

PARKS AND RECREATION ADVISORY BOARD MEETING

CITY OF DAVENPORT, IOWA

TUESDAY, NOVEMBER 13, 2018; 12:00 PM

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

I. Roll Call

II. Approval of Minutes

- A. October 9th 2018 Meeting Minutes

III. Public Comment

IV. Old Business

V. New Business

- A. Tobacco Free QC- Presentation
- B. Board Statement- Report

VI. Staff Reports

- A. November 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. Next meeting: December 11th 2019, Noon, Council Chambers at City Hall

City of Davenport
Parks and Recreation Advisory Board

Department: Parka and Rec
Contact Info: Chad Dyson 563-326-7817

Date
11/13/2018

Subject:
October 9th 2018 Meeting Minutes

ATTACHMENTS:

Type	Description
▯ Cover Memo	October Meeting Minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Rhoads, Jessica	Approved	11/9/2018 - 3:30 PM



DAVENPORT PARKS AND RECREATION

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

Parks and Recreation Advisory Board Meeting Minutes October 9th, 2018 at Rivers Edge

Present: Steve Duffy, Kim Knoth, Maureen Lemek, Wendy Peterson, Ryan Roberson, Alex Schlue, Leah Spratt, Richard Thomas, Jerry Coiner, Kris Woodard

Staff Present: Chad Dyson, Theresa Hauman, Betsy Tubbs, Troy Evans, Kathy Lafrenz, Jessica Rhoads

Public Present: Kim Mills

The meeting was called to order at 12 pm

1) Roll Call: See above.

2) Approval of Minutes:

Peterson moved for approval of the September 11th, 2018 minutes and Duffy seconded; Minutes were approved as written.

3) Public Comment:

- a. Kim Mills with Tobacco free QC, address the board about tobacco free parks. Kim explained the benefits of having smoke free parks, listed several local and regional cities and towns that have adopted resolutions or ordinances so their parks would be tobacco free, and said that the Iowa Public Health would provide free signs for each of the parks with in the city. With this program there can be no exemptions, you cannot exclude any area like golf courses, it would have to apply to all Park and Rec areas. **Woodard:** How would we regulate/inforce this program? **Kim:** There would be no fines, with the free signs we hope that residents will feel empowered to help regulate these rules. **Chair Thomas:** Don't we have smoke free parks? **Betsy:** We have young lungs at play signs but we have no ordinance banning smoking in the parks. **Chair Thomas:** Are you looking for the department to pass an ordinance? **Kim:** Yes, I could help draft an ordinance that would address all forms of tobacco use including vapes and e-cigarettes. **Lemek:** In the city's you have worked with, as this program been successful? **Kim:** Yes. **Schlue:** I would like to see a written ordinance for review. **Chair Thomas:** Troy, what is the current policy in and on the golf courses? **Troy:** Smoking is currently allowed on the golf courses, as an exempt area. **Chair Thomas:** Our process is to but you on next month's agenda. **Kim:** I could come back next month with a full proposal and presentation.

4) Old Business:

- a. **Marquette Trail Update-** Director Dyson update: Last Thursday, 70 people attended the neighborhood meeting to hear the FORC proposal. Alderman Matson led that meeting. At this point we feel we have enough support to move forward; city staff will review the trail plans and work with staff to insure all engineering, code and safety regulations are followed, then to council for 3 readings. **Chair Thomas:** I did not hear much negative. **Director Dyson:** Yes, it was a well-attended meeting with a great exchange of ideas. Feedback from the on line surveys have been extremely supportive of the project.
- b. **Board Statement- Chair Thomas:** The 4 questions didn't get sent out. Please look for these question in your email in the coming weeks. Some board members meet with the Community foundation. Kim would you like to give a report on what we discussed?
Knoth: We meet with community foundation, with the hope of pulling all of our friends groups under the same umbrella by creating a foundation where money can be endowed to the groups



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for future projects. **Chair Thomas:** Chad and I meet with mayor. He is not big on the foundation idea, suggested we use a revenue account with the city. We need to decide what we want to fund, then get a group together that could oversee fundraising. We need to look at your parks and see what is needed. Projects for a small park 10-20 k.

Director Dyson: We can set up a fund that would operate as a 501C3. **Roberson:** We want to stream line the friends groups to make sure they are asking for money the correct way. **Lemke:** Do we have a list of parks from smallest to largest. **Director Dyson:** That is something we could provide to you. **Peterson:** Each of us could look at our parks and see if they are big or little and see what needs done. In regards to our current memorial program, is there a place to donate money separate. **Director Dyson:** Yes, we offer memorial tress, benches and direct money donations. All of these funds are stored in a revenue account.

