

AGENDA

HIAWATHA PARK & RECREATION COMMISSION

REGULAR MEETING

September 13th, 2016

Neighborhood Feedback Session at Teal Pavilion in Clark Park at 5:00pm, meeting to follow.

1. Call to Order - Roll Call
2. Approval of:
 - a. Agenda
 - b. Minutes of past meetings – July 12th, 2016
3. Business:
 - a. Audio Visual Upgrade
 - b. Year End Report
4. Reports
Monthly Park and Recreation Updates

Adjourn

**Hiawatha Parks and Recreation
Regular Meeting
July 12, 2016**

President Lynda Hembera called the meeting to order at 5:42p.m. in the Yellow Pavilion at Tucker Park. Present: Lynda Hembera, Deb Thies, Dan Wilkes, Dawn Ewoldt, Brandon Lynch Employees: Kelly Willadsen, Parks and Recreation Director, Ambyr Young, Administrative Coordinator, Kim Downs, City Administrator. Guests: Dan Hoffman and friends of Tucker Park.

Motion by Deb Thies, second by Dan Wilkes to approve the July 12, 2016 agenda as amended. Motion carried. Motion by Dan Wilkes, second by Dawn Ewoldt to approve the minutes of April 12th, 2016. Motion carried.

Park Social: Eight participants shared popsicles their feelings about Tucker Park with the commission. Many of the participants have lived near Tucker for fifty plus years. They had a lot of great things to say. Overall, the maintenance does a great job keeping up the park and they like that it's quiet. They would like to see basketball courts built and more swings for the bigger kids. They were concerned with the unsupervised teenagers that frequent the park after dark and would like to see more police in the parks throughout the evening and night.

Request to move meetings to 5:30pm: It was discussed to possibly move meetings to 5:30pm to allow more time with family. After a short discussion, the commission felt it was best to continue to keep meetings at 6pm due to time constraints.

Motion by Dawn Ewoldt, second by Deb Thies to keep the meeting times at 6pm. Motion carried.

Reports:

- **Learning Center:** The Learning Center is completed! Kennedy's art class did an amazing job! If you haven't seen it yet, stop by and take a look!
- **Memorial Bike Rodeo and Parade/Concert in the Park:** Many children showed up with their families to receive a free helmet thanks to Iowa League of Justice and learn bike safety with officers from Hiawatha Police Department. Children also decorated their bikes and paraded around Guthridge Park led by a bike officer! Unfortunately, the concert was cancelled due to the weather but we hope to have the Swamp Cats back in the future!
- **Adventure Camp Session 1:** 46 kids are in Adventure Camp this session. Fun trips and speakers are planned such as, KCRG Weather Lab, HACAP food reservoir, ice skating, Collins Road Theatre, Hiawatha Care Center, AirFX and more! Friends of Hiawatha Parks and Recreation is sponsoring Adventure Camp's field trips and speakers.

- **Adventure Camp Session 2:** 31 kids have signed up for second session so far. I'm sure that number will increase as parents remember to sign up for second session.
- **Hiawatha Soccer:** 155 players and coaches signed up for our Hiawatha Soccer League this summer! First Federal Credit Union sponsored soccer this year and sent volunteers out to help with picture day. They also printed our coaching manuals. We are excited to work with them again for our fall league.
- **Hiawatha Blastball:** 108 players and coaches are all set to play Blastball starting July 11th. We have many first year coaches that are excited to be involved in the program. T-shirts are adorable this season from Jonnie Five Apparel.
- **Yoga in the Park:** 13 yoga enthusiasts showed up at Guthridge park for our first Yoga in the Park of the year on June 6th. We hope this continues to grow into a great event!
- **Farmers Markets:** Hiawatha's Weekday Farmers Market has been going very well! KMRY came out and broadcast live to their listeners from the market! Dawn has been doing a great job running it. We're very thankful. Hopefully it continues to grow to be as established and reputable as the Sunday Market.
- **Vino Van Gogh:** "Freedom Flying" took place in the Community Center June 9th. There were six participants. Paintings turned out amazing!
- **Hiawatha Fun Fest:** The next Hiawatha Fun Fest meeting will be on July 11th at 5:30pm in the Red Pavilion. It's coming down to the last few weeks and we could really use your help!
- **Ride to Wrigley:** Cardinals beat the Cubs 7-2 but overall the trip was a win in our book! We learned a lot on our inaugural trip and look forward to making it even better next year!
- **Tennis:** Session one and two had ten students sign up for tennis lessons in Guthridge Park. We are establishing a great relationship with Westfield's administrators and instructors as well as registrants in the program. Don't forget! We offer adult lessons if you're interested!
- **Volleyball:** Adult, High-School and Youth programs are going well. We are hoping to get new nets for the courts next year.
- **Movies under the Moon:** Our inaugural Movies under the Moon takes place on July 15th! Facebookers have chosen Zootopia as our first movie! Kiwanis will be in attendance selling grilled food, Kona Ice will be selling snow cones! Since it will be dark when the movie starts, we might be buying glow sticks for the kids also! We may need help with set up and tear down if anyone would be available!
- **Kickball:** Gather your best team of friends, family, co-workers and take yourself back to recess with the exciting new Adult Kickball Tournament. Teams will be guaranteed a minimum of two games in this double elimination tournament. Teams will be randomly placed into a double elimination-style bracket. Games will take place either at Lowe Park in Marion or here at Guthridge. Minimum of six teams to hold the tournament. Minimum of 8 maximum of 20 players per team. Teams are to register by July 15th. Fee is \$50 per team.
- **Discount Amusement Park Tickets:** Buy your amusement park tickets at City Hall! The following are available for purchase: Noah's Ark in Winsconsin Dells, Six Flags St. Louis and Great America, Valley Fair in Shakopee, Minnesota, Worlds/Oceans of Fun, Lost Island and Blank Park Zoo.

