

RIVERFRONT IMPROVEMENT COMMISSION MEETING

CITY OF DAVENPORT, IOWA

TUESDAY, APRIL 24, 2018; 5:30 PM

POLICE DEPARTMENT COMMUNITY ROOM, 416 NORTH HARRISON STREET,  
DAVENPORT, IOWA

I. Call to Order

II. Approval of Minutes

A. Approve the Minutes from the March 27, 2018 Meeting - ACTION

III. Finance

A. Approve the Disbursements - ACTION

IV. Leases

A. Cobham Life Support (Freight House Kitchen) - ACTION

V. Projects

A. Downtown Davenport Partnership - PRESENTATION / DISCUSSION

B. Commission Strategic Planning - DISCUSSION

C. RAGBRAI Update - DISCUSSION

D. 2018 Summer Concert Series - PRESENTATION

VI. Staff Report

A. Parks and Recreation Advisory Board Report

VII. Other Business

A. Public With Business (5 mins)

VIII. Adjournment

IX. Next Meeting Date:

A. Tuesday, May 22, 2018 at 5:30 p.m.

City of Davenport  
Riverfront Improvement Commission

Department: Riverfront Improvement Commission  
Contact Info: Steve Ahrens 888-2235

**Date**  
**4/24/2018**

Subject:  
Approve the Minutes from the March 27, 2018 Meeting - ACTION

ATTACHMENTS:

Type	Description
▯ Cover Memo	March 27, 2018 Minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	4/19/2018 - 2:10 PM



## Riverfront Improvement Commission

### Mission Statement:

The Davenport Riverfront Improvement Commission enhances the quality of life in our community by improving the riverfront through stewardship, innovative planning and management of resources.

Strategic Goal 1: Actively collaborate with stakeholders.

(COLLABORATION)

Strategic Goal 2: Implement a bi-annual planning process that prioritizes Commission activities to meet community needs.

(PLANNING)

Strategic Goal 3: Develop and maintain funding to meet the established goals of the Commission and assure the financial viability of the Levee Improvement Fund and to maintain an appropriate fund balance.

(FUNDING)

Strategic Goal 4: Utilize staff and Commission members to efficiently and effectively carry out the duties and responsibilities assigned to the Commission.

(ADMINISTRATION)

Strategic Goal 5: Implement riverfront development projects.

(RIVERFRONT PROJECTS)

Riverfront Improvement Commission  
Minutes  
March 27, 2018

Present: Pat Walton, Bill Ashton, Dee Bruemmer, Shelley Chambers, Bill Churchill, Frank Clark, Kelli Grubbs, and Breanne Pairrett

Others Present: Ald. Kyle Gripp, City Council; Kathy Wine, River Action; Zach Peterson, Public Works; Pat Driscoll, City Communications; and Steve Ahrens, Riverfront Improvement Commission

Chairman Walton called the meeting to order at 5:30 p.m. Ahrens announced the quorum had been met for the meeting.

Grubbs moved to approve the minutes of the February 27 regular meeting. Ashton seconded the motion.

#### Finance

Ahrens presented the previous month's disbursements, aged receivables report and the FY2018 Lease Report. Grubbs moved to approve the disbursements. Chambers seconded the motion and it carried.

#### Leases

Ahrens provided the draft lease renewal agreement with Rock River Family Office for its second floor Union Station office suite and explained its expansion plans. Chambers moved to approve the agreement. Ashton seconded the motion and it carried.

Staff introduced a seasonal use agreement with the Taste of Ethiopia, a farmer's market vendor, for the upper level kitchen at the Freight House. Grubbs moved to approve the agreement. Churchill seconded the motion and it carried.

#### Projects

Staff introduced Kathy Wine with River Action, who provided an update on the First Bridge project and invited the Commission to join the First Bridge Impact Alliance. Grubbs moved to approve joining the alliance. Chambers seconded the motion and it carried. Grubbs will be the Commission's designated member to the Alliance.

Zach Peterson with Public Works provided the Commission with a RiverVision update, which specifically focused on River Heritage Park, Veterans Memorial Park, and Main Street Landing.

Commissioner Bruemmer provided an update on the Riverfront Public Art Initiative, after the initial kick-off was held on March 20. Staff encouraged Commissioners to view the presentation and complete the survey online on the City's website.

Staff introduced the idea behind the Commission's strategic planning and visioning initiative and requested feedback regarding the process. A proposal from a recognized, local facilitator has been requested for a process to begin in the near future.

### Staff Report

Parks and Recreation Advisory Board Report – There was no report provided.

Ahrens provided updates on a variety of topics, including:

- Union Station & Freight House unoccupied spaces update
- Without objection, staff's recommendation to suspend the accepting of reservations for after November 1, 2018 for the Upper Level Venue at the Freight House will proceed.

### Other Business

With no public with business to present, and with no further business, the meeting was adjourned at 7:25 p.m.

