



West Branch City Council
 City Administrator's Report
 3/04/19

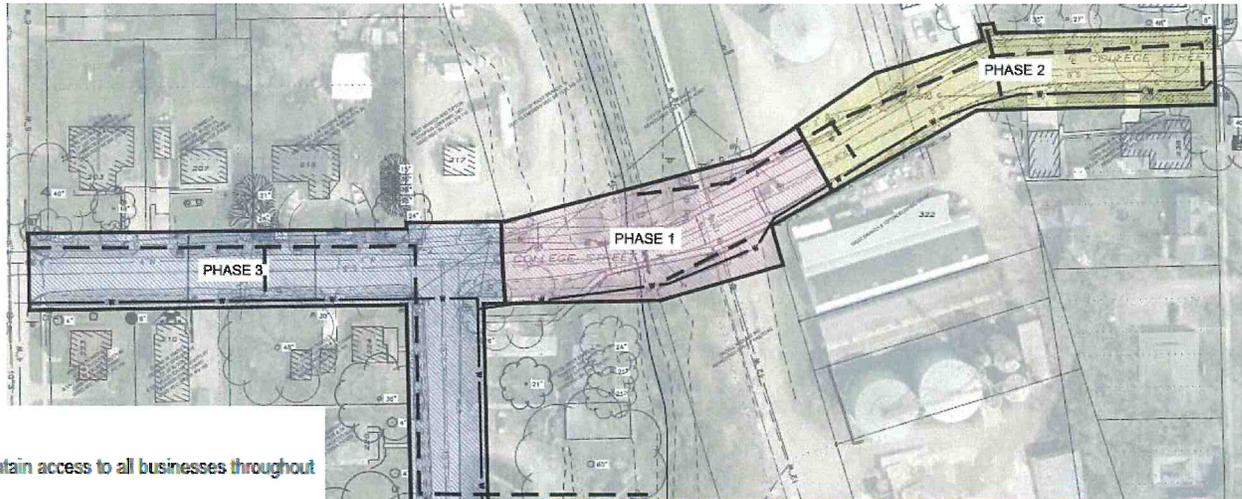
Pending Action Items:
(Wastewater Task Group)

Our Baldrige Pilot Project has been moving slower than we originally anticipated, due to weather and Mr. Baldrige overseas travel. We have been able to obtain a housing unit for the Pilot Project and Mr. Baldrige has returned to town last week. Staff is currently coordinating with him to get the project started. We can get temporary electricity to the housing unit now and anticipate permanent solution soon. In either case, staff will be ready to get started when Mr. Baldrige is ready. With regard to the Facility Study V&K continues to make progress, the Wastewater Task Group hopes to have meeting with V&K in the next couple of week to get a status.

College Street Bridge

The preconstruction meeting for the College Street Bridge Project has been scheduled for Friday, March 8th at 10 am. The location of the meeting will be City Hall. The preconstruction agenda is attached.

College Street Pre-Construction Plans



Project / Phasing Notes

1. Contractor shall maintain access to all businesses throughout the project.
2. Driveways for businesses shall be constructed on weekends or other off-peak time agreed to by the business owner.
3. Contractor shall provide rock surface driveway until pavement is completed.

Phases

1. Construct Bridge and approaches.
2. Construct College Street west of bridge.
3. Construct College Street east of bridge.
4. Construct 2nd Street & sidewalks.

The Phases shown are guidelines for the contractors
 Traffic control devices are furnished by the contractor and approved by the Engineer.
 Storage of equipment during non-working hours will be approved by the Engineer.
 Once a roadway is closed the contractor shall complete the work related to that phase before working on another phase.

General Phasing/Staging/Traffic Control Notes

1. The phases shown on the J sheets are guidelines for the contractor; actual traffic control and staging may vary as proposed by the contractor and approved by the Engineer.
2. All traffic control devices required by the contract documents shall be furnished, erected, moved, maintained, and removed by the contractor.
3. The location for storage of equipment by the contractor during non-working hours shall be as approved by the Engineer.
4. Proposed sign spacing may be modified as approved by the Engineer to meet existing field conditions.
5. Permanent signing that conveys a message contrary to the message of the temporary signing and not applicable to the working conditions shall be covered by contractor with concurrence from Engineer.
6. All construction traffic, including material delivery trucks shall use the unfinished portion of the roadway whenever possible.
7. The contractor shall submit completed Traffic Control Diary entries to the Engineer weekly.
8. Per 23 CFR 634: "All workers within the Right-of-way of a federal-aid highway who are exposed either to traffic (vehicles using the highway for purposes of travel) or to construction equipment within the work area shall wear high-visibility safety apparel, which is defined to mean "personal protective safety clothing that is intended to provide conspicuity during both daytime and nighttime usage, and that meets the Performance Class 2 or 3 requirements of the ANSI/ISEA 107-2004".
9. Once the contractor closes one section of the roadway, the contractor shall complete the work associated with that phase of the project and reopen the roadway to traffic before leaving the project to work on another project.