- **HiBRAI** – August 13th and 14th is Hiawatha’s Bike Ride around Iowa. Friends of Hiawatha Parks and Recreation have been busy planning for this ride. Benefits from the ride support Adventure Camp’s field trips and speakers.
- **Music in the Park:** Every Friday in August from 6 to 9pm
 - August 5th – Compass Rose Band with Touch a Truck before from 4 to 6pm
 - August 12th – Brass Transit Authority
 - August 19th – Copperhead Creek
 - August 26th – Past Masters with Movie in the Park to follow!

Parks:

- **Mulching:** The parks staff mulched all the playground equipment on Thursday, July 7th. We are crossing our fingers for no more heavy rainouts this year.
- **Kids League:** Kids Leagues last tournament will be on July 8-9th. We have been very happy with the partnership and how well they maintain the fields and up keep of the concession stand. I have made sure to walk through all Linn County Public Health Inspections with them, so there are no surprises in updates or needs.
- **City Tree Inventory:** The Parks and Public Work Department are close to completion of the city tree inventory. We will submit them to the Iowa DNR to insert into their GIS system as well as our own and look at the data that we collected. We have learned quite a bit through this whole experience with the Sustainable Tree Grant.

Motion by Dawn Ewoldt, second by Dan Wilkes, to adjourn at 6:27 p.m. Motion carried.

Lynda Hembera, 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 13th, 2016
Re: Park and Recreation Report

Business:

Audio Visual Upgrade: Many of you may know that the audio visual system in the Community Center is becoming outdated with technology continuing to upgrade constantly. We have had many rentals unable to use our system because they have a 2014 computer or newer which doesn't have a VGA port. The system itself has had some wear and at times does not work correctly with the conversions. With that said we reached out to four companies for quotes which included Conference Technologies, CEC, Marco and Iowa Audio Video Inc. We received two quotes back from Conference Technologies and CEC as Marco was unable to fulfill our needs and Iowa Audio Video Inc. never responded. We allotted \$25,000 in the CIP for this update a few years back and are now ready to move forward.

Conference Technologies came in at \$23,383.86 to upgrade both panels to a new 7" color touch controllers with upgraded HMI hook ups, wireless presentations, and conversions to our current projectors and screens.

CEC came in at \$31,990.53 to upgrade our system, which includes updating the whole back cabinet audio system, panels, projectors and screens which is not necessary at this time. Right now our main focus is to update our panels so that our reservations can connect correctly without issues.

Conference Technologies is able to work with our current equipment and update our panels and sound without removing and updating the whole system. That is why you will see the larger increase. Our screens and projectors have had no issues.

I would like to remind you that CEC and Conference Technologies originally worked together on this system when it was first installed. One installed the audio and the other installed the panels. Now that the companies have expanded they both do similar upgrades.

With my experience in working with these companies thus far, I would like to recommend moving forward with Conference Technologies. I feel they can give us our best upgrade without having to remove the entire system. They have worked very well with us in giving us ideas and suggestions to make this change as smooth and easy as possible. I would like to take your recommendation to council for the October 5th meeting.