5) New Business:

- a) **Goose Creek Disc Golf Proposal-** Betsy summarized the staff memo attached to the proposal. K.J. Randall was in attendance as a rep for both the Goose Creek Association and as a QC Disc Golf League. He was also the writer of the proposal. He is in attendance to answer any questions the board has. **Randall:** We are looking into getting a positive vibe back in the park. It would be nice to link with the YMCA OR North High to get them involved in the project. We can go really low cost project. Would not be a high class course, this is a course to give kids and beginners a place to practices. **Duffy:** this is to bring in beginner course. **Randall:** this would be a FUN Course for beginners yes. **Knoth:** I see there are 3 distances on signs? What does that mean. **Randall:** you can move the basket. **Knoth:** Is there buffer requirements. How close could the course be to houses? **Randall:** what is proposed wouldn't go near the house. **Trees:** it a little close to the playground. Are there standards? **Randall:** We would follow the City's preferences? **Peterson:** What other courses are you involved with? **Randall:** West Lake, Devils Glen, Eastern Ave, ect. **Knoth:** what kind of income would this generate if any? **Randall:** Big torments have increased revenue for the city. This park would not host tournament; but would be a great league location. **Lemke:** Is there a standard hole/basket. **Randall:** Yes, there a different makers but size is standard. **Peterson:** Would this go through the same process Marquette Trial proposal to get approved? **Director Dyson:** No, We would do public input via social media. **Chair Thomas:** Let's place it in the park development fund item. **Director Dyson:** There is currently no funding for this project. **Randall:** I have experiences and volunteer labor that have places several courses in the area. We have our own equipment to help reduce costs. **Director Dyson:** We will add to the development fund, staff will crunch the numbers and get a budget for the project.

6) Staff Reports:

- a. **Riverfront Improvement Commission Report- Read by Director Dyson:** At its September meeting, the RIC approved a lease agreement for the Taste of Ethiopia Restaurant to locate in the Package Express Building, located immediately next to Union Station. City Council concurrent approval is also necessary and is underway. The restaurant plans to open this spring. True success story as owners have been Freight House Farmer's Market vendors for 3 years and now are ready for a storefront. The Diner, a new restaurant to be located on the second floor and east end of the Freight House, plans to open by year's end. The RIC also approved a 19 month agreement with the US Corp of Engineers contractor (rehabbing the guide wall at Lock and Dam



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15) for a staging area on the premises of the old Dock structure. Public access for fishing at the amphitheater will not be impeded. Zach Peterson with PW provided an update regarding the Flex Space Project at Main Street Landing. Exterior trim painting underway at Union Station. Staff submitted a RDA grant application for kayak launches and additional boat dock sections at existing boat ramps at Marquette Landing and Buese Landing (South Concord).

- b. Park Operations: See written report. Betsy:** New flood crest height is 18.5, staff is preparing, LeClaire Park will be under water. **Peterson:** How long will it last? **Betsy:** We are unsure. Waiting to see rain was the rain does to the North of us tonight and tomorrow, that could keep levels higher for longer.
- c. Recreation: See written report**
- d. Revenue Facilities: See written report**
- e. Director's Report:** Director Dyson reported- Miracle Field is under construction of phase #1 with hope of completing fundraising at the end of October for phase #2. Parks Development Fund review will take place during the February and March meeting. We encourage all members to take inventory of all the parks in their wards. Decembers meeting we will talk about the needs of the parks. Spring 2019 there will be a tour of the parks. All of the City's Boards and Commissions will hold their meetings at City Hall in the council chambers, this is an effort by the City to be more transparent and all meetings will be televised and or uploaded on YouTube. The City's Communications team will be holding a training with the Advisory Board on how to operate the sound system, give pointers on being on camera and review code of conduct. Staff will update the board when the training date is set.

7) Advisory Time:

Woodard: We need sign at north DOLA; the poop not getting picked up. There are also small hole and gap in the fence for small dogs can get out. **Betsy:** I will send someone to look at that issue. **Woodard:** South DOLA is having issues with dog and owners behaviors. **Director Dyson:** We talked about this at last month's meeting and staff is looking into the signage there. **Woodard:** Residents have reported disappointment that flowing flowers are down by October 15th at Vander Veer, group photo no flowers in photos. Can we keep them up longer? **Betsy:** We have talked about this in the past. I will talk to the Hort staff and get their feedback.

Roberson: I will be going to audit Rockford dog parks.

Chair Thomas: Do we have a DVD of the Hemple painting that are hang here in the conference room?

Director Dyson: Staff will look into that. **Chair Thomas:** We had 12 painting total, I only see 9. These painting were commissioned with the intent of fund raising. Using the originals to make prints and calendars to sell. Do we have the other 3 paintings and do we still have the digital copies? **Director Dyson:** We will look into that as well.

8) Next Meeting Dates and Location:

Next Meeting-Tuesday, November 13th, 2018 at 12pm @ the River's Edge.

9) Adjournment

It was motioned by **Woodard** and 2nd by **Trees** that the meeting be adjourned. Motion was approved 10-0 and adjourned at 1:00 pm.