Report from the Desk of the City Administrator:

- Cubby Park – We are still waiting on Needham for the change order for the Cubby Park completion schedule. I have asked Fehr Graham to keep this process moving forward. We believe the weather condition are likely responsible for the change order not coming forward. We would like to move forward at our next City Council meeting to ensure once the weather breaks work and move forward with expedience.
- The Kofoed family has donated \$3,100 dollars to the West Branch Police Department. The money will be used to purchase items that will used in teaching CPR. This would include, but not limited to CPR manikins, training videos, training manuals, defibrillator trainers and other support materials. The items will be used to instruct CPR to the West Branch Police Department, the West Branch Fire Department and other people in the community. The West Branch Police and the West Branch Fire Department would like to thank the Kofoed Family for their generous donation.

(note forwarded by Chief Mike Horihan)

Follow up / Reminder Items:

- Downtown East Redevelopment Efforts – The Derelict Building Grant Application was delivered and received on time. We hope to hear something this May. Currently, the Mayor and I are working moving the Derelict Building Grant forward. We hope to execute the contract with Barnhart Custom Services for excavating and grinding concrete for resale. The contract for these services received city council approval this past June.

Events / Scheduled Meetings:

- None

**PRECONSTRUCTION CONFERENCE AGENDA
CITY OF WEST BRANCH, IOWA
COLLEGE STREET BRIDGE REPLACEMENT
BROS-8252(605)—8J-16**

March 8, 2019 @ 10:00 AM
West Branch City Hall
110 N. Poplar St.
West Branch, IA 52358

Contracting Authority: City of West Branch
Contractor: Taylor Construction, Inc.
Resident Engineer: Veenstra & Kimm, Inc.

I. INTRODUCTION

- A. Introduction of all present.
- B. Sign attendance sheet.
- C. Minutes will be kept and sent to all present.

II. Key Personnel

A. Resident Engineer – Veenstra & Kimm, Inc. (V&K)

- 1. Project Construction Engineer: Leland Belding, P.E.,
Email: lbelding@v-k.net Phone #: 319-466-1000
- 2. Project Inspector: David Sams
Email: dsams@v-k.net Phone #: 319-430-2229

B. Contractor – Taylor Construction, Inc.

- 1. Project Manager: Jeff Yoder (Authorized Representative)
Email: jyoder@taylorconstr.com Phone #: 563-543-4193
- 2. Superintendent: Steve Kluesner
Email: Phone #: 563-543-4192
- 3. Foreman: Randy Pope
Email: Phone #: 563-543-8432

C. Contracting Authority – City of West Branch

Note: All project related questions & issues shall be directed to Veenstra & Kimm, Inc.

- 1. Mayor: Roger Laughlin (Person in Responsible Charge)
Email: mayor@westbranchiowa.org Phone #: 319-643-5888
- 2. Public Works Director: Matt Goodale
Email: mattg@westbranchiowa.org Phone #: 319-325-8213
- 3. City Administrator: Redmond Jones II
Email: rionesii@westbranchiowa.org Phone #: 319-643-5888

CITY OF WEST BRANCH - COLLEGE STREET BRIDGE REPLACEMENT
PRECONSTRUCTION MEETING AGENDA

D. Utilities – Listed on Plan sheet A.2

1. City of West Branch - Water, Sanitary Sewer & Storm Sewer – Matt Goodale
Email: mattg@westbranchiowa.org Phone #: 319-325-8213
2. Alliant Energy – Electric & Natural Gas - Josh Miller
Email: JoshuaCMiller@alliantenergy.com Phone #: 319-929-9591
3. Liberty Communications – Marcus Behnken
Email: behnken@corp.lcom.net Phone #: 319-627-0227
4. Mediacom – Cable – Kevin Fountain
Email: kfountain@mediacomcc.com Phone #: 319-351-0408