Year End Report: Attached you will find our yearend report. Remember it this report goes from July 1, 2015 to June 30, 2016. We had a great year and are very pleased with what was accomplished. We had some challenges along the way with a new registration system, but were able to keep moving. Please let us know if you have any questions!

Survey Results: After the Clark Park Social we will put together the results for next meeting to see if there are any projects or ideas that we can work on for the years to come.

Reports:

- **Farmers Markets:** The Market continues to go well every Sunday as long as weather permits. Dawn has taken over Dave Saari's roles as market manager due to health issues. She has done a great job keeping everyone in order. We are very happy with the number of vendors we continue to see each week and hope that eventually we can gain the same awareness for our weekday market. Right now we are reviewing the weekday market to see what we can adjust and improve if we continue to keep it going. One of the ideas is to have it start after Kids League is over and have the market go from July to September out at the Park. We have heard many people asking to have it back in the park since Center Point and Emmons are under construction. This would allow us more parking and more vendors for people interested. Dawn has done a great job working with the vendors and making sure everything is set up and ready to go.
- **Hiawatha Fun Fest:** Hiawatha Fun Fest was a great success for 2016! We were impressed with the number of positive comments on our event page and believe we found a great replacement for Hog Wild Days. We will continue to keep it the same weekend from here on out. Please let us know if you have any feedback so that we can start planning for next year. We will have a final wrap up meeting this Monday, September 12th at the Red Pavilion, 5:30pm with the rest of the committee members. Thank you for all your help as a board, we appreciate your help and support!
- **Movies under the Moon:** Movies under the Moon was very successful for 2016! August 26th showing of the Good Dinosaur brought in around 200 people after the Friday night concert. We were very pleased with the equipment rented from the City of Coralville and saved a substantial amount of funding from previous years. The Friends Foundation helped lead this event and gave out popcorn and beverages. We will be selecting dates for next summer shortly!
- **HiBRAI** – August 13th and 14th was another successful HiBRAI event. The Friends Foundation had 161 riders participate and raised nearly \$4,000.00 for our Adventure Camp

programs and field trips! They had a beautiful weekend and look forward to 2017. Mark your calendars next year's dates will be August 19-20th, 2017.

- **Music in the Park:** It's hard to believe another year has gone by and concerts are completed. We had a great line up this year and heard some great feedback from our residents. Unfortunately we had a few questionable weather nights but overall had on average about 200 people at each performance. Next year we will be looking at having an additional activity available each Friday for families to enjoy.
- **Kids Movie Night:** Kids Movie Nights will be starting back up this Friday, September 8th in the Hiawatha Community Center. We have started making Facebook Event Pages for our showings to grasp more attention. With more followers now it has been a good addition to help bring in more kids since we can deliver paper fliers to the schools anymore.
- **Vino Van Gogh:** Our latest painting class took place on Thursday, August 8th with around 10 people in attendance. They painted "Night Blooms" a floral tree painting. We are at the point in deciding if we will offer Vino next year as numbers have been minimal. We will be looking to see if there are any other new and exciting classes in the metro area.
- **Fall Festival:** Fall will be here before we know it! During the last farmers market on October 23rd we will be having our second annual Fall Festival! We were shocked with the turnout we received last year and hope to bring in the same. We will have photos, crafts, trick or treating through the vendors, face painting and so much more!

Parks:

- **Splash Pads:** Splash pads are now off for the season. We have stuck with the Memorial to Labor Day season and so far haven't heard too many complaints. We will follow up with the water department next month to see if there is a difference in the water consumptions due to a shorter season and time change of 10am-8pm.
- **Bathrooms:** Bathrooms will be closed right after the last farmers market (October 23rd) pending the weather. We will have one port a john placed in Guthridge and Clark Park for the winter months.
- **Tree Planting Event:** Through the Sustainable Tree Grant provided by the Iowa DNR one of our tasks is to have a tree planting event. They are providing us with \$5,000.00 to plant trees, this event will take place on October 6th at Clark Park from 4-6pm call Roots and Beer. After the tree planting is completed we will have root beer, brats and beer for the adults. Kim Downs, also got a grant from Master Tool in support of our event and hopes to gain volunteers from our business community and home owners associations. Please let us know if you can join us!



