

AGENDA

HIAWATHA PARK & RECREATION COMMISSION

September 4, 2018

6:00pm in the Hiawatha City Hall Council Chambers

1. Call to Order - Roll Call
2. Approval of:
 - a. Agenda
 - b. Minutes of past meetings – August 14th, 2018
3. Business:
 - a. Guthridge Trail Reconstruction
4. Reports
 - Monthly Park and Recreation Updates

Adjourn

Hiawatha Parks and Recreation
Regular Meeting
August 14, 2018

Dan Wilkes called the meeting to order at 6:17p.m. in the Hiawatha Council Chambers. Present: Deb Theis, Dawn Ewoldt, Dan Wilkes, Brandon Lynch Absent: Michelle McIllece Employees: Kelly Willadsen, Parks and Recreation Director, Ambyr Severson, Administrative Coordinator, Kim Downs, City Administrator and Aime Wichtendahl, City Council Member. Guests: Dan Hoffman

Motion by Deb Theis, second by Dawn Ewoldt to approve the August 14, 2018 agenda as amended. Motion carried. Motion by Brandon Lynch, second by Deb Theis to approve the minutes of June 12, 2018. Motion carried.

Professional Services Agreement through MSA- Kelly Willadsen, Director of Parks and Recreation stated that with the recent purchase of 18 acres for new park development in the NW territory, we are ready for the planning stages to see if our visions align with our community's needs. In doing so this will require a concept plan through a professional planning service. The concept will include analysis of our planning thus far along with our goals and objectives, evaluating our existing site, public engagement through focus groups and putting preliminary cost estimates together for proper development.

Along with developing a concept plan, we would like to update our Comprehensive Park plan at the same time. By doing these two projects together we will be able to collect data that will guide us on the right path for the next 10 years. Right now, our Comprehensive Park plan is reaching its final years (2010-2020) and has out grown its data. Much of it does not pertain to the direction we are heading, or has not been completed based on the direction of you, as commission members and the City Council. With a dog park, Hodge Property, and an 18-acre park it will be a great opportunity to update where we are at and the future moving forward in Parks and Recreation.

With many residents' sharing their opinions on Hodge Property as well as what the 18-acre park will look like, we want to make sure we are steering in the right direction. Based on the Citizen survey that was completed in 2016 there are suggestions to look at trail connectivity, development of a civic recreation center from our 2018 strategic plan, recreation programs for all ages, along with more ADA features at our playgrounds and park facilities. To gain more understanding from our residents we will be putting together focus groups to help guide us in the process.

Both of these projects together will take nearly 6 months to complete. It will be a great opportunity for the commission to get involved in the development of the future park, along with the existing features our City currently has and the direction we would like to take over the next ten years. MSA will have 3 to 4 meetings with our Commission to collect feedback and generate ideas and suggestions for our plan.

MSA has been very involved in other city projects in the last few years and has a great deal of information about our City from the recent City Master Plan and other engineering projects. Because these two projects go hand in hand, we can save cost by combining the two projects into one contract and working with a company that has quality work and specialization in park planning.

By having funding left from the sale of the 18 acres, this will allow us to complete the contracted work. Below you will see what is covered, and the process we will go through over the next six months. The

total for the two projects comes out to \$21,900 a cost savings of \$6,300 by combining the two projects.

Northwest Park Concept- This project will take approximately four months to complete. The project includes four phases, three Park and Rec Commission Meetings, one City Council Meeting, and one Public Workshop (focus group). Below is the estimated timeline for the project.

Month	Task
1	Phase 1: Prior Planning and Existing Conditions Analysis - City Staff/PRC Kickoff Meeting - Prior Planning Documents - Existing Site Conditions
2	Phase 2: Preliminary Concept Planning - Preliminary Concept Plan - Preliminary Review PRC Meeting
3	Phase 3: Public Engagement - Refine Concept Plan - Public Workshop
4	Phase 4: Public Engagement - Final Concept Plan - Preliminary Cost Estimates - Final Review PRC Meeting - Council Meeting

Comprehensive Parks Plan- This project includes three phases, four Park and Rec Commission meetings, one City Council Meeting, and one Public Workshop. Below is the estimated timeline for the project.