III. PROJECT DETAILS

- A. Project is located in the central part of the City of West Branch on College Street over the west branch of the Wapsinonoc Creek. See location map on sheet A.02.
- B. Work on this project includes, though is not limited to the following: removal of the existing bridge, construction of a new 70' x 32' CCS bridge with 14' trail, water main, storm sewer, roadway construction, clearing and grubbing, excavation, channel shaping, placement of revetment, erosion control, surface restoration, mobilization, traffic control and miscellaneous associated work including cleanup.
- C. Construction of this project shall be in accordance with the following: The Standard Specifications for Highway and Bridge Construction, Series 2015, of the Iowa Department of Transportation, plus applicable General Supplemental Specifications, Developmental Specifications, Supplemental Specifications, Special Provisions and addendums: FHWA-1273.06 and GS-15007
- D. This is a Working Day Contract
 1. Working Days: 140 Days
 2. Liquidated Damages: \$1,500 / Working Day
 3. Late Start Date: April 1, 2019
 4. Submit detailed schedule to V&K prior to start of work indicating anticipated start dates for Contractor and Subcontractors and weekly working hours.
- E. Special or Important Items to Note or Consider
 1. Trees must be cut before March 31, 2019.
 2. Project board must be installed before work begins.
 3. What does Contractor plan to use as staging area?
 4. Any equipment with greater than legal axle loads?
 5. Requirement for all employees to be wearing approved high-visibility apparel as per 23 CFR 655.603 and 6D.03.04 of the MUTCD.
 6. Advanced notification of pedestrian path closures as per Article 2528.01,A,10.
 7. Environmental sensitive areas; and Contractor must obtain necessary clearances for Contractor Supplied Borrow.
 8. Pre-concreting conference.

CITY OF WEST BRANCH - COLLEGE STREET BRIDGE REPLACEMENT
PRECONSTRUCTION MEETING AGENDA

IV. ADMINISTRATIVE DETAILS

The following items reference the Construction Manual with a brief review found in Section 2.11:

- A. **Contract Modifications (Change Orders)**
For work not covered by the contract, the Contractor and the Person in Responsible Charge (PIRC) must agree on the price prior to starting work. Extra work performed before this agreement cannot be considered for payment. Refer to Section 2.36 for additional information.
- B. **Contract Documents**
Contractors will see that copies of plans, specifications, and special provisions are available at all times to their representatives on the project. Plan revisions will be sent to the contractor as soon as they are issued. Contractors will be responsible for keeping their field representatives informed and supplied with such revisions. If contractors feel such revisions require extra work, they will immediately advise the project construction engineer.
- C. **Wage Rates - Predetermined Wages are not in effect**
- D. **Postings**
Contractor shall be responsible for erecting and maintaining required postings as outlined in Sections 2.21 and 2.22.
- E. **Materials**
If contractors want payment for stockpiled materials that have been fabricated for the project, they should provide a list of the types, quantity, and estimated cost of material expected to be stockpiled. For payment, refer to Section 2.51.
Material List should be submitted to V&K. Material will not be incorporated without prior approval.

Provide V&K one (1) copy of all certifications. Only items with appropriate certifications and paperwork to prove the materials meet the project specifications will be eligible for payment.
- F. **Subcontracting**
Prime contractor must submit their subcontract requests on a "Subcontract Request". Prime contractor is responsible for EOE and minimum wage compliance by all subcontractors in addition to fulfilling terms of the contract. Will there be any "Part Items", and if so, will they be shared with a DBE?
- G. **Project Supervision**
Prime contractor shall submit in writing, to the project engineer, the name of an authorized representative on the project. Representative will be empowered to coordinate with all operations of subcontractors and negotiate with the engineer any questions concerning extra work, including extra work performed by a subcontractor. If the prime contractor wishes, this representative may be a subcontractor's employee that is present when work on the project is being performed.
- H. **Weekly Report of Working Days**
Project engineer will prepare and furnish the contractor with a "Weekly Report of Working Days" (Form 830238) showing working days charged that week. Objections to days charged must be submitted in writing to the project engineer within 10 calendar days after the receipt of the report.
- I. **Right of Way**
All parties are reminded that right-of-way adjoins private property. Any infringement or trespassing upon such private property could cause damage that would become a liability to the person or organization involved. Maintaining good relations with the public is very important.

CITY OF WEST BRANCH - COLLEGE STREET BRIDGE REPLACEMENT
PRECONSTRUCTION MEETING AGENDA

J. Safety

Contractor must comply with provisions of the Federal and State Occupational Safety and Health Acts. Contractors are referred to Specification 1107.07 regarding safety responsibilities on construction projects.