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Pat Walton, Chairman

City of Davenport  
Riverfront Improvement Commission

Department: Riverfront Improvement Commission  
Contact Info: Steve Ahrens 888-2235

**Date**  
**4/24/2018**

Subject:  
Approve the Disbursements - ACTION

ATTACHMENTS:

Type	Description
▯ Cover Memo	April Disbursements

REVIEWERS:

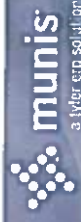
Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	4/19/2018 - 2:11 PM

Revenue/Billing Table  
FY - 2018 Levee Fund #740

Lessee	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Summary
1 Front Street Brewery - FH	2,952.00	2,952.00	2,952.00	2,952.00	3,006.00	3,006.00	3,006.00	3,006.00	3,006.00	3,006.00	3,006.00	3,006.00	35,856.00
2 Nostalgia Deli	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	9,999.96
3 Nostalgia Deli - 4%	2,108.15	1,710.42	1,475.69	971.28	867.34	663.00		738.12	988.33	1,306.85	1,610.77	1,921.44	15,329.09
4 MidAmerican Co.	6,000.00												6,000.00
5 Lake Davenport Sailing Club													3,900.00
6 LPBC/Lindsay Park Boat Club													5,000.00
7 CHS, Inc / Harvest States Coop	2,500.00			2,500.00				5,000.00		3,900.00			10,000.00
8 One River Place	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	2,700.00
9 Driftwood	1,566.98	1,443.64	1,232.41	765.78	375.50	519.76	357.99	353.87	554.90	765.98	1,114.80	1,428.67	10,480.28
10 Union Station	2,583.33	2,583.33	2,583.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,749.99
11 MVBS-Union Station	160.00	160.00	160.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	2,010.00
12 Bix Society-Union Station	875.00	875.00	875.00	875.00	875.00	875.00	875.00	875.00					7,000.00
13 Marine Specialties	2,500.00	2,500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	15,000.00
14 Front Street Brewery	265.00	265.00	265.00	265.00	265.00	265.00	265.00	265.00	265.00	265.00	265.00	265.00	3,180.00
15 Freight House Farmers Market	1,416.67	1,416.67	1,416.67	1,416.67	1,416.67	1,416.67	1,416.67	1,416.67	1,500.00	1,500.00	1,500.00	1,500.00	17,333.36
16 Rock River Family Office	2,268.59	2,268.59	2,268.59	2,268.59	2,268.59	2,268.59	2,268.59	2,268.59	2,435.75	2,435.75	2,435.75	2,435.75	27,724.56
17 Nestle - SemiParkingLot	675.00	675.00	675.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	11,025.00
18 Nordby - Generosity Coaching	125.00	125.00	125.00	125.00	125.00	125.00	130.00	130.00	130.00	0.00	0.00	0.00	1,140.00
19 Antonella's											1,333.33	1,333.33	2,666.66
20 Package Express	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Subtotal</b>	27,054.05	19,032.98	16,087.02	15,367.65	12,427.43	12,367.35	19,785.70	12,531.79	11,920.52	18,907.91	13,160.65	13,785.19	194,094.90
<b>Miscellaneous</b>													
1 LPBC Addendum	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00
<b>Subtotal</b>	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00
<b>Total</b>	27,054.05	19,032.98	16,087.02	15,367.65	12,427.43	12,367.35	20,785.70	12,531.79	11,920.52	18,907.91	13,160.65	13,785.19	195,094.90

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City of Davenport  
YTD REPORT



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JOURNAL DETAIL 2018 9 TO 2018 9

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4740 LEVEE IMPROVEMENT							
00000 UNDEFINED							
450110 INTEREST POOLED INVESTMENTS	0	0	0	-46.00	.00	46.00	100.0%
450404 LEVEE COMMISSION RENT	-230,000	0	-230,000	-208,538.90	.00	-21,461.10	90.7%
480690 MISCELLANEOUS	-42,000	0	-42,000	-43,355.05	.00	1,355.05	103.2%
489030 TRANSFERS IN HOTEL MOTEL TAX	0	-53,250	-53,250	-53,250.00	.00	.00	100.0%
489491 TRANSFER LOCAL OPTION SALES	-41,000	0	-41,000	.00	.00	-41,000.00	.0%
490865 FUND BALANCE APPROPRIATION	5,685	54,490	60,175	.00	.00	60,175.15	.0%
TOTAL UNDEFINED	-307,315	1,240	-306,075	-305,189.95	.00	-884.90	99.7%
10130 PROJECT MANAGEMENT							
510101 FULL TIME SALARIES	71,400	0	71,400	56,022.36	.00	15,377.64	78.5%
510120 RETIREMENT-FICA	5,462	0	5,462	4,434.54	.00	1,027.46	81.2%
510130 RETIREMENT-IPERS	6,569	0	6,569	5,002.80	.00	1,566.20	76.2%
510140 EMPLOYEE INSURANCE	10,300	0	10,300	7,796.43	.00	2,503.57	75.7%
510161 DEFERRED COMP	3,570	0	3,570	2,801.20	.00	768.80	78.5%
510162 RETIREMENT HEALTH SAVINGS	714	0	714	560.20	.00	153.80	78.5%
520201 OFFICE SUPPLIES	200	0	200	99.55	.00	100.45	49.8%
520205 UTILITY SERVICES	75,000	0	75,000	71,651.65	.00	3,348.35	95.5%
520210 TRAVEL EXPENSES	0	0	0	25.00	.00	-25.00	100.0%
520215 TECHNICAL SERVICES	100	0	100	.00	.00	100.00	.0%
520217 PROFESSIONAL SERVICES	5,000	0	5,000	.00	.00	5,000.00	.0%
520225 MAINTENANCE-BLDGS & GRNDS	42,000	-740	41,260	37,568.54	2,051.54	1,639.77	96.0%
520297 PROJECT EXPENSE	20,000	-500	19,500	11,760.71	2,275.00	5,464.29	72.0%
560606 TELEPHONE EXPENSE	450	0	450	370.88	.00	79.12	82.4%
560623 FACILITIES MAINTENANCE	14,050	0	14,050	7,585.97	.00	6,464.03	54.0%
TOTAL PROJECT MANAGEMENT	254,815	-1,240	253,575	205,679.83	4,326.54	43,568.48	82.8%
88000 TRANSFERS OUT							
550501 TRANSFERS OUT	52,500	0	52,500	.00	.00	52,500.00	.0%
TOTAL TRANSFERS OUT	52,500	0	52,500	.00	.00	52,500.00	.0%