820 North 15th Avenue Hiawatha, IA 52233

Community Room Digital Upgrade to the Room Visual Presentation System

J16090112

6/15/2016

Prepared For:

Kelly Willadsen

Park & Recreation Director

City of Hiawatha

Prepared By:

Mick Erdman

Design Consultant

Conference Technologies, Inc.

Scope of Work

A digital input upgrade to the audio-visual system in the Community Center, Hiawatha City Hall, Hiawatha, Iowa.

Note: The existing audio-visual system in the Community Center is analog based in regard to the system operation controller and does not allow for a digital input from newer technology based equipment such as newer computers or digital video sources (HDMI).

1. Provide and install a new 7" color touch panel controller in each of the two rooms of the Community Center for operational control of the rooms' A/V system when the room is either divided or combined.
2. Provide and install a single digital input via a wall facility panel at the front of the two rooms.
3. Provide and install a new digital matrix switcher with connection to the two wall facility panels and the two ceiling mounted projectors using category cabling with transmitters and receivers as appropriate,
4. Provide and install a wireless hub to allow a computer or other wireless presentation device to connect to the rooms' two projection systems when the room is either combined or separated. (This will require the City to provide two network drops – one for each of the two wireless hubs.)
5. Provide a complete and working system to include integration, control and control panel programming and staff training.



City of Hiawatha Community Center A/V Upgrade

101 Emmons Street
Hiawatha, IA 52233

City of Hiawatha Community Center A/V Upgrade (Including Projectors/Screens)

OPP-627172
QUO-53449-M5Y2
6/2/2016 12:00:00 AM

Submitted To:

Kelly Willadsen
101 Emmons Street
Hiawatha, IA 52233

Prepared by:

Leo Smith, Sales Executive
405 Boyson Rd
Hiawatha, IA 52233
319-294-9000 phone
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Scope of Work

The following scope of work defines the specific tasks and responsibilities required of each party to successfully complete the above referenced project. It also identifies specific conditions and clarifications upon which this proposal is derived.

CEC Responsibilities

- Provide equipment to customer as itemized in the attached equipment list.
- Install, terminate and test all new equipment, and test the overall system for proper operation.
- Remove unused equipment and/or cable and deliver to owner.
- Provide and install all required cable in existing pathways.
- Provide 2 hours of on-site system user training at the conclusion of the project.

Customer Responsibilities

- Designate a key customer representative to act as project manager. This individual shall be the primary contact for all communications and have the authority to act on all contractual, administrative, and scheduling decisions.
- Provide ready access to all work areas for CEC personnel.
- Make any necessary modifications to wall openings as needed, including:
 - modifying the existing VGA wallplate openings from single-gang to double-gang
 - modifying the existing controller openings from 5-gang to 3-gang
- Provide any AC power and appropriately conditioned physical space as required by the system(s), including:
 - moving power for projectors
 - moving power for screens

Conditions & Clarifications

- Any changes to this proposal will be communicated and approved in writing by an authorized Customer representative prior to commencing work.
- All CEC labor is to be performed during normal CEC business hours (7:30 to 4:30 M-F, excluding holidays) unless otherwise specified. Customer is to inform CEC prior project start up, of any times when work cannot be performed.
- This quotation assumes a standard installation schedule. Any expedited deliveries or installation schedules are not included, unless specifically identified, and will incur additional charges.
- Proposal is based on Single Phase Completion of the project. If the work is to be delivered in multiple phases the customer will incur additional charges.
- NOTICE: All work performed by CEC MUST be scheduled through our Project Management Office (PMO), allowing adequate lead time for equipment delivery and scheduling of workforce. Upon project award our PMO will contact you to confirm project timelines and availability of resources.

Equipment and Materials List

Qty	Mfg-Part #	Description
		* New Audio Components
1	Biamp-TesiraFORTE AI	DSP fixed I/O server with 12 analog inputs, 8 analog outputs, and 8 channels configurable USB audio
2	Lab.gruppen-990691111	Lucia 120/1-70 Amplifier
1	Lab.gruppen-990692002	Rack Mount Kit (Lucia)
1	Extron-60-1368-01	8x4 Scaling Presentation Matrix Switchers with DTP Extension - Preamp Output w/o Amplifier and Control Processor
2	Extron-60-1366-12	Two Input DTP Transmitter for HDMI and VGA with Audio Embedding - Decora® Wallplate, Black - 230 feet (70 m)
2	Extron-60-1271-13	HDMI Twisted Pair Receiver - 230 feet (70 m)
2	Denon-DN-500BD	Blu-ray Disc Player
		* New Control System
1	Crestron-CP3	3-Series Control System®
2	Crestron-MP-B20-B-T	Media Presentation Button Panel B20, Black
1	Niveo-NGSE8H-AV	8-port Gigabit high power PoE Rear Facing Switch
		* New Projectors & Mounts
2	Epson-V11H471020	EPSON PowerLite 1945W Projector WXGA 4200 Lumens
2	CHIEF-SYSAUB	SYSTEM, SUSP CEILING PROJ 0-12", BLACK
		* New Screens
2	Da Lite-70136LS	ADVANTAGE 137D 72.5X116 MW
1		* New Cable & Connectors



