

PARKS AND RECREATION ADVISORY BOARD MEETING

CITY OF DAVENPORT, IOWA

TUESDAY, AUGUST 6, 2019; 12:00 PM

CITY HALL, COUNCIL CHAMBERS, 226 W 4TH STREET, 12:00P.M.

I. Roll Call

II. Approval of Minutes

- A. July Meeting Minutes- Postponed to the September Meeting due to technical difficulties

III. Public Comment

IV. Old Business

- A. Flood Up-date:  
River Front Parks/ Clean-up  
Railroad Crossings  
Credit Island

V. New Business

- A.
- B. Office Nominations:  
Chair  
Vice Chair  
Secretary
- C. Riverfront Improvement Liaison Nomination

VI. Staff Reports

- A. Staff Report
- B. Riverfront Improvement Commission Report
- C. Park Operations
- D. Recreation
- E. Revenue Facilities
- F. Director's Report

VII. Advisory Time / Suggestions for Future Agenda Items

VIII. Adjournment

IX. Next Meeting Date and Location

- A. September 3rd, 2019  
City Hall Council Chambers
- B. August 27th 2019 at 5pm in the Davenport Police Department Community Room.  
Joint meeting and presentation with Riverfront Improvement Commission.

City of Davenport  
Parks and Recreation Advisory Board

Department: Parks and Recreation  
Contact Info: Chad Dyson 563-326-7817

**Date**  
**8/6/2019**

Subject:  
July Meeting Minutes- Postponed to the September Meeting due to technical difficulties

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	8/5/2019 - 12:39 PM

City of Davenport  
Parks and Recreation Advisory Board

Department: Parks and Recreation  
Contact Info: Chad Dyson 563-326-7817

**Date**  
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Subject:  
Flood Up-date:  
River Front Parks/ Clean-up  
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Parks & Recreation	Rhoads, Jessica	Approved	8/5/2019 - 12:39 PM

City of Davenport  
Parks and Recreation Advisory Board

Department: Parks and Recreation  
Contact Info: Chad Dyson 563-326-7817

**Date**  
**8/6/2019**

Subject:

Recommendation:  
By-Law Review

ATTACHMENTS:

Type	Description
▣ Backup Material	PAB By-laws with suggestions

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	8/5/2019 - 12:39 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 **first** 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.~~ **Davenport City Hall Council Chambers**
- 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.~~ **Roll call** ~~to shall~~ 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. Roll Call

3. Approval of Minutes

4. 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.

5. Old Business

6. New Business

7. Staff Report

8. Advisory time-

9. Adjournment

10. Next Meeting Date and Location

## **2.6 Voting**

2.6a Voting will be by voice roll call, called by the secretary, and will be recorded by ye 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**

- 7.1** 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**

- 8.1** 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:  
Contact Info:

**Date**

Subject:  
Office Nominations:  
Chair  
Vice Chair  
Secretary

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	8/5/2019 - 12:39 PM

City of Davenport  
Parks and Recreation Advisory Board

Department: Parks and Recreation  
Contact Info: Chad Dyson 563-326-7817

**Date**  
**8/6/2019**

Subject:  
Riverfront Improvement Liaison Nomination

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	8/5/2019 - 12:39 PM

City of Davenport  
Parks and Recreation Advisory Board

Department: Parks and Recreation  
Contact Info: Chad Dyson 563-326-7817

**Date**  
**8/6/2019**

Subject:  
Staff Report

ATTACHMENTS:

Type	Description
▣ Executive Summary	8.6.19 Staff Report

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	8/5/2019 - 12:40 PM



## **Staff Report- Park Advisory Board August 6<sup>th</sup> 2019**

Upcoming Events: Party in the Park- Tyler Park 8/8, Whalen 8/15 Slattery 8/22

### Riverfront Improvement Commission

- Approved the lease agreement with Visit Quad Cities for its Visitors Center at Union Station.
- Lindsay Park Yacht Club is finishing up the dredging of its harbor with the quality spoils being placed at the old City landfill / Veterans Memorial Park area, where this type of fill has been traditionally placed and is needed.
- Received an update regarding the Indoor Market by the Freight House Farmer's Market.
- Continued discussion regarding the Canadian Pacific railroad crossings occurred among the Commission as it received the most recent meeting report from the Joint Workgroup.
- Staff provided an update regarding:
  - Petersen Trust Distribution
  - August 4 Appreciation Event at the Freight House
  - Request for Proposals for A/E firm for Union Station exterior grounds
  - Marquette Landing boat docks re-installed with new ADA handrails and a kayak launch to be installed soon
  - Credit Island Slough Presentation at Joint Meeting with Parks in August

### Notable updates from Staff

#### Park Operations

- Riverfront clean-up has gone well. Staff worked hard to make the riverfront look good for the Bix weekend.
- Grass has finally slowed down, allowing us to work on Credit Island clean up. The river came back up to almost 14 ft. at the end of July, so the lagoon is still outside its banks. It will still be some time before the public is allowed access to the island.