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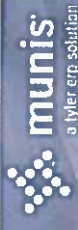
JOURNAL DETAIL 2018 9 TO 2018 9

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LEVEE IMPROVEMENT	0	0	0	-99,510.12	4,326.54	95,183.58	100.0%
TOTAL REVENUES	-307,315	1,240	-306,075	-305,189.95		-884.90	
TOTAL EXPENSES	307,315	-1,240	306,075	205,679.83	4,326.54	96,068.48	
GRAND TOTAL	0	0	0	-99,510.12	4,326.54	95,183.58	100.0%

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City of Davenport  
MONTHLY DETAIL REPORT



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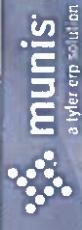
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JOURNAL DETAIL 2018 10 TO 2018 10

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4740 LEVEE IMPROVEMENT							
10130 PROJECT MANAGEMENT							
510101 FULL TIME SALARIES							
54741013 510101 FULL TIME SALARIES	71,400	0	71,400	56,022.36	.00	15,377.64	78.5%
2018/10/100512 04/13/2018 PRJ	2,801.12 REF PY0413				WARRANT-041318	RUN=1 BI-WEEKL	
TOTAL FULL TIME SALARIES	71,400	0	71,400	56,022.36	.00	15,377.64	78.5%
510102 PART TIME SALARIES							
54741013 510102 PART TIME SALARIES	0	0	0	.00	.00	.00	.0%
54741013 510102 USDA PART TIME SALA	0	0	0	.00	.00	.00	.0%
TOTAL PART TIME SALARIES	0	0	0	.00	.00	.00	.0%
510103 TEMPORARY SALARIES							
54741013 510103 TEMPORARY SALARIES	0	0	0	.00	.00	.00	.0%
TOTAL TEMPORARY SALARIES	0	0	0	.00	.00	.00	.0%
510105 OVERTIME PAY							
54741013 510105 OVERTIME PAY	0	0	0	.00	.00	.00	.0%

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City of Davenport  
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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL OVERTIME PAY	0	0	0	.00	.00	.00	.0%
510120 RETIREMENT-FICA							
54741013 510120 RETIREMENT-FICA	5,462	0	5,462	4,434.54	.00	1,027.46	81.2%
2018/10/100512 04/13/2018 PRJ	220.81 REF PY0413				WARRANT=041318	RUN=1 BI-WEEKL	
54741013 510120 USDA RETIREMENT-FICA	0	0	0	.00	.00	.00	.0%
TOTAL RETIREMENT-FICA	5,462	0	5,462	4,434.54	.00	1,027.46	81.2%
510130 RETIREMENT-IPERS							
54741013 510130 RETIREMENT-IPERS	6,569	0	6,569	5,002.80	.00	1,566.20	76.2%
2018/10/100512 04/13/2018 PRJ	250.14 REF PY0413				WARRANT=041318	RUN=1 BI-WEEKL	
54741013 510130 USDA RETIREMENT-IPE	0	0	0	.00	.00	.00	.0%
TOTAL RETIREMENT-IPERS	6,569	0	6,569	5,002.80	.00	1,566.20	76.2%
510140 EMPLOYEE INSURANCE							
54741013 510140 EMPLOYEE INSURANCE	10,300	0	10,300	7,796.43	.00	2,503.57	75.7%
TOTAL EMPLOYEE INSURANCE	10,300	0	10,300	7,796.43	.00	2,503.57	75.7%
510150 POLICE RETIREMENT							
54741013 510150 POLICE RETIREMENT	0	0	0	.00	.00	.00	.0%

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City of Davenport  
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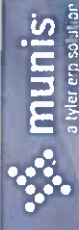
JOURNAL DETAIL 2018 10 TO 2018 10

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL POLICE RETIREMENT	0	0	0	.00	.00	.00	.0%
510161 DEFERRED COMP							
54741013 510161 DEFERRED COMP	3,570	0	3,570	2,801.20	.00	768.80	78.5%
2018/10/100512 04/13/2018 PRJ	140.06 REF PY0413					WARRANT=041318 RUN=1 BI-WEEKL	
TOTAL DEFERRED COMP	3,570	0	3,570	2,801.20	.00	768.80	78.5%
510162 RETIREMENT HEALTH SAVINGS							
54741013 510162 RETIREMENT HEALTH	714	0	714	560.20	.00	153.80	78.5%
2018/10/100512 04/13/2018 PRJ	28.01 REF PY0413					WARRANT=041318 RUN=1 BI-WEEKL	
TOTAL RETIREMENT HEALTH SAVINGS	714	0	714	560.20	.00	153.80	78.5%
510175 CLOTHING EXPENSE							
54741013 510175 CLOTHING EXPENSE	0	0	0	.00	.00	.00	.0%
TOTAL CLOTHING EXPENSE	0	0	0	.00	.00	.00	.0%
520201 OFFICE SUPPLIES							
54741013 520201 OFFICE SUPPLIES	200	0	200	99.55	.00	100.45	49.8%
TOTAL OFFICE SUPPLIES	200	0	200	99.55	.00	100.45	49.8%
520205 UTILITY SERVICES							



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City of Davenport  
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JOURNAL DETAIL 2018 10 TO 2018 10