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Hiawatha Parks and Recreation

&

University of Iowa Community

Credit Union

Presents

Kids Movie Night

Featuring

Disney THE JUNGLE BOOK

Hiawatha Community Center

September 9th

6:30pm

Free Popcorn!

Free Juice!

Free Family Fun!



Hiawatha Parks and Recreation Department

Fiscal Year 2016 Report

Mission Statement

To support and promote diversity and inclusiveness through the provision of a wide variety of high quality leisure programs and services that aim to serve the recreational needs of the Hiawatha community in an enjoyable, healthy and safe environment.

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Parks and Recreation Staff

Kelly Willadsen

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Recreation Coordinator
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Rick Wolfe

Parks maintenance Employee
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Ted Olson

Parks Maintenance Employee
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9 Seasonal Parks and Recreation Staff Members

Parks and Recreation Commission

The Park and Recreation Commission meets on the second Tuesday of every month in the Hiawatha Council Chambers at 6:00 p.m. All meetings are open to the public. If you have anything you would like discussed by the Commission, please phone the Parks and Recreation Director Kelly Willadsen in advance of the meeting.

After several years of dedication to the Hiawatha Parks and Recreation Department, Bill Hornett has decided to resign from the commission. We appreciate his commitment and enthusiasm he brought to the commission and wish him the best in the years to come.

Members: Debby Theis, Dan Wilkes, Dawn Ewoldt, Brandon Lynch and Lynda Hembera.

groups or simply with friends to operate from remote locations. Field Day is an education event that is self sufficient and teaches Amateurs to operate in abnormal situations in case of emergency instances. June 24-26th a local Amateur Group in the Hiawatha/Cedar Rapids area used Clark Park as a designated location for their second annual event.

- City of Hiawatha Parks and Recreation co-hosted the 4rd Annual Live Healthy Iowa 5K and 1K run on April 9th, 2016 at 8:00am. This event highlighted National Public Health Week and wrapped up the conclusion of the Live Healthy Iowa (LHI) 10-Week Wellness Challenge. The race brought in nearly 300 participants of all ages which was the highest participation out of the other 18 locations. Live Healthy Iowa presented to the top female and male runners and walkers for multiple age brackets. Event sponsors included Hiawatha Bank, Running Wild, and 98.1 Khak. We brought in over \$1,500.00 for hosting this event.
- True North partnered to sponsor the Live Healthy Iowa 10 week challenge. This allowed City of Hiawatha Employees and their spouses to pledge to be more active in 2016. Hiawatha also partnered with Live Healthy Iowa to host the Live Healthy Iowa 5k and Kids 1K on April 9th in Guthridge Park.
- We mapped 56 sites for the City Wide Garage Sales on May 7th.

Finances – Sponsors and Grants

<u>Program/Event</u>	<u>Sponsor</u>	<u>Amount</u>
• Blastball	World Class Industries	\$1500.00
• Soccer	First Federal Credit Union	\$1000.00
• Music in the Park	University of Iowa Community Credit Union	\$3200.00
• Kids Movie Nights	University of Iowa Community Credit Union	\$300.00
• Easter Egg Hunt	Roasters Coffee	\$500.00
• HiBRAI	Ameriprise Financial	\$1000.00
• Movies Under the Moon	FRIENDS of Hiawatha Parks and Recreation Farmers State Bank	\$11400.00