- Credit Island Lodge cleaning bid has been released. The process is slow due the challenges of the causeway, no electricity and making sure we are following all FEMA rules for possible reimbursement.
- Veteran's Memorial Park will be receiving a monument honoring the local KIA Armed Forces members. There is also a new sign on the corner of River Drive and Marquette with Centennial Park and Veteran's Memorial Park listed.
- Challenger Obstacle course playground is installed at Sunderbruch park. Mulch will be added this week.
- Miracle Field is taking shape and the playground has been re-installed. We are very excited for the grand opening of this facility on September 5<sup>th</sup> @ 5:00pm followed by Party in the Park at 5:30.
- Parties in the Park are going well. Tyler (8/8), Whalen (8/15) and Slattery (8/22) are the next ones scheduled.
- LeClaire Park sod recovered significantly better than was expected. The bid to re-do the park was rejected and staff (Troy and Jason) took the lead to re-seed it. Seed is sprouting and staff is hopeful this will save \$400,000!

#### Recreation

- Youthfest 2019 July 10<sup>th</sup> was a huge success. We had over 2200 youth and families. Senator Grassley's Iowa Aide Penny Vacek came to tour, as well as lots of media. Everyone thought it was a great event.
- The Youth Corps-AmeriCorps Program is doing great service this summer. At Bix Streetfest the Youth Corps with staff lead many fun activities for the family area.
- We offered and had accepted the AmeriCorps Manager position we contract with Big Brothers Big Sisters through by Riley Vaughan. She will start in the middle of August. I will plan on having a presentation of our AmeriCorps program in the late fall.
- All of our summer programs are going well, our first collaborative summer stepping stones program supported with 20 summer AmeriCorps members, is being visited by Senator Ernst August 14<sup>th</sup>.

#### Revenue Facilities

- Golf business has been good since we recovered from the early summer extreme wetness. After rounds were down 50% in May 2019, they were up in June.
- Golf was approved to purchase Glo-Golf (Cosmic Golf) Equipment. We just received the bids and in process of getting the purchase completed. We will be looking to offer a few events yet this late summer and fall.
- Emeis Golf Clubhouse is going to bid for a cosmetic restroom renovation as part of the larger golf improvements project list.
- Emeis is preparing a bunker renovation project that will greatly improve the drainage and quality of sand in about 1/2 of the current bunkers this fall. We plan to continue the project and finish the other bunkers on the next cycle of improvement funds.
- Golf is also planning to add some gravel cart path and other improvements this fall 2019.



- Rivers Edge has plans to renovate the public restroom areas yet this summer. These plans are currently being reviewed by ADA (required).

### Top Staff Challenges

#### Park Operations

- Jason Manfull submitted his resignation, his last day was Friday, August 2. He accepted a position with the City of Bettendorf. We will miss him, but wish him well. Chad, Betsy and the Parks Operations team are in discussions about the best way to move forward filling the void.

#### Recreation

- A continuous challenge is making sure my team members, and all staff get to have some sort of summer time for themselves amongst all the events, programs, and planning that needs to go on. We want to make sure we are modeling a healthy life/work balance and it is very hard to do.

#### Revenue Facilities

- Golf has gone from 'way too' wet to 'really' dry. We will take the latter. Staff and turf has endured extreme heat during the heart of this summer.
- Staff at Rivers Edge very minimal and went without many this summer with the flood effecting the shifts and hours.

City of Davenport  
Parks and Recreation Advisory Board

Department: parks an  
Contact Info: c

**Date**  
**8/6/2019**

Subject:  
September 3rd, 2019  
City Hall Council Chambers

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	8/5/2019 - 12:40 PM

City of Davenport  
Parks and Recreation Advisory Board

Department: Parks and Recreation  
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**Date**  
**8/6/2015**

**Subject:**

August 27th 2019 at 5pm in the Davenport Police Department Community Room. Joint meeting and presentation with Riverfront Improvement Commission.

**REVIEWERS:**

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	8/5/2019 - 12:40 PM