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
54741013 520225 MAINTENANCE-BLDGS 2018/10/100393 04/12/2018 API	525.00 VND 022178 VCH						175095
TOTAL MAINTENANCE-BLDGS & GRNDS	42,000	-740	41,260	37,568.54	2,051.54	1,639.77	96.0%
520245 PAYMENT TO OTHER AGENCY							
54741013 520245 PAYMENT TO OTHER A	0	0	0	.00	.00	.00	.0%
TOTAL PAYMENT TO OTHER AGENCY	0	0	0	.00	.00	.00	.0%
520262 INTERDEPARTMENT SERVICE CHG							
54741013 520262 INTERDEPARTMENT SE	0	0	0	.00	.00	.00	.0%
TOTAL INTERDEPARTMENT SERVICE CHG	0	0	0	.00	.00	.00	.0%
520297 PROJECT EXPENSE							
54741013 520297 PROJECT EXPENSE	20,000	-500	19,500	11,760.71	2,275.00	5,464.29	72.0%
2018/10/100393 04/12/2018 API	217.98 VND 005717 VCH						175186
2018/10/100476 04/12/2018 API	1,415.00 VND 002492 VCH						175179
TOTAL PROJECT EXPENSE	20,000	-500	19,500	11,760.71	2,275.00	5,464.29	72.0%
520298 OTHER SUPPLIES & SERVICES							
54741013 520298 OTHER SUPPLIES & S	0	0	0	.00	.00	.00	.0%

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City of Davenport  
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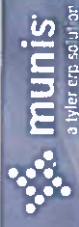
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JOURNAL DETAIL 2018 10 TO 2018 10

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL OTHER SUPPLIES & SERVICES	0	0	0	.00	.00	.00	.0%
530303 OPERATING EQUIPMENT							
54741013 530303 USDA OPERATING EQUI	0	0	0	.00	.00	.00	.0%
TOTAL OPERATING EQUIPMENT	0	0	0	.00	.00	.00	.0%
560606 TELEPHONE EXPENSE							
54741013 560606 TELEPHONE EXPENSE	450	0	450	370.88	.00	79.12	82.4%
2018/10/100722 04/16/2018 GNI	43.89 REF PHONE						
TOTAL TELEPHONE EXPENSE	450	0	450	370.88	.00	79.12	82.4%
560622 DATA PROCESSING							
54741013 560622 DATA PROCESSING	0	0	0	.00	.00	.00	.0%
TOTAL DATA PROCESSING	0	0	0	.00	.00	.00	.0%
560623 FACILITIES MAINTENANCE							
54741013 560623 FACILITIES MAINTEN	14,050	0	14,050	7,585.97	.00	6,464.03	54.0%
TOTAL FACILITIES MAINTENANCE	14,050	0	14,050	7,585.97	.00	6,464.03	54.0%
560633 WORKERS COMPENSATION INSURANCE							
54741013 560633 WORKERS COMPENSATI	0	0	0	.00	.00	.00	.0%

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City of Davenport  
MONTHLY DETAIL REPORT



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FOR 2018 10

JOURNAL DETAIL 2018 10 TO 2018 10

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL WORKERS COMPENSATION INSURANCE	0	0	0	.00	.00	.00	.0%
TOTAL PROJECT MANAGEMENT	254,815	-1,240	253,575	205,679.83	4,326.54	43,568.48	82.8%
TOTAL LEVEE IMPROVEMENT	254,815	-1,240	253,575	205,679.83	4,326.54	43,568.48	82.8%
TOTAL EXPENSES	254,815	-1,240	253,575	205,679.83	4,326.54	43,568.48	
GRAND TOTAL	254,815	-1,240	253,575	205,679.83	4,326.54	43,568.48	82.8%

\*\* END OF REPORT - Generated by STEVE D AHRENS \*\*



City of Davenport  
Riverfront Improvement Commission

Department: Riverfront Improvement Commission  
Contact Info: Steve Ahrens 888-2235

**Date**  
**4/24/2018**

Subject:  
Cobham Life Support (Freight House Kitchen) - ACTION

ATTACHMENTS:

Type	Description
▯ Cover Memo	Cobham addendum

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	4/19/2018 - 2:13 PM

## LICENSE AGREEMENT

**THIS License Agreement** ("License") is made and entered into at Davenport, Iowa on this 24<sup>th</sup> day of April, 2018 by and between the City of Davenport, Iowa through its Riverfront Improvement Commission, hereinafter designated as "Land Owner," and Cobham Life Support, hereinafter designated as "Licensee."

A. For the purposes described below, Licensee is allowed to use of the following described property located in Davenport, Iowa:

*The Freight House complex, second floor at 421 West River Drive, Davenport, Scott County, Iowa, the kitchen area, (when adjoining second floor venue is not rented), and made a part hereof.*

B. This License shall be effective beginning May 1, 2018, and shall terminate on June 30, 2018, unless earlier terminated or extended by mutual agreement.

C. There shall be regular check-in points between the Land Owner and the Licensee, at times and places mutually agreeable to both parties.

D. The rent shall be charged at \$100.00 per day of use. Typically, the use shall be Monday-Friday from 6am until 3pm. The billing shall be invoiced on the first day of each month.

E. The Licensee has exclusive use of the Premises (sans scheduled events) and non-exclusive use of and access to the Freight House parking lot, located to the south of the complex, and other common areas. It is intended that all licensees and related uses will work with the Land Owner regarding the use of such leased area to accommodate needs and to avoid scheduling conflicts.

