

PARKS AND RECREATION ADVISORY BOARD MEETING

CITY OF DAVENPORT, IOWA

TUESDAY, AUGUST 14, 2018; 12:00 PM

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

I. Roll Call

II. Approval of Minutes

- A. Minutes attached for approval

III. Public Comment

IV. Old Business

- A. Updated copy of the page of By-laws article 2.3 revision.
- B. Update on Duck Creek Dog Park

V. New Business

- A. Board review of Purpose Statement
- B.
  - 1. Introduction of Chad Dyson - new Parks Director.
  - 2. Introduction of Jessica Rhoads - new Administrative Assistant

VI. Staff Reports

- A. Riverfront Improvement Commission Report
  - b. Park Operations
    - a. Recreation
    - a. Revenue Facilities
    - a. Director's Report

VII. Adjourn

VIII. Next Meeting Date and Location



## 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 July 10, 2018 at Rivers Edge**

**Present:** Jerry Coiner, Tegan Trees, Steve Duffy, Kim Knoth, Maureen Lemek, Wendy Peterson, Ryan Roberson, Leah Spratt, Richard Thomas, and Alex Schlue.

**Staff Present:** Theresa Hauman, Kathy Lafrenz, Betsy Tubbs.

**Public Present:** none present

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The meeting was called to order at 12 pm

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

**2) Approval of Minutes:**

Steve Duffy moved for approval of the June 12<sup>th</sup> minutes and Maureen Lemek seconded; Minutes were approved as written.

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

**4) Old Business:**

- a. The subcommittee formed to update the By-Laws found a discrepancy in the by-laws in section **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.*** The section talks about an Advisory Board webpage, but the Advisory Board does not have a webpage. Kim Knoth moved and Steve Duffy seconded that the section be changed by replacing “Advisory Board webpage” with “City of Davenport webpage at [cityofdavenportiowa.com](http://cityofdavenportiowa.com)”. Motion was approved.
- b. It was reported that the Miracle Field Golf Outing went very well and raised close to \$40000 and has improved large donor interest in giving to the project. Jerry Coiner’s group won the outing and everyone was impressed with the quality of the course.
- c. Rich Thomas asked if Scott had gotten the process for the New Dog Park at Duck Creek Park started. Theresa Hauman and Betsy Tubbs were not sure, but would be talking to Scott later and would find out.
- d. Kim Knoth asked if there was any indication on when & who would be the new liaison person to City Council for the Parks Advisory Board. It was asked what happened to the previous one. No one is sure. Rich Thomas said he would contact City Hall again and see what was happening.

**5) New Business:**

- a. Interviews for the new Parks Director is scheduled for July 12, 2018 and would be followed by a public meet and greet at the Figge Museum from 5:30 – 7pm. Wendy Peterson asked why there was no park advisory board member on the hiring committee. According to city code the park advisory board should have input in the process. Staff did not have an answer to her question, but suggested that Advisory Board use meet and greet for contact with applicants.
- b. Rich Thomas asked about the bicycle accident on the bike path. Officially the Parks Department has no comment. Board members discussed that it is a matter of increasing awareness that it



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isn't just bikers or walkers that use the trail. It was suggested that the word "bike" be removed from the name. Betsy Tubbs replied that it is already designated as a "Recreation Trail".

- c. Jerry Coiner indicated a few maintenance issues
  - i. There are water faucets not working at Emeis Golf –Betsy will let Don Allen know there is problem.
  - ii. The shelters are a mess after events. Betsy Tubbs answered that they do not have the staffing/budget available to be there immediately after every shelter rental.
  - iii. There are tree limbs down that need to be picked up and the mowers just mow around them. Betsy will be seeing Matt Woolam at a meeting and will bring that to his attention
  - iv. There was a problem with the holding pond for the irrigation system – again Betsy will talk to Matt Woolam.

### 6) Riverfront Improvement Commission Report:

The lease with *Antonella's* who will open a new restaurant in the upper level of the Freight House was approved. RIC began a strategic planning initiative. The Flex lot is under construction.

### 7) Staff Reports:

- a. **Park Operations:** The crews are working toward being ready for Ragbrai and the Bix Fest. We are preparing to replace 2 older playgrounds. Jason is getting a crash course and learning about the special events down town. Since the causeway was flooded, the rentals at Credit Island Lodge were moved to other facilities. Wendy Peterson asked if the problem was getting to the Lodge as opposed to the facility being flooded. Betsy said yes this time that was the problem. The spray park was busy even though we have one pump down and needing repair. July was going to be a busy month.
- b. **Recreation:** July 11<sup>th</sup> is Youth Fest and there should be around 1600 kids there. Summer programing is going well. It has been difficult to walk in the extreme heat, but they have found that the sky bridge is a great place to walk on those very hot days. We are working on the Catalogue for the next session. Ryan Merritt is organizing the input for the catalogue. Kim Knoth asked how many kids signed up for Kids Pass this year. Theresa said it was about 250.
- c. **Revenue Facilities:** Troy is out of the country with his daughter at the International Rowing Championships. Golf has been going very well after having such a late start. The golf courses are in excellent condition.
- d. **Director's Report:** No report.

### 8) Next Meeting Dates and Location:

Next Meeting-Tuesday, August 14, 2018 at 12pm @ the River's Edge.

### 9) Adjournment

It was moved by Kim Knoth and Maureen seconded that the meeting be adjourned. It was approved and adjourned at 1:00pm.

Respectfully Submitted,  
Kathy Lafrenz, Acting Secretary



**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 City of Davenport webpage at *cityofdavenportiowa.com* 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.