Month(s)	Task
1 & 2	Phase I: Project Kickoff, Existing Conditions Review and Analysis - Staff Meeting - Existing Conditions Analysis - PRC Meeting #1
3 & 4	Phase II: Preliminary Park Recommendations - Focus Group Meetings - Survey - Crowdsourcing Application - PRC Meeting #2
5 & 6	Phase III: Comprehensive Park Plan Development - Plan Development - PRC Meeting #3 - PRC Meeting #4 - Plan Adoption at City Council Meeting - Project Completion and Plan Delivery

Motion by Brandon Lynch, second by Dawn Ewoldt to recommend to council to approve the Professional Services Agreements through MSA. Motion carried.

Vendor trucks at Tucker August 18th – De Novo Marketing would like to have three food vendors at their rental of Tucker Park on August 18th – Keepin' up with the Jones (hamburgers, hotdogs), Moy's Street Tacos (tacos) and The Freeze (ice cream treats) - planned to feed their guests. Each guest will be given two tickets and then can redeem that ticket at any of the three food trucks. The vendors have been informed that they are not to sell to the general public at all and De Novo will be providing water bottles in tubs so they should have no problem staying hydrated. There will be no alcohol served. De Novo has provided us with a \$1,000 refundable deposit for their use of Tucker Park.

Motion by Dawn Ewoldt, second by Brandon Lynch to approve De Novo Marketing to have vendor trucks at Tucker Park on August 18, 2018. Motion carried.

Next Month's Meeting- Next month's meeting falls on September 11th when Ambyr and Kelly have training in Fort Dodge. We would like to request moving next month's meeting to September 4th at 6:00pm in the Council Chambers if everyone is available.

Motion by Brandon Lynch, second by Dawn Ewoldt to move September's meeting to September 4, 2018. Motion carried.

Reports:

- **Blastball:** 100 kids had a flawless Blastball Season. We're looking forward to purchasing new tees for next season.
- **Hiawatha Farmers Market:** Make sure to stop out on Sundays from 11am-2pm, many vendors are starting to stock up! Corn will be here before we know it!
- **Adult Volleyball:** There's still time to get in on the fun! Show up at the volleyball courts at 5:30pm on Wednesdays!
- **Hiawatha Adventure Camp:** We are on our final week of camp (August 6-10th). We had a successful summer full of fun and a staff that did an awesome job keeping track of 80+ kiddos. We thank the Park and Recreation Foundation for all of their continued support paying for all of the field trips and summer supplies. Their donation equals nearly \$2,000.00!
- **Fun Fest 2018:** Don't miss out, Fun Fest 2018, August 24-25th! We are in need of volunteers for the Inflatables and Tractor Pull. If you can commit to help for 2 hours we would greatly appreciate your time given.
- **Consignment Tickets:** We still have Blank Park Zoo, Lost Island, Noah's Ark and both Six Flags locations. Plan your last-minute summer vacations today!
- **Yoga:** Yoga is still going strong! Save the date for June 26th at 6pm in Guthridge. In case of bad weather, it will be in the community center.
- **Movies under the Moon:** A Wrinkle in Time was shown for our first Movie Under the Moon. We had around 150 people attend with the Friends Foundation handing out Free popcorn to all our guests.
- **Free Fitness in Hiawatha Community Center:** August 8th Zumba: an aerobic fitness program featuring movements inspired by various styles of Latin American dance and performed primarily to Latin American dance music.<https://www.youtube.com/watch?v=0ExRDGfzH8M>
- **State Fair Bus Trip:** Join us on our next bus trip to the Iowa State Fair, August 15th with our friends from Center Point. We will have two pick up locations located at the travel plaza in Center Point and Hiawatha City Hall. Spend the day checking out all the attractions and famous food on a stick! Time at the fair will be from 10am-6pm! Avoid the parking and catch a ride with us only \$35.00!
- **Touch a Truck:** We had a parking lot full of kiddos for our 6th year of Touch A Truck! What a great way to get our community involved and educate the kids on different professions around the corridor. We used this event as an opportunity to donate food to HACAP and boy did we fill their truck! Our community is awesome! Ambyr and I handed out 350 construction hats to the kids estimating we had over 1,000 people attend, our biggest year yet. This year we had 30 minutes of no horns which sparked a lot of interest. Next year we plan to up that to the first hour if not eliminate then all together.
- **Whispering Pines Painting:** Get ready for fall with this pumpkin painting! Learn to paint at the Hiawatha Community Center Always BYOB & snacks! Fee is \$35 cash or check only. To register text Donita at 319-270-1112 *Minimum of 6 participants *Maximum of 30 participants
- **Learn to play Pickleball:** Come learn the sport of Pickleball! Open for ages 9+, this fun sport combines many elements of tennis, badminton and ping-pong. Join us in Guthridge Park to learn the tricks and trades of the sport. August 18th 9am to 10:30am is reserved for 9-15 years of age and