F. The Licensee shall occupy and use the Premises for the operation of its off-site company kitchen service temporarily while the primary site is remodeled. No other uses shall be permitted without the written consent of the Land Owner. The Licensee shall not sell, or permit to remain in or about the Premises, any article that may be prohibited by standard form fire insurance policies.

G. The Licensee shall be responsible for carrying fire insurance and other risk insurance on personal property owned or used by the Licensee. The Land Owner shall be responsible for fire and extended coverage, including casualty, on the building that the Premises are located in.

H. The Licensee will hold the Land Owner harmless from any third-party claim for tangible property damage or bodily injury to the extent arising from the negligence or willful misconduct of the Licensee. "Licensee" includes Licensee, its officers, employees, volunteers, or agents.

I. During the entire term of this License, the Land Owner and Licensee, at their sole cost and expense, will each keep their respective property interests in the Premises and their liability interests reasonably insured against hazard and casualty and against claims for personal injury,

death, or property on the Premises and reasonably insured against hazard and casualty against claims for personal injury, death, or property damage occurring in, upon, or about the Premises. Licensee's policy shall name the Land Owner as a certificate holder and identify the Land Owner as an "additional insured on a primary basis and non-contributory" per this contract, in the Description of Operations. Neither party hereto will do or omit the doing of any act which would invalidate either insurance policy. The Licensee agrees to provide evidence of the issuance of its policy to the Land Owner within Ten (10) Days after the commencement of this License. The Land Owner shall be notified in writing at least Thirty (30) Days prior to the cancellation of the Licensee's policy. The Licensee shall have, as a minimum, the following insurance:

(1) Statutory Worker's Compensation with waiver of subrogation in favor of the City.

(2) General Liability

Each Occurrence	\$1,000,000
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General Aggregate	\$2,000,000
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(3) Excess Liability Umbrella Form \$3,000,000

Waiver of Subrogation - Land Owner and Licensee each hereby release the other from liability for damage or destruction to the Leased Premises and the improvements located on the Property, whether or not caused by acts or omissions of the other party; provided, however, such release shall only be in force and effect in respect of damage or destruction normally covered by standard policies of fire insurance with extended coverage (whether or not such coverage is in effect). Each party shall cause its fire insurance policies to contain a provision whereby the insurer either waives any right of subrogation against the other party or agrees that such a release shall not invalidate the insurance, whichever is obtainable.

J. The Licensee shall not make, or suffer to be made, any alternations, after the build-out, of the Premises, or any part thereof, without the prior written consent of the Land Owner and any additions to, or alterations of, said Premises, except movable furniture and trade fixtures, shall become at once a part of the realty and belong to the Land Owner.

K. Land Owner shall provide and be responsible for payment of all charges for water, gas, heat, air conditioning, electricity, and sewer for the Premises. The Licensee shall pay all charges for telephone and internet service, while the Land Owner shall cover costs for trash, garbage, and rubbish removal used and removed to dumpster by the Licensee. Any security deposit or connection charges required by any utility company to furnish service to the Licensee shall be paid by the Licensee. Land Owner shall provide and maintain the necessary mains, conduits, wires, and cables to bring water, electricity and gas, and other utilities to the Premises.

L. The Licensee shall permit the Land Owner and the Land Owner's agents to enter into and upon the Premises as may be required, for the purpose of inspecting the same, or for the purpose of maintaining the buildings in which said Premises are situated, or for the purpose of making repairs, alterations, or additions to any other portion of said buildings.

M. The Licensee is responsible for obtaining and renewing all licenses and permits necessary for its operation. The Licensee shall comply with all Federal, State, or local rules and regulations applicable to its operation.

N. This License, and any exhibits attached hereto, sets forth all the covenants promises, agreements, conditions, or undertakings, either oral or written, between the Land Owner and Licensee. Except as herein otherwise provided, no subsequent alteration, amendment, change, or addition to this License shall be binding upon the Land Owner or Licensee unless reduced to writing and signed by both parties.

O. This License (a) binds and benefits the parties and their successors in interest, heirs, beneficiaries, legal representatives, and permitted assigns; (b) is governed by and construed in accordance with Iowa law; and (c) may be signed in several counterparts, each of which will be an original and all of which will constitute one agreement. Time is of the essence of each provision in this License, and the unenforceability, invalidity, or illegality of any provision does not affect or impair any other provision or render it unenforceable, invalid, or illegal. A party's failure to enforce at any time or for any period of time any provision of this License or to exercise any right or remedy does not constitute a waiver of such provision, right, or remedy, or prevent such party thereafter from enforcing any or all provisions and exercising any or all rights and remedies. The exercise of any right or remedy does not constitute an election or prevent the exercise of any or all rights or remedies. Unless the context clearly indicates otherwise, the use of the singular includes the plural, and vice versa; and the use of any gender is applicable to any other gender.

**IN WITNESS WHEREOF**, the parties hereto have duly executed this License Agreement in duplicate the day and year above written.