K. Water Pollution & Erosion Control

This project has more than one acre of disturbed soil; therefore, a pollution prevention plan and NPDES permit is required. The prime contractor shall employ controls to reduce the erosiveness of land adjacent to surface waters and wetlands, including establishment and maintenance of erosion control features during and after construction and revegetation of all disturbed areas, not covered with rock or pavement, upon project completion. The prime contractor shall be responsible for all erosion control measures.

Contractor will have materials, equipment, & labor available on a daily basis to install and maintain the erosion control features for this project.

L. Payment to Contractor

Contractor may request intermediate progress payments to be made on either a monthly or bi-weekly interval. Measurement of quantities may be based on contract quantities by a written Plan Quantity Agreement (Specification 1109.01).

Veenstra & Kimm will prepare the Pay Estimates.

Only items with appropriate certifications and paperwork to prove the materials meet the project specifications will be included in the Pay Estimates.

Price Adjustment for Out of Tolerance work will be made according to Iowa DOT Specifications and Construction Manual.

M. Traffic Control

The prime contractor is responsible to have an American Traffic Safety Services Assoc. (ATSSA) or International Municipal Signal Assoc. (IMSA) Certified Traffic Control Technician on staff before the project starts. As per Article 2528.01B, all prime contractors are required to have a Certified Traffic Control Technician on staff, even when the Traffic Control portion is subcontracted.

The contractor shall keep and maintain a daily traffic control diary during construction. At the completion of the project the diary will be turned into V&K per Construction Manual Section 5.40.

Certified Traffic Control Technician: Steve Kluesner Phone No.: 563-543-4192

Traffic Control Contact w/ 24 Hr. Phone:

Traffic Control Plan is listed on Plan Sheet C.3.

N. Construction Staking

Construction Survey is to be provided by the contractor. Who will be the surveyor?

Benchmarks and Control Points are given on Sheet G.1 of the plans. Project ROW's, Easements and limits of construction are also shown in plans. Keep construction operations within limits shown.

CITY OF WEST BRANCH - COLLEGE STREET BRIDGE REPLACEMENT
PRECONSTRUCTION MEETING AGENDA

O. Utilities

Contractor should use One-Call to confirm the location of any utility in the project area.

Utilities that are impacted by the project and require relocation shall submit a Utility Work Plan for approval if they have not already done so. Once the Utility Work Plan is approved the Utility will receive a notice to proceed.

If relocation is required, the Utility and Contractor shall work together to coordinate efforts to avoid conflicts during construction.

Erosion Control associated with any utility work will be the responsibility of the utility company. If the prime contractor does the work, the utility company will be billed directly by the contractor. The utility company's representative will have 24 hours for review.

Refer to I.M. 3.640, Utility Accommodation and Coordination, and Chapter 12 of the Construction Manual for additional information.

P. Shop Drawings, Material Certifications and Submittals

Shop Drawings, Material Certifications or Catalog Cutouts should be submitted to V&K as soon as possible. Prior to review of the submitted information, any work done or materials ordered shall be at the Contractor's risk. Contractor shall review and approve shop drawings prior to submitting to the Engineer.

P. Inspection and Testing

Certified plant inspection is to be provided by the contractor.

V&K will provide the onsite inspection, plant monitor for certified plant inspection and will conduct the weekly Erosion Control Site Inspections along with the contractor.

Iowa DOT will provide source/assurance testing as required.

S. Additional comments or concerns by:

1. Resident Engineer - Veenstra & Kimm

- Pipe through abutment backwall
- Commercial access & schedule
- Agricultural business access & schedule
- Residential access & schedule

2. Contracting Authority - City of West Branch

3. Contractor – Taylor Construction, Inc.

4. Iowa DOT - District 6

CITY OF WEST BRANCH - COLLEGE STREET BRIDGE REPLACEMENT
PRECONSTRUCTION MEETING AGENDA

T. Closing

V. DOCUMENTS TO BE SUBMITTED BY THE CONTRACTOR

- Superintendent's name and contact information
- Foreman's name and contact information
- Authorized Representative's name and contact information
- 24-hour Contact name and phone number
- Plant Inspector's name and contact information
- Traffic Control Technician's name and contact information
(Must be an employee of the Contractor and not the subcontractor.)
- Source of Materials List (see Inspection Tools website)
- Example of Contractor's Daily Traffic Control Diary
- Traffic Control Plan
- Value Engineering proposal (if applicable)
- Notification of Bridge Demolition
- Detailed schedule including anticipated start dates and weekly work hours
(Include information for prime contractor and subcontractors)