10:30-12:00 is reserved for people 16+ years of age \$5.00 Registration Fee Registration Deadline: August 15th

- **Music in the Park:** It's finally here! Music in the Park is every Friday in August and guess what?! There's FIVE Fridays in August this year! Bonus! Here's the lineup for the rest of the month:

August 10	Airwaves	August 17	Magnetos
August 24	Dirt Road Rockers	August 31	Adam Keith Band

And don't forget! Hi-Crew is on site during concerts selling burgers, brats and hotdogs (for only \$1 I might add!) and all the fixin's for a GREAT cause!

- **HiBRAI:** Join us for the 16th Annual Hiawatha Bike Ride Around Iowa (HiBRAI) August 18 – 19! This 55-mile, intermediate bike ride will take us from Hiawatha south for an overnight stay at Riverside Casino & Golf Resort. HiBRAI has received a special rate for this event of \$99.95 King or Double (usually \$169.95)!!! Don't miss out on this fun-filled charity ride to benefit the Friends of Hiawatha Parks and Recreation, a non-profit organization that supports children's programs and park updates offered by the Hiawatha Parks and Recreation Department. Fully stocked rest stops will be frequent along this scenic route with snacks and lunches provided by many local sponsors. The registration fee is \$45/person, late registration is \$60 after August 5th. Support vehicles will be available for any emergency situations along with a Hiawatha Police officer riding the event.

Parks:

- County has put action on their agenda on August 20th for the final lease agreement and transfer of land approvals of the dog park. We are excited to get moving on development, and work with Dave Wright to complete this project!
- Park rentals are winding down with school starting soon. We have had a jam-packed summer of rentals totaling 310. We are down one seasonal with two left to finish out the season. We have had one of the best years yet with summer assistance.
- HKL is in the process of completing their solar panel project on the concession stand roof. The HKL board has been working with our Community Development department to go through the procedures.

Motion by Deb Theis, second by Brandon Lynch to adjourn at 6:47 p.m. Motion carried.

Dan Wilkes, Chairperson

ATTEST: Kelly Willadsen, Parks and Recreation Director

Hiawatha Parks and Recreation



To: Park and Recreation Commission
CC: Mayor and City Council
From: Kelly Willadsen, Park and Recreation Director
Date: September 4, 2018
Re: Park and Recreation Report

Guthridge Trail Reconstruction-

When Guthridge Park Trail was first constructed, it was created out of lime rock chips. In 2004, with the preparation of RAGBRAI coming through and the timeliness, pavement was installed over the lime subbase instead of having an accurate rock base. By doing this, approximately 500ft of the trail now has excessive cracking and deterioration. This can be easily seen over by the tennis courts and in the middle section of the park between the playground and the bandshell. There is also, 400ft of the trail does not meet ADA requirements for cross slope (more than 5% cross slope) making it difficult for trail users and wheelchairs to maneuver. Based on ADA guidelines, 1.5% cross slope is recommended, but cross slopes should be a minimum of 1% and shall not exceed 5%. Guthridge trail is at 5.5% and higher in certain areas.

Because of the poor subbase on the south end of the trail it is not a candidate for an overlay. Patching is also eliminated because of the difficulty of getting equipment in and out without damaging other portions of the trail.

