



## ITEM REPORT UTILITIES COMMISSION

Agenda Date: 8/7/2025  
Agenda Section: Information Only

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**Department Origination:** Public Works

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**Agenda Item:** Fats Oils and Grease Program Update Monthly Update

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**Approval Required:** No Action Required

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### **BACKGROUND**

7/29/2025 Update Paul Sandy & Dianne Mathews

SEH is currently under contract with the City of Baxter to review and update the City's Fats, Oils, and Grease (FOG) Program to ensure alignment with the City's Sewer Use Code. This contract was approved by the City Council at its April 16, 2025 meeting.

A 90% review meeting was held with City staff on July 22, 2025, at City Hall. This meeting included revisions and updates stemming from the earlier 60% review and incorporated feedback from staff regarding the FOG Design Manual and the Best Management Practices Manual. A key focus of the meeting was a detailed discussion on enforcement measures found in Section 8-2-14 of the City's Sewer Use and Service Regulations.

Given the City Council's recent adoption of a revised Administrative Citation process, the project team is working to align the enforcement provisions in the Sewer Use Regulations with the new citation framework. The City Attorney and SEH are coordinating to review and reconcile any overlap between Section 8-2-14 and the recently adopted ordinances to ensure consistency and streamline enforcement efforts Citywide.

Following the submission of updated materials to City staff on July 25, 2025, the project team anticipates that a complete package of updated documents will be ready for presentation to the Utilities Commission at its September meeting. This final package will include:

1. **FOG Discharge and Best Management Practices Manual**
2. **FOG Design and Sizing Manual**
3. **Food Service Establishment (FSE) and Limited FSE Toolkit**
4. **Updated Sewer Use Regulations and Revised Enforcement Provisions** (pending City Attorney review)
5. **City Staff Tools** for use during development review and permitting processes

The remaining tasks include finalizing all documents to the 100% completion stage, completing enforcement discussions with City staff and the City Attorney, and compiling the full FOG toolkit for review and approval at the September Utilities Commission meeting.

Additional services outside of the original contract were completed. A fee amendment request will be presented as a stand-alone item at the August Utility Commission and Council.

**FINANCIAL IMPLICATIONS**

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

**STAFF RECOMMENDATIONS****UTILITY COMMISSION ACTION REQUESTED**