**COBHAM LIFE SUPPORT**

**RIVERFRONT IMPROVEMENT  
COMMISSION**

\_\_\_\_\_  
Date:\_\_\_\_\_

\_\_\_\_\_  
Date:\_\_\_\_\_

City of Davenport  
Riverfront Improvement Commission

Department: Riverfront Improvement Commission  
Contact Info: Steve Ahrens 888-2235

**Date**  
**4/24/2018**

Subject:  
Downtown Davenport Partnership - PRESENTATION / DISCUSSION

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	4/19/2018 - 2:14 PM

City of Davenport  
Riverfront Improvement Commission

Department: Riverfront Improvement Commission  
Contact Info: Steve Ahrens 888-2235

**Date**  
**4/24/2018**

Subject:  
Commission Strategic Planning - DISCUSSION

ATTACHMENTS:

Type	Description
▯ Cover Memo	Strategic Planning Proposal

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	4/19/2018 - 2:16 PM

# *Riverfront Improvement Commission*

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## Strategic Planning Proposal



Quad City Leadership Consulting, Inc.  
2222 Fairhaven Rd.  
Davenport, IA 52803

[www.qcleadershipconsulting.com](http://www.qcleadershipconsulting.com)

## General Project Scope

Dan Ebener of Quad City Leadership Consulting, Inc. (QCLC) proposes to facilitate a highly interactive strategic planning process that will enable the Riverfront Improvement Commission to reflect upon its mission and core values, assess its environment, identify strategic goals, develop strategies and action steps and clarify its future direction.

The strategic planning team for this process would be made up of the Riverfront Improvement Commission, staff and any other key stakeholders invited by the Commission. These people will be involved in the three planning sessions described in this proposal, each of which will take about one and a half hours.

### *Outcomes*

The proposed outcomes of the strategic planning process, including some work to be completed by individuals working online between and after the two planning sessions, would be a comprehensive strategic plan that includes:

- an environmental analysis with its emerging set of three strategic issues
- three strategic goals with 2-3 strategies – assigned to the 3 strategic goals
- about twenty action steps – assigned to the 6-8 strategies
- a guide for accountability and evaluation of the plan

The final strategic plan would be approved by the Riverfront Improvement Commission and would move the Commission towards its vision of success with clear strategies, achievable action steps, and most importantly, buy-in from all people involved with the process.

### *Deliverables*

The deliverables for this project would be:

- Strategic Plan with goals, strategies and action steps for the next three years
- An Action Plan for the first year

## Strategic Planning Process

### **Step #1**

#### Planning to plan

Dan will discuss with leaders of the Riverfront Improvement Commission the schedule, logistics, participants, location, parameters and expectations for the strategic planning process. This discussion will confirm and clarify the entire project scope and schedule.

### **Step #2**

#### Reflect on mission and core values



At the beginning of the three planning sessions, Dan will lead the Commission through an interactive process that will help re-invigorate interest in and promote a greater commitment to the mission and core values of the Riverfront Improvement Commission.

### **Step #3**

#### **Conduct an environmental assessment**

The Commission will identify internal (and present) strengths and weaknesses and external (and future) threats and opportunities (SWOT analysis), including political, social, environmental and economic trends affecting the organization.

### **Step #4**

#### **Identify strategic issues**

Strategic issues are major questions, issues or challenges facing an organization. The Commission will identify and prioritize three strategic issues based on the results of the environmental assessment and the discussions taking place in small groups.

These issues will be written as questions facing the Commission. They will be prioritized using a consensus decision-making process. They will be re-articulated as three strategic goals. This will conclude the first planning session.

### **Step #5**

#### **Formulate strategies**

After a second round of reflection on mission and core values, the starting point for the second strategic planning session will be to formulate strategies for each strategic issue.

Strategies are defined here as possible ways of moving the organization forward by answering the questions presented above as strategic issues. The purpose of this step is to develop possible strategies for addressing each of the strategic issues. Strategies for each strategic issue will be developed using interactive small group processes at the second strategic planning session. They can be re-articulated as objectives for the strategic plan.

### **Step #6**

#### **Develop an action plan**

The purpose of this step is for the Commission to make suggestions for action steps for each strategy identified in the previous step. These are very specific steps that are achievable in the first 3-12 months.

Each action step will include specific details such as who is primarily responsible for what action steps and within what time frame. The suggestions made at the planning session will amount to a first draft of the action plan, subject to further work by a writing team that will be identified at the second strategic planning session.

### **Step #7**

#### **Write the strategic plan**

After the second planning session, the notes from the meeting will be typed up and sent to Dan for further editing into a strategic plan format. Based on that draft, the plan will be refined and edited by a writing team that consists of representatives of the Riverfront Improvement Commission (who will be identified at the end of the second strategic planning session), in consultation with Dan.

#### **Step #8**

##### **Writing the action plan**

The purpose of this step is to write the action plan, which includes the very specific steps that will be taken in the first year of the strategic plan. Dan will work with the writing team to adopt action steps for each strategy, based on the input and ideas of the Commission at the second planning session. The action plan will become part of the entire strategic plan that will be formally presented to the Riverfront Improvement Commission for adoption.

#### **Step #9**

##### **Adoption of the strategic plan**

After the first two planning sessions, and the follow-up work done in consultation with Dan, the entire strategic plan will be formally presented to the Riverfront Improvement Commission and discussed in further detail at a third planning session. Based on this review, and possible rewrite of certain sections, the plan will be presented for adoption by the Riverfront Improvement Commission.

At the end of the third planning session, Dan will make specific suggestions about ways to keep the plan front and center for the Riverfront Improvement Commission. Suggestions include:

- Using the strategic plan as the outline for the agenda for Commission meetings
- Setting specific goals for the staff based on the strategic plan
- Continuously monitoring progress toward the strategic goals, objectives and action steps, and continuously monitoring changes in the outside environment, in order to make any adjustments necessary to move the Riverfront Improvement Commission toward achieving its vision of success

#### **Step #10**

##### **Evaluate and re-assess the strategic plan**

As a part of this proposal, Dan offers to return after adoption of the plan to facilitate the first accountability session – something that would eventually occur every 3-4 months after implementation starts.

