



STAFF REPORT UTILITIES COMMISSION

Agenda Date: 8/7/2025
Agenda Section: Business Item

Department Origination: Public Works

Agenda Item: Approve the SEH Fee Amendment No. 1 in the Not To Exceed Amount of \$16,210.00 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 ensure alignment with the City's Sewer Use Code. This contract was approved by the City Council at its April 16, 2025 meeting.

The City recently adopted revisions to the Sewer Use and Service Code. The updates were completed in close coordination and alignment with Brainerd Public Utilities (BPU) and their own code updates, with the main emphasis on creating the Significant Industrial User (SIU) definition, Industrial Discharge Permit, and associated Pretreatment, Monitoring and Reporting Requirements, that would address the leachate from the BNSF tie facility. The timing and scope was driven by stricter regulatory requirements at the BPU wastewater treatment facility. Staff completed this contract as it was considered beneficial to undergo a comprehensive review and update of the ordinance and guidance materials.

SEH recently has completed the 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. During the course of the work, additional efforts were taken to develop the program to define enforcement practices and update the program. Additional work is necessary to finalize the documents. This fee amendment represents additional hours for program updates, and also includes scope to prepare a FOG Toolkit.

A copy of the SEH contract is included for review.

FINANCIAL IMPLICATIONS

With the approval of the proposed \$16,210.00 fee amendment, the total revised not-to-exceed contract value will be \$45,628.00. The project expenses will be covered by the City's sewer fund.

STAFF RECOMMENDATIONS

Staff recommends approving SEH Fee Amendment No. 1 in the Not To Exceed Amount of \$16,210.00 for Additional Professional Services related to the Fats, Oils and Greases (FOG) Program Updates.

COUNCIL ACTION REQUESTED

MOTION to approve SEH Fee Amendment No. 1 in the Not To Exceed Amount of \$16,210.00 for Additional Professional Services related to the Fats, Oils and Greases (FOG) Program Updates.