

PARKS AND RECREATION ADVISORY BOARD MEETING

CITY OF DAVENPORT, IOWA

TUESDAY, JULY 10, 2018; 12:00 PM

RIVER'S EDGE 700 W RIVER DRIVE DAVENPORT, IA 52802

I. Roll Call

II. Approval of Minutes

- A. Minutes from 6-12-18 needing approval

III. Public Comment

IV. Old Business

- A. Copy of updated By-laws with new approved revisions.

V. New Business

- A. Introduce new board member Alex Schlue.

VI. Staff Reports

- a. Park Operations
- a. Recreation
- a. Revenue Facilities
- a. Director's Report

VII. Adjourn

VIII. Next Meeting Date and Location

City of Davenport  
Parks and Recreation Advisory Board

Department: Park & Recreation  
Contact Info: Kathy Lafrenz

**Date**  
**7/10/2018**

Subject:  
Minutes from 6-12-18 needing approval

ATTACHMENTS:

Type	Description
▯ Cover Memo	6-12-18 minutes

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Lafrenz, Kathy	Approved	7/3/2018 - 1:36 PM



## DAVENPORT PARKS AND RECREATION

700 WEST RIVER DRIVE, DAVENPORT, IOWA 52802 ♦ 563-328-PARK (7275) ♦ [WWW.CITYOFDAVENPORTIOWA.COM/PARKS](http://WWW.CITYOFDAVENPORTIOWA.COM/PARKS)

### **Parks and Recreation Advisory Board Meeting Minutes June 12, 2018 at Rivers Edge**

**Present:** Jerry Coiner, Tegan Trees, Steve Duffy, Kim Knoth, Maureen Lemek, Wendy Peterson, Willo Salter, Leah Spratt, Richard Thomas, and Kris Woodard.

**Staff Present:** Steve Ahrens, Theresa Hauman, Scott Hock, Kathy Lafrenz, Betsy Tubbs.

**Public Present:** Mike Salter

The meeting was called to order at 12 pm

**1) Roll Call:** See above.

**2) Approval of Minutes:**

Wendy Peterson and Jerry Coiner moved to approve May 2018 Minutes.

**3) Public Comment:** No Public comment.

**4) Old Business:** The subcommittee formed to update the By-Laws presented the recommended changes to the board for approval. (See attached sheets). After discussion the changes were approved by an unanimous vote of the board and will go into effect immediately.

**5) New Business: 1.** Scott Hock gave an explanation of the River Front Development 2018 “Build” Grant. He said the city is seeking ‘resolutions of support’ for the grant from different groups that are connected to the upkeep and planning of the River Front Corridor. These resolutions will be included with the grant to show community support. The Board agreed to support the MainStreet Landing component of the grant only. They will specifically support the Iconic River Front Park area. Maureen Lemek brought up the Railroad Quiet Zones mentioned in the grant and there was a short discussion.

The resolution was drafted to say

**‘We the Davenports Park Advisory Board offer a resolution of support for the 2018 Build Grant Application supporting the Iconic River Front Park Development’**

Maureen Lemek moved and Tegan Trees seconded. The board voted to approve the resolution.

**2.** Richard Thomas presented the findings of the Dog Park Committee. The best spot for a new dog park on the east side of town is at Duck Creek Park north of the tennis courts. It has public amenities and an established neighborhood. Jerry Coiner asked if the back entrance would be left open for access. Mr. Hock said that was up for discussion. Kris Woodard asked if there were any other places considered. Mr. Hock said that Annie Wittenmyer Complex west of the access road is a possibility, although it is prone to flooding when Duck Creek is high. The future park up by the Casino is also a possibility, but it has no amenities for the public at this point. Mr. Hock said that the Parks Department would contact a company to create plans that could be presented to the public. Steve Duffy moved that we have the staff proceed with getting plans recreated for the Duck Creek Site. Maureen Lemek seconded. The board voted and approved the motion.

**6) Riverfront Improvement Commission Report:**

Steve Ahrens informed the board that at the June 26<sup>th</sup> RIC meeting they will be discussing the lease agreements at the Freight House. The Upper Level will no longer be a rental space, but will be leased by Antonella who will open a new restaurant called The Diner. RIC is also beginning a strategic planning initiative. The River Front Art initiative is moving forward. The Flex Lot bid was awarded.