After further evaluation with public works and city engineering we are looking to replace all the asphalt trail from the middle cross trail to the south (the north end of the trail was constructed later and was installed correctly meaning no updates needed). I've inserted a map below that shows an aerial highlighted in yellow. We believe it will be best to replace the south end trail with new sub-base and asphalt. We would need to excavate a 10' wide path and put 8' of 3" asphalt trail in.

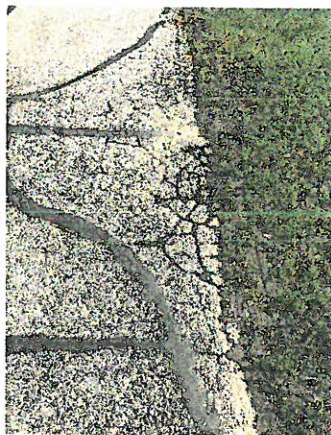
Below you will see three quotes from LL Pelling, Pate Asphalt and Kluesner Construction. Pate Asphalt came in the lowest at \$50,330.00 with Kluesner and LL Pelling to follow. You

will notice a slight gap in the quotes; after further review by the city engineer they all align with the proper scope. Pate is a responsive and responsible bidder, we have worked with them on past projects and know they do quality work. We would like to complete this project in the fall based on weather and scheduling. Because of ADA requirements and safety for our trail users, we believe this is a vital project for completion.

LLPelling	\$81,717.08
Kluesner	\$64,910.00
Pate Asphalt Systems	\$50,330.00

In the 2018 CIP we originally budgeted \$5,000.00 as we thought overlay and patching were an option at the time. Today, due to the inability to patch/overlay sections and the lack of meeting ADA requirements we now need \$50,330.00. With \$250,000.00 funds leftover from the purchase of the Taylor property, it will allow us to complete this project, yet still have funding available to put towards the NW park planning. I would like your approval to move forward with the necessary Guthridge park trail updates, and to make a recommendation at the September 19th, 2018 Council meeting.

Moving forward we will be reviewing all park trails, so we have proper dollars set aside in the CIP.



Analysis of South portion of Guthridge Park trail.

Facts:

1. Trail is 1600 ft long x 8 ft wide.
2. Trail is 14 years old and was installed on lime rock chips subbase because we wanted it done for 2004 RAGBRAI.
3. Approx. 500 ft of the trail is in need of replacement because of excessive cracking and deteriorated surface.
4. Approx. 400 Ft of the trail does not meet ADA requirements for cross slope (more than 5% cross slope).
5. Trail is not a candidate for an overlay because of poor subbase.
6. Patching is not recommended because of difficulty of getting equipment in and out without damaging other portions of the trail.
7. Public works and city engineer's recommendation is to replace all of the south portion of the trail.

1. ACC removal	1500 Sq. yds
2. Excavation	300 Cubic yards
3. 6" Rock	1800 sq yds
4. 3" ACC placement	250 tons
5. Backfill and seeding	

Homebase Iowa Veterans Program-

The Home Base Iowa program, initiated by former Governor Branstad and Major General Tim Orr, is a public-private partnership with the purpose of honoring veterans and supporting their families in making the transition to a new community in Iowa. Under Home Base Iowa, businesses submit career opportunities through the Home Base Iowa website and offer discounts on services, and municipalities offer discounts on public services such as facility rentals, recreation activities, utility service and building permits, etc. to qualified veterans. Since we already offer low income discounts of 50% off programming we will be adding the same service to our veterans.

Reports:

- **Hiawatha Farmers Market:** Make sure to stop out on Sundays from 11am-2pm, many vendors are starting to stock up! Corn will be here before we know it!
- **Fun Fest 2018:** Thank you Hiawatha Residents for a successful Fun Fest 2018! We hope you had a great time this year and were able to enjoy all the free activities and entertainment! Thank you to all of our generous sponsors for making this event possible: Enseva, Crystal Group, World Class Industries, City of Hiawatha, Farmers State Bank, McGrath and Wright Way Trailers. And a huge thank you to all of our non-profits and organizations for all the activities they offered! Mark your calendars

for August 23-24, 2019 for next year's festivities! We will be ready to have you back for another year of fun! Like the Hiawatha Fun Fest Facebook page to stay updated throughout the year.

