



## ITEM REPORT UTILITY COMMISSION

Agenda Date: 4/8/2026  
Agenda Section: Business Item

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**Department Origination:** Public Works

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**Agenda Item:** Approve the SEH Engineering Services Contract in the Not to Exceed Amount of \$20,000.00 for the Mercury Minimization Program

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**Approval Required:** Simple Majority Vote

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### **BACKGROUND**

Public Works Staff has coordinated with Brainerd Public Utilities Staff to work with the same engineering firm to update each City's Mercury Minimization Program. The services 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.

Attached is a copy of the SEH contract.

### **FINANCIAL IMPLICATIONS**

Project costs will be covered under the City's Sewer Fund.

### **STAFF RECOMMENDATIONS**

City Staff recommends approval of the SEH Engineering Services Contract in the Not to Exceed Amount of \$20,000.00 for the Mercury Minimization Program Update project.

### **COUNCIL ACTION REQUESTED**

**MOTION** to approve the SEH Engineering Services Contract in the Not to Exceed Amount of \$20,000.00 for the Mercury Minimization Program.