Police Department Update

1. Taken from a report by Officer Steen. RECKLESS DRIVER, HIGH RATE OF SPEED I80WB. GOT OFF WB EXIT AND 10-50 IN DITCH. SUBJECT RAN TOWARD INTERSTATE. FOOT

PURSUIT. TAKEN INTO CUSTODY. TURNED OVER TO ISP

FRIDAY, FEBRUARY 22, 2019 AT APPROXIMATELY 0940 HOURS, I WAS DISPATCHED BY THE CEDAR COUNTY SHERIFF'S OFFICE TO WESTBOUND I80 FOR A SILVER MINI VAN DRIVING AT A HIGH RATE OF SPEED, PASSING ON SHOULDER AND STRIKING TWO OR THREE VEHICLES. I SAT AT THE WEST BRANCH WESTBOUND ON RAMP (MM 254) ON I80 WATCHING FOR THE VEHICLE. AFTER A FEW MINUTES, A REPORTING PARTY APPROACHED AND STATED THAT THE SILVER MINI VAN WENT INTO THE DITCH AT THE 254 WB OFF RAMP. I BELIEVED THIS TO BE THE RECKLESS DRIVER. I TURNED AROUND AND DROVE DOWN THE OFF RAMP AND SAW THE VEHICLE IN THE DITCH PLATE GMP737. I SAW A WHITE MALE RUNNING EAST IN THE SNOW BACK TOWARD THE INTERSTATE. HE SAW ME AND I YELLED FOR HIM TO STOP AS I STARTED RUNNING TOWARD HIM. HE WAS CARRYING WHAT APPEARED TO BE A LARGE SCRAPER USED FOR DRYWALL. HE CONTINUED TOWARD THE INTERSTATE. AS I GOT CLOSER HE RAN ONTO THE INTERSTATE INTO ONCOMING WB TRAFFIC.

IT APPEARED THAT A CAR HIT HIM CAUSING THE SCRAPER TO FLY OUT OF HIS RIGHT HAND. TRAFFIC APPEARED TO STOP AS I APPROACHED HIM WHILE STILL ON THE INTERSTATE AND PUT THE SUBJECT TO THE GROUND AND HANDCUFFED HIM. I NOTICED BLOOD ON HIS NECK AND HANDS. I THEN CALLED FOR AN AMBULANCE. TWO MALES HELPED ME GET THE MALE TO HIS FEET SO THAT I COULD GET HIM OFF THE INTERSTATE. I SAT HIM DOWN AND WAITED FOR THE FIRST RESPONDERS TO ARRIVE. THE MALE WAS IDENTIFIED AS GARY WILLIAM PORTIS DOB 01/25/1961. HE WAS THE REGISTERED OWNER AND DRIVER OF THE SILVER 2006 CHRYSLER TOWN AND COUNTRY MINIVAN. PORTIS WAS WANTED OUT OF SCOTT COUNTY FOR TWO WARRANTS. WEST BRANCH FIRST RESPONDERS CHECKED HIS INJURIES. PORTIS WAS TRANSPORTED TO THE UNIVERSITY OF IOWA HOSPITAL FOR HIS INJURIES. IT WAS DECIDED I WOULD NEED TO RIDE IN THE AMBULANCE WITH HIM WHILE BEING TRANSPORTED. IOWA STATE TROOPER JOSH GUHL ARRIVED AT THE HOSPITAL TO ADMINISTER FURTHER TESTS. I REMOVED MY HANDCUFFS AND WAS ABLE TO LEAVE THE HOSPITAL.

I HAD NO FURTHER CONTACT WITH GARY PORTIS. IOWA STATE PATROL TOOK OVER THE INVESTIGATION. ANY VIDEO AND THIS REPORT

2. I visited with the owner of Main Street Sweets about helping to promote bike safety providing an incentive to wear a bike helmet. See Below:

1. The program would run from April 1, 2019 to November 1, 2019.
2. The WBPD would purchase 200 coupons (to start) from Main Street Sweets for .50 apiece.
3. The child could get a coupon if they wear their bike helmet and obey the rules of the road.
4. The child could get a coupon once every week or two.
5. Officers will find a safe way and safe location to give the coupon. (not traffic stop)

3. The WBPD is ready to move forward in updating the garage at town hall for an evidence facility. Once the snow is cleared and the building at Cubby Park is completed. The project is all set to move forward.