- **HiBRAI:** The Friends of Hiawatha Park and Recreation Foundation had their 16th annual HiBRAI (Hiawatha's Bike Ride Around Iowa) on August 18-19, 2018. 143 cyclists road from Hiawatha City Hall to Riverside Hotel and Casino, a 106 mile trek round trip to help raise funds for the Hiawatha recreation programs and park updates! The Foundation was able to raise over \$8,000.00 and they couldn't have done it without their participants and active community sponsors! Thank you Cedar Rapids Toyota, Hiawatha Bank, ServPro, Symmonds Electric, Morgan and Morio, D&D Tree Service, Shey Systems, Hawkeye Ready Mix, Rathje Construction, Big Ten Mart, Blair Ridge Dental, Fareway, Lucky Penny, Culvers, Munson Electric and Hauser's Water Systems. We look forward to next years ride on August 18-19, 2019!
- **Yoga:** Yoga is still going strong! Save the date for September 27th at 6pm in the community center.
- **Movies under the Moon:** Due to weather The Lion King was cancelled. We can reschedule it for 2019 at no cost.
- **Free Fitness in Hiawatha Community Center:** September 12th Bellydance Fitness: All levels, all over body workout using Tribal style belly dance.
- **State Fair Bus Trip:** We had 37 people ride on our Charter to the Iowa State Fair on August 15th. We arrived at the fair at 10am and left for home at 6pm. This trip was a partnership between Hiawatha Parks and Recreation and Center Point. We had a great day!
- **Whispering Pines Painting:** Get ready for fall and that six lettered W word with this reversable painting! Paint a pile of pumpkins and a snowman at the Hiawatha Community Center. Always BYOB & snacks! Fee is \$45 cash or check only. To register text Donita at 319-270-1112 *Minimum of 6 participants *Maximum of 30 participants
- **Music in the Park:** Thank you to the University of Iowa Credit Union for supporting another year of Concerts in the Park! We hope you were able to enjoy all the entertainment this August! Know of any bands for 2019? Let us know! We would love to hear from you!
- **Fall Soccer:** Fall soccer has 28 kids in it this season. We're excited to get our new equipment out and rolling! It should be a fun season!

Parks:

Dog Park- Plans Advance for Hiawatha Dog Park

Linn County and the City of Hiawatha are progressing on plans for Hiawatha's first dog park. The proposed park will be located south of Boyson Road and just east of the Cedar Valley Nature Trail in Hiawatha.

On August 20, 2018, the Linn County Board of Supervisors approved leasing .72 acres of county-owned land to Hiawatha as part of the planned dog park that, once complete, will be just under 2 acres. This is the first step in getting the land ready for a future dog park. Other work includes working with Linn County Conservation on a design that incorporates existing trees and creating green space for open grassy areas. Additional parking is also planned. Linn County Conservation owns the approximately 1.48 acres directly south of the planned park. This area is a high-quality urban forest that currently is not part of the planned park area.

A completion date could take over a year with an estimated construction cost of \$100,260. In meeting the growing needs of our community, a partnership was formed between the City of Hiawatha and Dave Wright for the build out of the dog park. Between Dave Wright and volunteers, the estimated construction cost will be minimized for the city of Hiawatha with annual maintenance cost of the park below \$2,000.

"The future Hiawatha dog park initiative is regionalism working at its best. It is inspirational to see government entities and the public working together for a common goal," Hiawatha City Administrator, Kim Downs said.

"We are pleased Linn County is able to help the City of Hiawatha advance its plans for a dog park and add to the quality of life amenities available in Linn County. We anticipate this will be a popular destination for area residents and their canine companions," John Harris, chair of the Linn County Board of Supervisors said.



