

**SPECIAL MEETING AGENDA  
HANOVER CITY COUNCIL  
JUNE 26, 2017**

**MAYOR  
CHRIS KAUFFMAN**

**COUNCIL  
DOUGLAS HAMMERSENG  
KEN WARPULA  
JIM ZAJICEK  
MARYANN HALLSTEIN**

- 1. Call to Order: 6:25 p.m.**
- 2. Res No 06-20-17-64 – Approving Purchase of SWAMP Web Application**
- 3. Adjournment**

**CITY OF HANOVER  
COUNTIES OF WRIGHT AND HENNEPIN  
STATE OF MINNESOTA**

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 20<sup>th</sup> day of June, 2017.

The following Council Members were present:

The following Council Members were absent:

A motion to adopt the following resolution was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.



**RESOLUTION NO 06-20-17-64**

**A RESOLUTION APPROVING PURCHASE OF  
SWAMP WEB APPLICATION THROUGH WSB & ASSOCIATES**

**WHEREAS**, the City of Hanover is subject to MS4 requirements; and

**WHEREAS**, a proposal, as attached, has been provided by the City Engineer to implement a web based application, Storm Water Asset Management Program (SWAMP), to assist with the management of the City's storm water infrastructure; and

**WHEREAS**, this program will assist with the planning and record keeping of MS4 requirements.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the attached proposal in the amount of \$10,100.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 20<sup>th</sup> day of June, 2017.

APPROVED BY:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator



March 6, 2017

Mr. Brian Hagen  
Administrator  
City of Hanover  
11250 5<sup>th</sup> Street NE  
Hanover, MN 55341

Re: Proposal to Provide a Storm Water Asset Management Program (SWAMP) for the City of Hanover

Dear Mr. Hagen:

We are pleased to present this work plan to develop and implement a Storm Water Asset Management Program (SWAMP) for the City of Hanover (the City). SWAMP will be a valuable asset in helping the City manage its storm water infrastructure.

## **BACKGROUND INFORMATION**

Minimum Control Measures 5 and 6 of the MS4 permit require the City to:

- Develop a standard operating procedure for inspections and maintenance of their MS4 owned and operated facilities (BMPs)
- Complete pond assessments to determine the treatment effectiveness of stormwater basins within the City.
- Complete annual inspections of all structural pollution control devices such as trap manholes, grit chambers, sumps, floatable skimmers and traps, separators, and other small settling or filtering devices.
- Inspect all MS4 outfalls, sediment basins, and ponds at a minimum once every permit cycle.

WSB has met with the MPCA to review our approach (outlined below) to verify that it will meet the MPCA's requirements outlined in the NPDES permit. MPCA staff has indicated that SWAMP will satisfy the requirements listed above.

The City of Hanover contains approximately 30 storm water basins and numerous other BMPs and storm sewer infrastructure. The task of inspecting and maintaining these items, as well as tracking the treatment efficiency of these BMPs, is a significant commitment of staff time and a financially daunting task. To allow the City to manage its storm water system, annually allocate budget, and meet MS4 requirements, WSB proposes to develop a SWAMP by completing the following scope of services.

## **SCOPE OF SERVICES**

### **Task 1 –Organize and Format Hanover Input Parameters for SWAMP**

WSB will work with City staff to complete the following steps needed for the SWAMP:

- Identify the various storm water basins and BMPs present within the City for incorporation into the SWAMP
- Develop and define attributes for each basin which include:
  - Facility type (pond, infiltration basin, storm water wetland, etc.)
  - Storage volume of facility
  - Treatment expectations
  - Size of drainage area