Accomplishments

- Kelly Willadsen completed her 2nd year as Hiawatha's Park and Recreation Director. This past year she took on the lead chair for RAGBRAI 2016. Many hours of committee meetings, planning and organizing to make for a successful Throwback Thursday day. These skills will help in the planning of Hiawatha Fun Fest for 2016 along with continuing to network with the business community! She spoke at the League of Cities Conference in the fall with Ambyr Young and Angie Cole regarding recreation programs and also at the Iowa Parks and Recreation conference on how we can prepare young professionals for the future. She continues working with her team and the community to provide opportunities to the Hiawatha Community. Kelly will take her Certified Parks and Recreation Professional Test next year to continue her education in the field. She looks forward to the years ahead in continuing to offer programs and special events to our residents.
- Ambyr Young is enjoying her full time position as the Administrative Coordinator. She keeps busy planning and implementing new recreation programs as well as doing a number of secretarial tasks for the administrative department. This year she and Kelly were invited to speak in front of many community leaders at the League of Cities Conference regarding new and innovative programs and also spoke at the Iowa Parks and Recreation Spring Conference regarding success as a young professional. Although public speaking isn't Ambyr's forte, she acknowledges that it helps her to grow in her profession.
- A weekday farmers market was added! This took place on the second and fourth Wednesdays of June, July and August in the City Hall parking lot from 4-6pm. And then was extended through October 19th and moved to Guthridge's 10th Avenue parking lot. The department will be looking at moving the summer market start date until after Hiawatha Kids League is completed to use the 10th Avenue parking lot instead of City Hall. Dawn Ewoldt has taken on the lead manager for this market.
- Kelly and Ambyr presented at the Iowa Parks and Recreation Association Spring Conference in Council Bluffs. They presented on Professional Development for Young Professionals.
- Kelly and Ambyr also presented to the League of Cities on hosting RAGBRAI and New and Innovative Recreation Programs.
- Park socials have been implemented to meet our neighbors and get an idea of what they would like to see in the parks. We have found this to be very beneficial.
- City of Hiawatha was awarded the Sustainable Tree Grant from the Iowa Department of Natural Resources. Kelly, Rick, Ted, Rod Jasa, councilman Denny Norton and City Administrator, Kim Downs have been learning about tree identifications, infestations, maintenance and pruning along with completing the tree inventory for Hiawatha. The Iowa DNR has been a great partner through the learning process.
- Kelly and Ted attended a native plant and management class for beginners where they learned what they can do to help the monarch population. Planting will start in fiscal year 2017.
- This year both the Park Director and Recreation Coordinator attended the Iowa Parks and Recreation Association Spring Conference. We went to Council Bluffs and had a lot of great

Goals for Fiscal Year 2017

- Have a successful Parents Night Out
- Hold a successful Snowman Contest
- Dave Wright Subaru is a proud supporter of dog parks. Dave Wright and Linn County are both willing to donate pieces of land totaling three acres, near the Linn County Trail, build Hiawatha's first dog park.
- Promote PARKS Grow Healthy Communities Campaign building awareness of the many benefits provided by parks and recreation agencies throughout the state of Iowa. This public awareness campaign identifies five values that are essential: Conservation, Health and Wellness, Advocacy, Social Connectedness and Economic Growth.
- Add more youth and adult programs such as Golf, Basketball Camp, Cooking Programs, Slow Pitch, Gymnastics, Bus Trips and Chalk the Walk.
- Continue an increase in Park and Community Center Rentals.





820 North 15th Avenue Hiawatha, IA 52233

Community Room Digital Upgrade to the Room Visual Presentation System

J16090112

6/15/2016

Prepared For:

Kelly Willadsen

Park & Recreation Director

City of Hiawatha

Prepared By:

Mick Erdman

Design Consultant

Conference Technologies, Inc.