WHISPERING PINES PAINTING CLASS

*Wednesday, September 19th
6pm in the Hiawatha Community Center*

\$45 cash or check

*Reserve your spot by texting Donita at
319-270-1112*





Proposal

"Pavement Specialists"



Pate Asphalt Systems

Cedar Rapids 319-393-4812 Waterloo 319-287-7283 Iowa City 319-354-7283 Dubuque 563-556-7283
3285 3rd Avenue • Marion, IA 52302 • E-Mail office@pateasphalt.com • www.pateasphalt.com • FAX 319-393-0087

TO: Hiawatha Parks Department
c/o Kelly Willadsen

319-1515x251

August 21, 2018

We hereby submit specifications and estimates for:

Guthridge Park

- Saw cut & remove approximately 12,504 sq. ft. of existing asphalt trail & approximately 3,126 sq. ft. of dirt / sod. (1,563' x 10')
- Install 6" rock base to approximately 15,630 sq. ft. and compact. (1,563' x 10')
- Apply a tack emulsion coat to edges.
- Install 3" hot mix asphalt surface to approximately 12,504 sq. ft. (1,563' x 8')

\$48,490.00

- Backfill along trail with dirt & seed - 1 foot on both sides **\$1,840.00**

NOTES:

1. Proposal subject to material price increases.
2. There will be an additional charge if any extra rock / sub-base material is needed at \$25.00 per ton (delivered & graded) – Minimum charge of \$250.00 applies.
3. Owner responsible for all private utility locations & the cost to repair these utilities if unmarked.

PAYMENT ON COMPLETION

➔ Please sign and return one copy to: 3285 3rd Ave., Marion, IA 52302 or email to office@pateasphalt.com

Payment on completion; with a finance charge on accounts over 30 days past due of 1-1/2% per month which is an Annual Percentage Rate of 18% applied to the unpaid balance.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Buyer/owner to carry necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature _____
PM SYSTEMS CORPORATION

Note: This proposal may be withdrawn by us if not accepted within **30** days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

➔ Date of Acceptance: _____

Signature: _____



PROPOSAL

1007 1st Ave. NW * PO Box 355 * Farley, IA 52046
 (563) 744-3422 Fax (563) 744-3146
 Fed ID # 42-1463491
 kluesnerconstruction.com

DATE	ESTIMATE #
7/16/2018	17198

NAME / ADDRESS	CELL NUMBER	FAX NUMBER	PHONE NUMBER
CITY OF HIAWATHA 101 EMMONS ST HIAWATHA, IA 52233 ATTN: FINANCE DIRECTOR		319-363-1516	319-310-4232
	LOCATION		

DESCRIPTION	UNIT	RATE	TOTAL
JOB LOCATION: SOUTH PORTION OF GUTHRIDGE PARK			
ACC REMOVAL - BY THE SQUARE YARD	1,500	2.33333	3,500.00
EXCAVATION - BY THE CUBIC YARD	300	32.00	9,600.00
6" ROCK - BY THE SQUARE YARD	1,800	9.50	17,100.00
3" ACC PLACEMENT - BY THE TON	250	115.00	28,750.00
BACKFILLING AND SEEDING		5,960.00	5,960.00

WE PROPOSE TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS. SIGN:

TOTAL \$64,910.00

PAYMENT DUE UPON COMPLETION OF THE WORK. PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN ____ DAYS.

SIGNATURE _____

BUDGET ESTIMATE



L.L. Pelling Company, Inc.

P.O. Box 230

North Liberty, IA 52317-0230

Contact: DeWayne Heintz

Phone:

Fax:

Quote To: Rod Jasa

Job Name: Hiawatha Trail

Date of Bid: 05/24/2018

Date of Plans:

Revision Date:

Addenda:

Phone:

Fax:

email

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	ACC Removal	1,500.00	SY	8.89	13,335.00
	Excavation	300.00	CY	44.44	13,332.00
	6" Stone Base	1,800.00	SY	8.51	15,318.00
	3" ACC	1,800.00	SY	15.74	28,332.00
	Backfill and Seed	1.00	LS	11,400.08	11,400.08
GRAND TOTAL					\$81,717.08

NOTES:

A handwritten signature in black ink, appearing to read "DeWayne Heintz", is written over the printed name and title.

DeWayne Heintz

Estimator

L.L. Pelling Company