes to the code or practices could extend this timeframe and extend the level of effort required.
- Optional Task – SEH can assist with implementation of the program with businesses as an additional task.

Schedule:

The Consultant will start the work upon notice to proceed, with an expected delivery timeframe after completion of the program development with the City of Brainerd. The scope and fees assume approval and review will be completed and presented to the Utilities Commission and City Council by the end of 2026.

Payment:

The hourly no-to-exceed fee is \$20,000.00 including expenses and equipment.

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