Bill of Materials

Community Room Digital Upgrade to the Room Visual Presentation System

<u>P/N</u>	<u>Manufacturer</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Ext. Price</u>
Display Systems Equipment					\$3,699.12
DIGI-HD60C-R	Liberty AV Solutions	HDBTLITE RX with POE & control	2.00	\$280.00	\$560.00
DIGI-44B	Liberty	HDMI/HDBaseT Matrix Switcher - 4 Input x 4 Output	1.00	\$1,325.00	\$1,325.00
DL-HDCAT-R	Liberty	HDMI over dual twisted pair receiver power supply	2.00	\$127.00	\$254.00
DL-HDCAT-WP-S	Liberty	HDMI over twisted pair wall plate transmitter	2.00	\$96.00	\$192.00
VIA-CONNECT-PRO	Kramer	Wireless Presentation & Collaboration Hub with New 1.7 Firmware	2.00	\$684.06	\$1,368.12
Audio Systems Equipment					\$1,146.00
60-1075-01	Extron	HAE 100 audio de-embedder	2.00	\$573.00	\$1,146.00
Control Systems Equipment					\$7,664.00
60-1418-01	Extron	IPCP Pro 550 IP Link control processor	1.00	\$2,748.00	\$2,748.00
60-1209-02	Extron	TLP 710MV Black 7"touch panel controller	2.00	\$2,458.00	\$4,916.00
Equipment Total:					\$12,509.12
Installation Materials:					\$1,377.00
Implementation Services Total:					\$8,734.00
Freight:					\$763.74
Community Room Digital Upgrade to the Room Visual Presentation System Subtotal:					\$23,383.86
Community Room Digital Upgrade to the Room Visual Presentation System Tax:					\$0.00
Community Room Digital Upgrade to the Room Visual Presentation System Total:					\$23,383.86
Project Subtotal:					\$23,383.86
Tax:					\$0.00
Project Total:					\$23,383.86

Scope of Work

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Note: The existing audio-visual system in the Community Center is analog based in regard to the system operation controller and does not allow for a digital input from newer technology based equipment such as newer computers or digital video sources (HDMI).

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5. Provide a complete and working system to include integration, control and control panel programming and staff training.

Standard Disclaimer

System warranty covers all parts and labor on all new equipment per manufacturer's warranty. Two hours of training on the above equipment is included in this proposal if installation is purchased. This training will occur after the installation of the above system and completion and sign-off has taken place.

Payment Terms and Conditions: Terms are NET 30. Payments made by credit card are subject to a 2.5% fee.

INSTALLATION DESCRIPTION AND REQUIREMENTS: Provided by Conference Technologies, Inc.: If installation is purchased, Conference Technologies, Inc. will install all A/V components. Conference Technologies, Inc. will also perform all programming, alignments, and end-user training. Conference Technologies, Inc. will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8 hour blocks. Any required changes or rushes may affect the final price.

Provided by Others: Electrical requirements are to be provided by others or billed separately.

Travel: All travel and expenses outside the Conference Technologies, Inc. office metropolitan areas will be invoiced separately and will be based upon travel expenses by Conference Technologies, Inc.

This project will be designed to integrate all audio/visual equipment.

STATEMENT: This system proposal is the property of Conference Technologies, Inc. and is delivered with the sole intent of being viewed by management of **City of Hiawatha** for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor or Conference Technologies, Inc. competitor without the written consent of Conference Technologies, Inc. Any effort to do so will be considered a violation of copyright law.

Proposal Acceptance

Bill To:

City of Hiawatha
101 Emmons Street
Hiawatha, IA 52233

Ship To:

City of Hiawatha
101 Emmons Street
Hiawatha, IA 52233

Project Total: \$23,383.86



City of Hiawatha Community Center A/V Upgrade

101 Emmons Street
Hiawatha, IA 52233

City of Hiawatha Community Center A/V Upgrade (Including Projectors/Screens)

OPP-627172
QUO-53449-M5Y2
6/2/2016 12:00:00 AM

Submitted To:

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Hiawatha, IA 52233

Prepared by:

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Project Overview

City of Hiawatha Community Center A/V Upgrade

This proposal is for an upgrade of the existing A/V system at the Hiawatha Community Center. The existing system consists of two rooms with limited combine/separate functionality, and includes:

- One Mitsubishi 3000-lumen, XGA resolution projector in a Draper Revelation lift per room.
- One Extron MediaLink Controller per room, controlling:
 - Display on/off (including lowering the Revelation lift)
 - Room combine/separate
 - Input selection
 - Volume
 - DVD/VCR transport control
- Two microphone and one VGA/audio input wallplates per room.
- A head-end rack with:
 - One Sony DVD/VCR per room
 - Extron video matrix switcher
 - One Audio-Technica wireless microphone system per room
 - One TOA mixer/amplifier per room

CEC will replace the VGA/audio wallplates with new plates that include HDMI as well as VGA/Audio. We will also replace the video matrix switcher with one that's compatible with HDMI, and replace the DVD/VCR combos with Blu-Ray players. We will remove the existing projectors and lifts, and replace them with standard ceiling-mounted projectors. Finally, we will replace the existing 4:3 aspect ratio screens with 16:10 screens to match the new projectors.

CEC will replace the TOA mixer/amplifiers with a single Digital Signal Processor and two new amplifiers. These amplifiers will go to standby mode after twenty minutes of receiving no signal and "wake up" within two seconds of receiving a signal.