Respectfully Submitted,
Jessica Rhoads, Administrative Assistant

City of Davenport
Parks and Recreation Advisory Board

Department: Parks and Rec
Contact Info: Chad Dyson

Date
11/13/2018

Subject:
Tobacco Free QC- Presentation

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Rhoads, Jessica	Approved	11/9/2018 - 3:30 PM

City of Davenport
Parks and Recreation Advisory Board

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Date
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Subject:
Board Statement- Report

REVIEWERS:

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Parks and Recreation Advisory Board

Department: Parks and Rec
Contact Info: Chad Dyson

Date
11/13/2018

Subject:
November Staff Report

ATTACHMENTS:

Type	Description
▣ Executive Summary	November Staff Report
▣ Backup Material	VV Staff Fall Schedule

REVIEWERS:

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Staff Report- Park Advisory Board November 13th, 2018

Upcoming Events

- 2018 CBRC Pumpkin Run 4K and 8K- Credit Island 11/18/18
- Electric Christmas- Centennial Park 11/23-12/31 5pm-Midnight

Status-Previous Board Items and Discussions

- Timing of Flowers being removed from Vander Veer. (see attached report)

Notable updates from Staff

Park Operations

- Will be down to only year round staff this week at Operations, Horticulture seasonal staff will stay on thru the Holiday Light show set up
- Clean up of 5th flood complete
- CIP project update:
 - Lindsay and Slattery Park restrooms complete
 - LeClaire Park restroom work re-started
 - Fejervary Learning Center restroom – out for bids
 - Litter Vac – arrived at PW, waiting for processing and move to Parks
 - Credit Island playground has arrived – install next Spring
 - Peterson playground – arrival and installation later this month

Recreation

- I attended NAYS conference as a member of the Certified Youth Sports Administrator Leadership Team. Our department was a finalist for the Excellence award and we are one of the first 74 programs to have earned the Better Sports for Kids Quality Designation.
- We ran Special Olympics volleyball and bowling.

Revenue Facilities

- Red Hawk Closed for the golf season Nov 2nd.
- Red Hawk Lodge is rentable for Gatherings Nov 15th to Mar 15th
- Duck Creek and Emeis Golf Courses are remaining open until end of November or until daily weather officially drops off. (below 45 consistently)
- Indoor Golf Range at Rivers Edge will be available Dec 3rd, 4 days a week.
- Ice is booked to capacity, Palmer College has requested some ice time and we are struggling to meet the request due to a lack of available ice time.

Top Staff Challenges

Park Operations

- Flood clean up hindered some late Fall projects (e.g. leaf mulching)

Recreation

- Recruiting volunteers for coaching positions and open AmeriCorps positions

Revenue Facilities

- Fall weather dropped off abruptly, but still mulching leaves and trying to finish excavation projects at golf courses. Projects will continue until ground freezes.
- River Edge staffing continues to be a struggle; The RE still has several positions that we have not filled. The main root of the problem is an overall lack of applicants.

Date: November 13, 2018

To: Chad Dyson, Director

From: Betsy Tubbs, Senior Parks Manager

RE: Horticulture staff Fall work load

Advisory Board Role: Follow up information from Advisory member October question.

In response to the question about timing of the removal of flowers within our parks, staff has compiled the following list of duties that they complete each year. This gives an idea of why the timing is as it is. All this work must be done prior to the Holiday show opening and snow falling.

1. Removal of cannas. Must be done before any chance of frost occurs. Typically scheduled to do this the first week of October. Cannas need to be cut back, dug and stored.
2. Cleaning of Duck Creek Lilac gardens, downtown beds and other city parks.
3. Cleaning of Vander Veer beds – 18 beds plus Enabling Garden, large circle bed
4. Rototill beds in preparation for bulb planting
5. Install Chrysanthemum show inside conservatory, include 1000 standard mums that have been growing all year as well as 1000 bush mums
6. Bulb planting – approximately 16,000 bulbs outdoors and 3000 bulbs for indoor display
7. Install outdoor Christmas lights
8. Harvest conifer trees for use in the Poinsettia and Light display and for greens to make wreaths. Make 15 wreaths for outdoor displays at VV and Duck Creek Lilac garden, make 4 extra large wreaths for VV and River's Edge.
9. Remove Chrysanthemum show
10. Install Poinsettia and Light Display in conservatory – this includes 15-17 lighted Christmas trees. This show must be set and ready to open the Saturday after Thanksgiving.
11. Install Christmas lights at the Fejervary Learning Center.
12. Cover flower beds with compost
13. Cover all flower beds with mulch
14. Cover VV Rose garden with leaf mulch.

All of the above is in addition to daily tasks such as indoor watering, restroom cleaning, trash removal, mowing, leaf mulching, greenhouse production, volunteer management, customer service, plant sale propagation and spring planning. Also, city snow plow training and pesticide continuing education classes are held each fall.

Staffing includes two full time Lead Horticulturists, two full time Horticulture Technicians, one part time laborer and five seasonal laborers. Every Tuesday and Thursday morning, volunteers assist with indoor horticulture work. The city also utilizes a federal program that pays for two hosts that man the front entrance providing customer service support.



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