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- Imperviousness of drainage area
- Receiving water classification/sensitivity
- Impaired Waters and Waste Load Allocation status of approved TMDLs
- Anti-Degradation considerations
- BMP sensitivity analysis
- Field investigation process and results
- BMP age and historic maintenance activities completed
- Ownership (private vs. public)
- Access for maintenance
- Small BMP type (sumps, structural treatment devices, rain gardens, etc.)
  - Maintenance cost
  - Sediment Volume
  - Inspection interval
- Gather any pond or BMP inspection data which has been collected to date. This data will need to be formatted to meet the programming needs of SWAMP.
- Identify the MS4 inlets and outlets (including outfalls) to be included in SWAMP

## **Task 2 – Develop and Launch a Customized Version of SWAMP for Hanover**

WSB will utilize the information collected during **Task 1** to develop an individually tailored SWAMP using ArcGIS Server. This web application will be hosted by WSB. The web-based program will allow City employees to easily access information related to the City's storm water basins, complete and store survey records, and update information as needed.

Using the information stored in the database, SWAMP will allow the user to:

- Create a composite SWAMP score for each storm water basin. Composite scores can be used by City staff to prioritize and budget inspection and maintenance activities.
- Calculate estimated annual treatment efficiencies and annual load reduction provided by each storm water basin for Total Phosphorus and Total Suspended Solids.
- Calculate the life cycle cost-benefit to help the City determine the value of performing maintenance or improvement activities on any given storm water basin.
- Provide calculated responses regarding storm water basin maintenance activities (similar to a pavement management program)
- Meet MS4 requirements for stormwater basin management
- Track, schedule, and budget small BMP inspection and maintenance
- Track, schedule, and record MS4 inlet and outlet inspections and visual pond inspections

The cost to complete **Tasks 1-2** is \$5,900 and will be billed at an hourly not to exceed cost. This cost assumes developing the SWAMP for approximately 30 storm water basins.

### **Software Cost and Annual Subscription Fee**

The software cost of the SWAMP Web Application is \$2,800 with an annual software subscription of \$1,400 beginning in 2017. This subscription includes access to the web application, cloud server storage of City's program, application maintenance, and future software updates.

WSB intends to keep SWAMP current and relevant by providing program updates as necessary. WSB will notify you when updates are available.

### **Future Task – Inspections and Comprehensive Project Review (Future Task)**

Based on tSWAMP prioritization, inspections and a comprehensive project review may need to be completed to determine the extent of maintenance and improvement that is needed. WSB staff will be available to complete inspections and/or help the City prepare a project review memoranda concerning future maintenance or improvement projects that need to be conducted.

Mr. Brian Hagen  
March 6, 2017  
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WSB has completed many basin inspections, project review memoranda, and design/construction of basin improvement projects. Based on our experience, we are able to complete these tasks efficiently and at a low cost to our client.

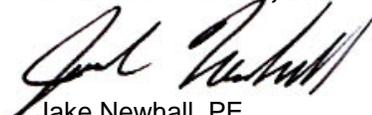
**SUMMARY**

We propose that **Tasks 1-2** be billed hourly and at a cost not to exceed **\$5,900**. In addition, the Web Application will be billed at a lump sum cost of **\$2,800** and there will be an annual subscription cost of **\$1,400** that will be billed at a lump sum cost annually starting in 2017.

Thank you for this opportunity to develop a SWAMP Web Application for the City of Hanover. WSB is confident this assessment tool and inspection and maintenance prioritization program will help guide City staff on the best use of funds to achieve the desired storm water benefits. If you agree with the scope of services outlined above, please sign where indicated below and return one copy to our office. If you should have any questions regarding this proposal, please contact me at 763-231-4861.

Sincerely,

**WSB & Associates, Inc.**



Jake Newhall, PE  
Project Manager



Bill Alms, PE  
Project Manager

**ACCEPTED BY:**

**City of Hanover**

**I hereby authorize WSB & Associates, Inc. to complete Tasks 1 – 2 identified above for an hourly not to exceed cost of \$5,900. In addition, I authorize a one-time billing of \$2,800 for the SWAMP Web Application and an annual subscription fee of \$1,400.**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_