CEC will replace the Extron controllers with a Crestron control system that includes two keypad controllers. The new system will control:

- System On/Off. This will include the projectors and screens.
- Room Combine/Separate.
- Input Selection. Users will be able to choose between the wallplate input in the room and the Blu-Ray player in the rack. The wallplates will select between HDMI and VGA input automatically, with the HDMI input having priority.
- Volume control. The new control system will have the capability to control the mic input wallplates and the wireless mics from the keypad in the room.
- Blu-Ray transport control (play, pause, next, previous, and menu; with a five-way pad for navigating disc menus).

Scope of Work

The following scope of work defines the specific tasks and responsibilities required of each party to successfully complete the above referenced project. It also identifies specific conditions and clarifications upon which this proposal is derived.

CEC Responsibilities

- Provide equipment to customer as itemized in the attached equipment list.
- Install, terminate and test all new equipment, and test the overall system for proper operation.
- Remove unused equipment and/or cable and deliver to owner.
- Provide and install all required cable in existing pathways.
- Provide 2 hours of on-site system user training at the conclusion of the project.

Customer Responsibilities

- Designate a key customer representative to act as project manager. This individual shall be the primary contact for all communications and have the authority to act on all contractual, administrative, and scheduling decisions.
- Provide ready access to all work areas for CEC personnel.
- Make any necessary modifications to wall openings as needed, including:
 - modifying the existing VGA wallplate openings from single-gang to double-gang
 - modifying the existing controller openings from 5-gang to 3-gang
- Provide any AC power and appropriately conditioned physical space as required by the system(s), including:
 - moving power for projectors
 - moving power for screens

Conditions & Clarifications

- Any changes to this proposal will be communicated and approved in writing by an authorized Customer representative prior to commencing work.
- All CEC labor is to be performed during normal CEC business hours (7:30 to 4:30 M-F, excluding holidays) unless otherwise specified. Customer is to inform CEC prior project start up, of any times when work cannot be performed.
- This quotation assumes a standard installation schedule. Any expedited deliveries or installation schedules are not included, unless specifically identified, and will incur additional charges.
- Proposal is based on Single Phase Completion of the project. If the work is to be delivered in multiple phases the customer will incur additional charges.
- NOTICE: All work performed by CEC MUST be scheduled through our Project Management Office (PMO), allowing adequate lead time for equipment delivery and scheduling of workforce. Upon project award our PMO will contact you to confirm project timelines and availability of resources.

Standard lead time for labor services is 4 to 6 weeks from confirmation.

- Delays incurred by CEC employees and their subcontractors due to escorts, clearances, inability to enter workspace, and other factors beyond our control will be invoiced at our current labor rates.
- CEC will provide a 1 year system warranty during normal business hours. Warranty shall begin at the date of beneficial use, or the project close out, whichever comes first.

Equipment and Materials List

Qty	Mfg-Part #	Description
		* New Audio Components
1	Biamp-TesiraFORTE AI	DSP fixed I/O server with 12 analog inputs, 8 analog outputs, and 8 channels configurable USB audio
2	Lab.gruppen-990691111	Lucia 120/1-70 Amplifier
1	Lab.gruppen-990692002	Rack Mount Kit (Lucia)
1	Extron-60-1368-01	8x4 Scaling Presentation Matrix Switchers with DTP Extension - Preamp Output w/o Amplifier and Control Processor
2	Extron-60-1366-12	Two Input DTP Transmitter for HDMI and VGA with Audio Embedding - Decora® Wallplate, Black - 230 feet (70 m)
2	Extron-60-1271-13	HDMI Twisted Pair Receiver - 230 feet (70 m)
2	Denon-DN-500BD	Blu-ray Disc Player
		* New Control System
1	Crestron-CP3	3-Series Control System®
2	Crestron-MP-B20-B-T	Media Presentation Button Panel B20, Black
1	Niveo-NGSE8H-AV	8-port Gigabit high power PoE Rear Facing Switch
		* New Projectors & Mounts
2	Epson-V11H471020	EPSON PowerLite 1945W Projector WXGA 4200 Lumens
2	CHIEF-SYSAUB	SYSTEM, SUSP CEILING PROJ 0-12", BLACK
		* New Screens
2	Da Lite-70136LS	ADVANTAGE 137D 72.5X116 MW
1		* New Cable & Connectors