4, Chief Mike Horihan' ankle continues to get better. Follow up with the doctor is 2-27-19.

5. The PD is looking into applying for the Cedar County Foundation Grant. The PD is looking into different options that would help promote safety in West Branch. The PD has had success with the radar speed sign at the High School. The PD has thought of placing a radar speed sign north of WB on Downey St. to slow down the south bound traffic car and truck traffic . This would also slow down traffic for the school traffic that turns onto Orange Street.

6. Cathy Steen is now a RAD instructor. She is an instructor in defensive tactics, this is aimed to teach women how to defend themselves in a sexual assault.



7. RVAP MOU: See attachment.

FROM RVAP: Thank you so much for everyone who has agreed to read and possibly sign a Memorandum of Understanding (MOU) between your agency and RVAP. This is a very general MOU that will be used to apply for both Federal and State grants this week.

The main purpose of this MOU is not about what you will do – but about what RVAP will offer to you and what our history of working together has been. The grant application wants to demonstrate that we have agencies interested in our service; or more accurately in this instance, how long we have been working together.

There are a couple of ways to sign this. It is an Adobe PDF, and if you don't like your signature box you can just write up a new one on your computer, sign it, and I can either pick it up or you can scan it and email it back in. It doesn't matter what format it is in – we can convert it.

8. THE WBPD has installed new software, that is once again backing up all our files. The PD had problems with its past software that automatically backed up the files. The PD had done manual backups during the times when it was not automatically backed up. It is back up where it is automatically backing up our files.

9. The WBPD has submitted its UCR reports to the state. Uniformed Crime Report.

10. The PD is moving forward in moving our reporting software from Tac 10 to Shieldware. This process will take several months and the PD is starting the preparation for this transition. (Server, software, hardware)

Thanks

Chief Mike Horihan

Weekly Parks and Recreation Update

March 1, 2019

Recreation Updates

- The walking at Hoover Elementary gym has continued this week: Monday, Tuesday, Thursday, Friday at 5am and Wednesdays at 6pm.
- Summer programs dates are being finalized.
- Registration opened February 1st for preschool t-ball, soccer, and blast ball. Kindergarten t-ball, coach pitch 1st-2nd grade baseball and softball, and 3rd-4th grade child pitch baseball and softball.
- Registration is now open for Harvey Peden Co-Ed Adult Sand Volleyball. There is an option for a competitive and a recreation league. At least 8 teams will need to be registered in each division for there to be 2 divisions.
- Youth Sports Track and Field 5th/6th grade track and field online registration is now available.
- Events are planned for July Park and Recreation month. Some of the upcoming activities will include a kickoff Party in the Park on July 1st. Mondays in July will be family night at the park.

Hoover's Hometown Days Update

- The lineup for the Main Street Stage has been set. [Jordan Danielson](#) will start after the parade passes at 11am. [Marika](#) will entertain with an interactive circus/sword show at 12:30. [The Vintage Band](#) will finish the afternoon at 2pm. The ponies and the race car simulator will also return.
- Vendor registration for Hoover's Hometown Days is now open. Vendor information has been sent to previous vendors. This will remain open until May 1st.

Miscellaneous Information

- The lineup for the Main Street Stage has been set. [Jordan Danielson](#) will start after the parade passes at 11am. [Marika](#) will entertain with an interactive circus/sword show at 12:30. [The Vintage Band](#) will finish the afternoon at 2pm. The ponies and the race car simulator will also return.
- I completed the CRPR recertification this week. In order to retain my certification 20 hours of CEU's are required every 2 years. CEU's can be obtained at conferences or through online training. I first obtained this certification in 2015. It is not a requirement for my position. There are currently 46 professionals with CPRP certifications in the state of Iowa.
- *"The Certified Park and Recreation Professional (CPRP) certification is the national standard for all parks and recreation professionals. Attaining the CPRP designation shows that you have met education and experience qualifications, and illustrates your commitment to the profession as well as your knowledge and understanding of key concepts within parks and recreation"*
- I have been working with Gabbi Edwards, Urban Forestry Program Specialist with the Iowa DNR. The residential tree program is scheduled to be discontinued for the fall, however the spring program is still operational. West Branch residents can fill out the order form and purchase up to 2 trees for \$30 apiece. The 3 different sites for pickup are Iowa City, Marion, and Cedar Rapids. Public works will pick up the trees for residents at one of those sites to be determined at a later date. The forms and more information will be on the website.