

## 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, this Supplemental Letter Agreement dated July 28, 2025 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 1.**

**Client's Authorized Representative:** Trevor Walter, PE

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**Project Manager:** Dianne Mathews

**Address:** 418 West Superior Street, Suite 200, Duluth, Minnesota 55802

**Telephone:** 612.428.0269

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**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:

- Development of Fats, Oils and Grease Toolkit. The FOG Toolkit will include information for use by both FOG facilities and the City of Baxter to ensure compliance with the program. It will contain tools to accomplish requirements listed in the updated FOG Best Management a Practices and FOG Design Manual.
- Support City staff in meeting with establishments to roll out the FOG program updates and Toolkit. Incorporate changes or comments resulting from meetings with establishments.
- Prepare support documents to assist the City and Establishment in implementing the FOG program. This includes the development of a spreadsheet to use for calculating FOG pumping requirements.
- Summary of enforcement options and updates to documents resulting from attorney review including an evaluation of fees of other FOG programs.
- Example design calculations were updated in the Design manual to provide consistency with the plumbing code.
- Communication with establishments to notify of FOG changes and upcoming guidance.

This amendment includes an additional 82 hours of work to develop the Toolkit, conduct meetings, finalize the documents and present to establishments and Council.

The revisions will include any language changes needed to align the Sewer Use Code with the FOG program.

The estimated work includes the following tasks:

- Comprehensive review of the City of Baxter's existing Fats, Oils and Grease (FOG) program and associated documentation.
- Align definitions, terminology, descriptions with building code and sewer use code.
- Identify recommendations for modifications, additions or deletions to reflect current conditions, regulatory requirements and best management practices of the FOG program.
- Coordinate and facilitate meetings:
  - City of Baxter Utility Commission Meeting - review draft final recommendations
  - Baxter City County meeting – present final recommendations
  - Meet with Food Service Establishments and roll out Toolkit
- Submit a memorandum report that summarizes changes and recommendations.
- Update associated manuals associated with the program.

**Deliverables:**

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

- Current Baxter City Code Title 8 Public Utilities, Chapter 2 Sewer Use and Service, Part 11 Regulation of Fats, Oils, and Greases (FOG) with changes highlighted in Microsoft Word "track changes" format.
- City of Baxter, Minnesota FOG Design Manual for Food Service Establishments, Adopted by the City Council on April 15, 2008.
- Fats, Oil and Grease Best Management Practices for Food Service Establishments, Adopted by the City Council on April 15, 2008, and Amended June 15, 2010.
- Fats, Oils and Grease Toolkit

**Additional Services:**

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

**Assumptions:**

- No adjustments to sizing or other calculations used in regulations (design calcs or BMPs).
- 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 updates to City Code (redlines), Design Manual and Best Management Practices.
- Review does not include graphic design updates to handouts or posters.
- Approval and review will be completed and presented to the Utilities commission in July.
- Major changes to the code or practices could extend this timeframe and extend the level of effort required.
- A legal review of the Code Changes is not included.
- Codification would be completed by others.

**Schedule:**

The Consultant will start the work upon notice to proceed, with an expected delivery timeframe of 60 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 September 2025.

**Payment:**

The hourly not-to-exceed fee is **\$16,210** 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: 

Full Name: Dianne Mathews

Title: Project Manager

**City of Baxter**

By: \_\_\_\_\_

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

**City of Baxter**

By: \_\_\_\_\_

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_