Dan will meet with the Commission and the staff of the Riverfront Improvement Commission about 3-6 months after adoption of the plan, to re-assess the strategic plan and to discuss possible updates and revisions to the plan.

The accountability session will help the Riverfront Improvement Commission with implementation of the strategic plan and make sure it stays on track.

## ***Roles and Responsibilities***

The Riverfront Improvement Commission, with the guidance of Dan Ebener of QCLC as facilitator, assumes the responsibility for making strategic decisions, reviewing the strategic plan and adopting it as an organization.

As facilitator, Dan does not make strategic decisions about the Riverfront Improvement Commission. Instead, his role is to:

- Create a positive planning environment
- Structure the strategic planning process
- Facilitate the group interaction to insure full participation
- Encourage the group to think strategically
- Keep the process moving in a positive direction and in a timely manner
- Consult with one or two leaders in writing the strategic plan

QCLC's assistance will include sharing examples of strategic plans.

## **Pricing**

The cost of the services, to be rendered if this proposal is accepted, including all the above steps, is a flat fee of **\$1,200**. This includes all three planning sessions plus the accountability session. This price would also include a copy of Dan's book on strategic planning for all members of the Commission.

Billing for these services would be after the second planning session is completed. This price includes all preparations, planning to plan, facilitation of the two planning sessions, online consultation, mileage, assistance with writing the plan and facilitation of the first accountability session. Any of the proposed steps in this proposal, and the proposed cost of these services, are negotiable.

## **Qualifications**

### **Dr. Dan R. Ebener**

Dan Ebener has been facilitating the strategic planning process for various organizations for over thirty-five years. He has now served as strategic planning facilitator for more than 165 organizations. Dan has served on the board of directors for over forty not-for-profit groups and helped staff multiple boards and commissions. Dan started QCLC in 2005 and continues to lead organizations through the strategic planning process along with speaking on leadership topics at various conferences and events. In the summer of 2015, Dan co-authored a book on

the strategic planning process he has developed through his years of experiences. The book is titled *Strategic Planning for Leaders: An Interactive Process*.

Dan has a doctorate in business administration (DBA) and master's degrees in education (1978), business (1995) and social work (1999). He teaches leadership theory, strategic planning, team building, servant leadership, dialogical skills and conflict resolution for the College of Business at St. Ambrose University, Davenport, Iowa. He also has taught several not-for-profit management courses, including board governance, for the MBA program at St. Ambrose.

### References

See a full list of QCLC clients and testimonials at [www.qcleadershipconsulting.com/clients](http://www.qcleadershipconsulting.com/clients)

## Contact Information

**Dan R. Ebener**  
2222 Fairhaven Rd. (new address)  
Davenport, IA 52803

Phone: (563) 505-1825  
Email: Ebener1977@msn.com

For more information visit QCLC at [www.qcleadershipconsulting.com](http://www.qcleadershipconsulting.com)

Proposal by Dan Ebener

April 4, 2018

City of Davenport  
Riverfront Improvement Commission

Department: Riverfront Improvement Commission  
Contact Info: Steve Ahrens 888-2235

**Date**  
**4/24/2018**

Subject:  
RAGBRAI Update - DISCUSSION

ATTACHMENTS:

Type	Description
▯ Cover Memo	RAGBRAI Update

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	4/19/2018 - 2:18 PM



## Davenport RAGBRAI Announces Route and Theme

Davenport, Iowa (April 19, 2018) – It's 100 days until RAGBRAI reaches Davenport! RAGBRAI is the Register's Annual Great Bicycle Ride Across Iowa. 2018 is the 46<sup>th</sup> annual non-competitive bicycle ride across the state on July 22-28 for thousands of cyclists and their support crews from around the world. The route on the last day will take riders from Iowa City to Davenport.

RAGBRAI Director T.J. Juskiewicz says, "We are excited for this year's RAGBRAI from Onawa to Davenport! The route has been extremely popular with cyclists from all over the world as riders from all 50 states and approximately 20 countries have registered to ride the 46th edition of the oldest, longest, and largest cross-state cycling event in the world."

Today the Davenport RAGBRAI Committee announces the route the cyclists will take from Blue Grass to the Mississippi River. It is a different route from 2011 and 2015 leading to River Drive. The dip site is at the Marquette Street boat ramp. Riders will then be directed to the Downtown Davenport Street Fest, expanded Freight House Farmers Market, and RAGBRAI Village in LeClaire Park to continue the celebration.

"We would like to encourage residents along the RAGBRAI route to cheer on the cyclists as they complete the 428-mile, week-long ride," says City of Davenport Mayor Frank Klipsch.

Each town is asked to create its own logo separate from the official RAGBRAI logo. The Davenport RAGBRAI Committee releases its logo today along with the theme of Made It Here! Alex Salaverria, Downtown Davenport Partnership, designed and created the logo.

"When cyclists finish the whole ride across Iowa they have a great feeling of accomplishment, and the last day has such a celebratory feel when they dip their tires in the Mississippi River, we wanted to capture that in our logo," says Joe Taylor, Quad Cities Convention & Visitors Bureau and member of the executive committee.

The theme also incorporates a message of "Make It Here" describing the creative, hands-on essence of the Quad Cities region which is full of entrepreneurs, innovators, and collaborators.

Davenport RAGBRAI t-shirts will soon be for sale at locations throughout the Quad Cities and online at [www.davenportragbrai.com](http://www.davenportragbrai.com). The gray, soft cotton t-shirt will feature the logo and theme.



Information about RAGBRAI arriving in Davenport can be found at [www.davenportragbrai.com](http://www.davenportragbrai.com). Mandle Design, Inc. designed the website and continues to work with the Davenport RAGBRAI Committee as more information is added.