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### 7) Staff Reports:

- a. **Park Operations:** Youth Corps has started River Front beautification and mulching projects. We are mowing and trying to catch up.
- b. **Recreation:** Roosevelt will not be a camp site this summer. Too many other groups are offering summer camps. We trained 36 youth/AmeriCorps participants. Junior Theatre summer enrollment was double last year's enrollment.
- c. **Revenue Facilities:** AmeriCorps are starting at the Golf courses also. The season had a very slow start due to the weather. They are still replacing trees lost in the tornado last year. They are replacing the irrigation at Duck Creek Golf Course. Getting ready for golf outings at both Duck Creek and Emeis.
- d. **Director's Report:**
  1. Miracle Field Golf Outing: June 15, 2018- we have 27 -28 teams participating. There will be a raffle and a silent auction. Anyone can stop and buy tickets for the raffle; they don't have to golf to win prizes. There are approximately 30 sponsors donating materials. We are less than \$200,000 away from our updated goal. Scott is currently working on a couple of larger donors to help us reach our goal.
  2. Courtney Jones took a position in the HR department of the city. Kathy Lafrenz will take over as secretary until the Administrative Assistant position is filled.
  3. Scott thanked Willow Salter for her past commitment and work on the board. This is her last meeting as she is retiring from the Park Advisory Board. She thanked everyone for the opportunity to meet, work, and share on improving the parks in Davenport.
  4. The Parks Director Position has posted. Scott Hock's last day will be July 5<sup>th</sup>. Scott wanted everyone to know that he greatly enjoyed his time here in Davenport and that the staff is amazing. "We have done a lot of great things over the last 4 years. We have installed computers at the pools and the Fejervary Learning Center is amazing. We built trains, pirate ships and goose chasers. Several playgrounds have been replaced and upgraded." He thanked the board for their support while he was director.

### 8) Next Meeting Dates and Location:

Next Meeting-Tuesday, July 10, 2018 at 12pm @ the River's Edge.

### 9) Adjournment

The meeting was adjourned at 1:00pm. It was moved by Steve Duffy; Kris Woodard seconded.

Respectfully Submitted,  
Kathy Lafrenz, Acting Secretary

City of Davenport  
Parks and Recreation Advisory Board

Department: Parks & Recreation  
Contact Info: Kathy Lafrenz

**Date**  
**7/10/2018**

Subject:  
Copy of updated By-laws with new approved revisions.

ATTACHMENTS:

Type	Description
▯ Cover Memo	updated By-laws

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Lafrenz, Kathy	Approved	7/3/2018 - 1:36 PM



**BY-LAWS  
AND  
RULES OF PROCEDURE**

**DAVENPORT  
PARKS AND RECREATION  
ADVISORY BOARD**



**STATEMENT OF PURPOSE:** The purpose of the Davenport Parks and Recreation Advisory Board is to provide a forum for Davenport citizen input into matters involving the Davenport Parks and Recreation Department. The Advisory Board (referred to as the Board below) will assist with planning and advocacy, give feedback and offer advice to the Director of Davenport Parks and Recreation.

**SECTION 1.0 OFFICERS**

**1.1 Officers**

**1.1a Chairperson**

1. The position of Chairperson is hereby established.
2. The Chairperson shall set the agenda and preside at all Board meetings.
3. The Chairperson shall have general charge of the business of the Board.
4. The Chairperson shall appoint all Committees.

**1.1b Vice Chairperson**

1. The position of Vice Chairperson is hereby established.
2. The Vice Chairperson shall act in the capacity of the Chairperson in the absence of the Chairperson.
3. In the event the office of the Chairperson becomes vacant, the Vice Chairperson shall accede to the office for the unexpired term, and the Board shall elect a successor to the office of Vice Chairperson for the unexpired term.

**1.1c Secretary**

1. The position of Secretary is hereby established.
2. The Secretary shall attend all regular and special meetings.
3. The Secretary shall work in concert with department staff to present a record of those meetings to the Board, and to the Mayor and City Council.

**1.2 Board Elections**

**1.2a** The Chairperson of the Board shall be elected at the annual meeting of the Board and shall hold office for one year.

**1.2b** The Vice Chairperson shall be elected at the annual meeting of the Board immediately after the Chairperson and shall hold office for one year.

**1.2c** The Secretary shall be elected at the annual meeting of the Board immediately after the Vice Chairperson and shall hold office for one year.

**1.2d** Any vacancy in the office of Chairperson, Vice Chairperson or Secretary of the Board may be filled at any regular or special meeting after such vacancy.

**1.2e** The Board shall elect a liaison to attend the meetings of the Riverfront Improvement Commission and shall serve in this capacity for one year. The liaison shall report to the Board at the regular monthly meetings.

## **SECTION 2.0 MEETINGS**

### **2.1 Regular Meetings**

- 2.1a The annual meeting for the election of officers of the Board shall be held at the September board meeting each year.
- 2.1b The monthly meetings of the Board will be held on the second Tuesday of each month; the consistent time and place will be designated by the Board. Additional meetings shall be scheduled as needed with board consent.
- 2.1c All regular monthly meetings shall be held at the designated location as directed by the Chairperson.
- 2.1d The Board shall meet jointly at least quarterly with the Riverfront Improvement Commission to discuss future opportunities and amenities in an effort to create a coordinated vision and effort. The chairs of these bodies shall preside at any joint meetings.

### **2.2 Special Meetings**

- 2.2a Special meetings of the Board may be called by the Chairperson and held at any time or place fixed in the call.
- 2.2b The Chairperson shall call a special meeting of the Board at the request, in writing, of any three or more members of the Board. And if he or she fails to comply with such request, said members so requesting shall call such meeting with all signing such notice.