Inviting thousands of people into your community for an event means that volunteers are needed to help greet those visitors and assist them with directions and information. The Davenport RAGBRAI Committee is looking for volunteers to assist with many aspects of the event. Interested individuals can sign up at [www.davenportragbrai.com](http://www.davenportragbrai.com).

RAGBRAI sponsors a kid's art contest for students in kindergarten through 5<sup>th</sup> grade. The Davenport RAGBRAI Committee is conducting a local art contest. Davenport's winner will go on to be entered in the statewide contest with the grand prize winner receiving \$350. The deadline to enter in Davenport is June 1. Details at [www.davenportragbrai.com](http://www.davenportragbrai.com). The entries will be on display during RAGBRAI in the Figge Art Museum lobby.

To inquire about sponsorship opportunities at many levels, go to [www.davenportragbrai.com](http://www.davenportragbrai.com)

Long-term parking passes go on sale May 1 for registered RAGBRAI riders at [www.davenportragbrai.com](http://www.davenportragbrai.com). Long-term parking is located at St. Ambrose University.

###

**Media Contact:** Jessica Waytenick, Davenport RAGBRAI Committee Publicity Chair, at 309-736-6827 or [jwaytenick@visitquadcities.com](mailto:jwaytenick@visitquadcities.com).



[www.DavenportRAGBRAI.com](http://www.DavenportRAGBRAI.com)

## RAGBRAI® Art Contest for Kids

RAGBRAI® sponsors a kid's art contest for students in kindergarten through 5<sup>th</sup> grade. Davenport is the ending town for this year's ride across Iowa for 20,000 cyclists arriving on July 28. Our community's winner will go on to be entered in the statewide contest with the grand prize winner receiving \$350.

### Details:

- Davenport's theme of "Made It Here!" must be incorporated into the artwork.
- Artwork should be no larger than 11" x 14".
- The artwork can be drawings (crayon, marker, pencil, etc.), paintings (finger paints, watercolors, etc.), or sculptures (clay, paper maché, etc.).
- Written on the back or securely attached to the artwork must include the following: first and last name, age, grade, school, home address, phone number, and parent/guardian name.
- Artwork may be brought to the Downtown Davenport Visitor Center, located inside the RiverCenter South, 2<sup>nd</sup> & Perry St. entrance, Davenport, IA. Artwork may be brought during regular business hours by Friday, June 1. Hours: 10 a.m. to 4 p.m. Monday to Saturday.
- The chosen winner will be contacted by June 8.
- The winning student will receive a "Made It Here Davenport" t-shirt and prizes.

A photo of the winner's artwork will be placed on [www.davenportragbrai.com](http://www.davenportragbrai.com) and sent to local media. Artwork entered will be displayed July 24-29 at the Figge Art Museum in Davenport. Participants can pick up their artwork at the Downtown Davenport Visitor Center during regular business hours on July 31-August 3. Any artwork left after August 3 will be discarded.

Questions? Please contact Jessica Waytenick, Davenport RAGBRAI Committee Publicity Chair at 309-736-6827 or [jwaytenick@visitquaddcities.com](mailto:jwaytenick@visitquaddcities.com).



City of Davenport  
Riverfront Improvement Commission

Department: Riverfront Improvement Commission  
Contact Info: Steve Ahrens 888-2235

**Date**  
**4/24/2018**

Subject:  
2018 Summer Concert Series - PRESENTATION

ATTACHMENTS:

Type	Description
▣ Cover Memo	Summer Concert Series

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	4/19/2018 - 2:20 PM

The Davenport Riverfront Improvement Commission  
and Regional Development Authority Proudly Present

Along with Sponsors: Genesis Health System and the  
Max D. Petersen Memorial Trust Fund



## *Music on the Levee – 2018*

Petersen Pavilion, LeClaire Park  
7:00 p.m. (unless otherwise noted)

Sunday, June 3	Josh Duffee & His Orchestra
Sunday, June 10	Crooked Cactus Band
Sunday June 17	Tewanta and Good Company
Sunday, June 24	Ken Paulsen Orchestra
Tuesday, July 3	Red, White & Boom! — The RiverCity 6
Sunday, July 15	BIX MEMORIAL JAZZ PREVIEW - 6:00 p.m.
Friday, August 3	BIX MEMORIAL JAZZ FEST - 6:00 p.m.
Sunday, August 12	The Merchants
Sunday, August 26	Quad City Kix Jazz Orchestra
Wednesday, August 29	Central High School Marching Band

ALL CONCERTS ARE FREE  
CONCESSIONS AVAILABLE  
CALL 888-2235 FOR INFORMATION

City of Davenport  
Riverfront Improvement Commission

Department: Riverfront Improvement Commission  
Contact Info: Steve Ahrens 888-2235

**Date**  
**4/24/2018**

Subject:  
Parks and Recreation Advisory Board Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	4/19/2018 - 2:21 PM

City of Davenport  
Riverfront Improvement Commission

Department: Riverfront Improvement Commission  
Contact Info: Steve Ahrens 888-2235

**Date**  
**4/24/2018**

Subject:  
Public With Business (5 mins)

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	4/19/2018 - 2:22 PM

City of Davenport  
Riverfront Improvement Commission

Department: Riverfront Improvement Commission  
Contact Info: Steve Ahrens 888-2235

**Date**  
**4/24/2018**

Subject:  
Tuesday, May 22, 2018 at 5:30 p.m.

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	4/19/2018 - 2:24 PM