### **2.3 Notice of Meetings**

- 2.3a The staff shall file with the Deputy City Clerk the time and place of all Board meetings, and must post a copy of the agenda and previous minutes on the Advisory Board webpage at least 24 hours in advance of the meeting. A copy of the agenda and minutes shall be given to each Board member at least 24 hours in advance of the meeting as well.
- 2.3b Notice of special meetings shall name the time and place and business to be transacted, and shall be given to each member of the board at least 24 hours before the start of the meeting.

### **2.4 Quorum**

- 2.4a The Chair shall determine the presence of a quorum, or lack thereof, and announce such to start each Board meeting. A majority of the filled appointed membership shall constitute a quorum for the transaction of business. A quorum shall be 50% of the current Board plus one. Board members shall sign-in to confirm official attendance at each meeting.
- 2.4b The affirmative vote of a majority of those members present shall be required for the exercise of powers, but less than a quorum of the members may meet and adjourn until a quorum is present.
- 2.4c Without a quorum, no official action on any matter can take place.



## **2.5 Order of Business: Agenda**

1. Call to Order - The Chair shall determine the presence of a quorum, or lack thereof, and announce such to start each Board meeting.
2. Approval of Minutes
3. Public Comment
  - a. Individual public comment shall not last longer than 5 minutes at the beginning of the meeting. It can be continued at the end of the meeting after the scheduled business of the meeting has been completed.
  - b. Longer presentations may be submitted as agenda items prior to the actual meeting.
4. New Business
5. Old Business
6. Riverfront Improvement Commission Report
7. Staff Report
8. Next Meeting Date and Location
9. Adjournment

## **2.6 Voting**

- 2.6a Voting will be by voice roll call, called by the secretary, and will be recorded by yea or nay or abstaining.
- 2.6b A member may abstain if the member believes there is a conflict of interest.
- 2.6c Members must be present at the meeting to vote.

## **2.7 Conflict of Interest**

A member of the Board must abstain from participating in a matter before the Board when the member has a conflict of interest as defined by state law. A member of the Board shall declare their conflict as soon as the matter comes before the Board. Thereafter the member shall take no part in the discussion or vote on the motion.

## **SECTION 3.0 MEETING ATTENDANCE**

- 3.1 Any Board member who does not attend three meetings without just cause in any calendar year may be removed as a member of this Board. Just cause shall include, but not be limited to, death, illness or being out of town. The Board members shall determine if just cause exists for the absence.

## **SECTION 4.0 COMMUNICATION**

- 4.1 All news releases from the Board are to be cleared through the Chairperson or the staff in such form and copy as approved by the Board. The right of a member of the Board as a citizen to his or her personal opinion, written or spoken, is not hereby denied.

- 4.2 Members are advised not to attend private meetings with fellow board members where the principle purpose is to discuss business that is before the Board, unless such attendance is approved by the Board prior to the meeting.

**SECTION 5.0 COMMITTEES**

- 5.1 Special committees as deemed necessary or advisable by the Board may be created by resolution of the Board at any regular meeting. Participation in the committee will not be limited to Advisory Board members. Subcommittees shall have no more than five Board members.

**SECTION 6.0 STAFF**

- 6.1 The Director of Davenport Parks and Recreation and/or a designated representative of the department shall serve as staff for the Board.
- 6.2 The staff shall be responsible for the preparation of the agenda and the provision of all staff support and reports to the Board and its committees.
- 6.3 The staff shall be responsible for maintenance of all records, reports, and correspondence.

**SECTION 7.0 ORGANIZATION**

The Board was created by the City Council in 1997 under Section 2.54.080. The board is comprised of 11 (eleven) persons; one to be selected by the Mayor, and one selected by each member of the Council. All appointments are to be confirmed by the City Council. Appointments are made for 3 (three) year terms and shall continue to serve in their full capacity until a successor has been duly appointed. That person can be reappointed.

The City Administrator, or a designated representative, shall be an ex-officio member without voting rights.

**SECTION 8.0 ORIENTATIONS**

Newly appointed Board members shall meet with the Director of Parks and Recreation at least one week prior to the first monthly meeting date. He or she will be given a copy of the Ordinance, copy of the By-Laws and rules of procedure, a loose leaf binder (outgoing members are expected to return their binders to the Director) containing park budget, and material under discussion.

**SECTION 9.0 AMENDMENTS**

- 9.1 The By-Laws, or any part thereof, may be amended at any regular meeting of the Advisory Board when not less than three days' notice has been given to all members and a copy of the proposed amendment sent with the notice. It shall require a vote of not less than six members to make any amendment or change in these By-Laws.
- 9.2 Issues brought before the Advisory Board for recommendation shall be considered in a timely manner. Any issue that has been tabled, postponed, or returned for more information shall be considered at the next monthly meeting unless otherwise specified in the motion.

City of Davenport  
Parks and Recreation Advisory Board

Department: Park & Recreation  
Contact Info: Kathy Lafrenz

**Date**  
**7/9/2018**

Subject:  
Introduce new board member Alex Schlue.

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Lafrenz, Kathy	Approved	7/9/2018 - 9:43 AM