

PARKS AND RECREATION ADVISORY BOARD MEETING

CITY OF DAVENPORT, IOWA

TUESDAY, NOVEMBER 5, 2019; 12:00 PM

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

I. Roll Call

II. Approval of Minutes

- A. October 1st 2019 Meeting Minutes

III. Public Comment

IV. Old Business

V. New Business

- A. Fejervary Learning Center Play Pod-Presentation by Hitchcock Design
- B. Prospect Park Meeting-Dicussion

VI. Staff Reports

- A. Nov 2019 Written 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

- A. By-Laws, Section 5.0, review
- B. Credit Island Subcommittee Formation

VIII. Adjournment

IX. Next Meeting Date and Location

- A. Our next meeting will be held December 3rd, 2019, City Hall Council Chambers

City of Davenport
Parks and Recreation Advisory Board

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

Date
11/5/2019

Subject:
October 1st 2019 Meeting Minutes

ATTACHMENTS:

Type	Description
▯ Cover Memo	October 1st 2019 Meeting Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	11/1/2019 - 2:43 PM



**Parks and Recreation Advisory Board
Meeting Minutes
October 1st, 2019**

- I. Roll Call- Coiner, Duffy, Lemek, , Peterson, Schertz, Spratt, Thomas and Staff Present-
Director Dyson, Betsy Tubbs, Theresa Hauman, Troy Evans and, Jessica Rhoads
- II. Approval of Minuets
 - a. September 3rd meeting minutes-**motion** to approve the minutes **by Peterson 2nd by Duffy, motion passed**
- III. Public Comment-None
- IV. Old Business - None
- V. New business-None
- VI. Staff Reports
 - a. Riverfront Improvement Commission Report- Verbal report from Schertz
 - b. Park Operations- See written Report
 - c. Recreation- See written Report
 - d. Revenue Facilities- See written Report
 - e. Director's
- VII. Advisory Time-None
- VIII. Adjournment Peterson motioned to adjourn, 2nd by Lemek, meeting adjourned at 12:10
- IX. Next Meeting Date and Location:

November 5th 2019, City Hall Council Chamber



City of Davenport
Parks and Recreation Advisory Board

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

Date
11/5/2019

Subject:
Fejervary Learning Center Play Pod-Presentation by Hitchcock Design

REVIEWERS:

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Parks & Recreation	Rhoads, Jessica	Approved	11/1/2019 - 2:43 PM

City of Davenport
Parks and Recreation Advisory Board

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

Date
11/5/2019

Subject:
Prospect Park Meeting-Dicussion

ATTACHMENTS:

Type	Description
▯ Cover Memo	Prospect Park Meeting Notes

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	11/1/2019 - 2:43 PM

Prospect Park Feedback Meeting Rivers Edge 9/30/2019 5:30pm

Opening remarks by Chad Dyson:

Self-introduction, review how the process works. Review of history of the area and what work was completed on the hill between 2009-Present and what we have looked into.

Presentation by Diane and Judith: See slideshow, comments below

- Photo of electric trolley used at Prospect Park, historic, cover photo
- Slide #2 review up upcoming slides, after 2009 mud slide the drain were not being kept clean, what we really want is to have the area mowed
- Slide #3 Included newspaper quotes about what the park was designed for.
- Slide #4 River drive was called Front Street, historical fact
- Slide #5 Before 2009, "...my hill discussion started in 2009 with parks moved to PW after the naturalized area was planted. I received no answers went to library to research the history of the area, found document that the area was mowed from 1895-2009."
- Slide #6 National Historic Register document, When the park was established there was a very clear idea on how it would be used and kept, mowed. What was planted in place of grass was prairie grass, what we have now is weeds. I personally mowed my yard for 30 years, there is no reason this park can't be kept the same way. The angle of the slopes of my yard and the park hill are the same.
- Slide #7 Due to the lack of maintenance that we had reported to the City, the area was neglected and the hill slide happened; had that been maintained the slide would have not happened and the area would still be a mowed area.
- Slide #8, 1st burn had to be put out due to high winds
- Slide #9, burns are hazardous due to the flammable chemicals used to start the fire, the after-math of the fire was black and ugly and did little to stop the weeds from returning. These chemicals also filter into our water systems.
- Slide #10 Air pollution from the controlled burn bother local residents that have repertory and allergies issues. No warning was given to the neighborhood prior to the burn.
- Slide #11- 13 photos
- Slide #14 The upper park hill slope is mowed and virtually the same slope as the lower un-mowed area. Proving the hill can be mowed.
- Slide#15 Mow path on the east and west side, there are 2 stone stairways, neighbor has been mowing the grass paths we have on the lower portion so that they can walk at the bottom of the park.
- Slide #16-17 Burn Map. The elevation is the same on the upper and lower and my property, that area is mowed.
- Slide #18 Upper part is beautiful and well kept up.
- Slide #19-23 Weeds are a safety issue as they are 3-4 feet high: can't see children, strangers hiding, or hidden dangers like broken glass and trash. When sitting on the benches you can't see the river because of the height of the weeds. This is a gateway into Davenport and we aren't giving visitors an accurate representation of what our town is when we welcome people with weeds.
- Slide #24 What we want: we just want it mowed, no consultant needed, we don't need to spend money on this. 2 studies already have been done one for 17k one for 19k, grass was recommended. We don't want more tax payer dollars spent on this project. We also want to be included in changes to the park.

Public Input and Comments

- The weeds are unsightly and make the area look unwelcoming.
- Safety concerns-
 - Future burnings
 - Height of the grass, line of sight on children
 - Bugs and wildlife, could make visitors sick
- Residents want an input opportunity on all park projects moving forward
- Current naturalized are little to no prairie grass mostly weeds, we need a more beautiful alternative.
- Non-residents travel to the park to enjoy the views, currently weeds are obstructing that view.
- Trash gathers in the long grass all along River Drive
- Grass not cut 4 times a year as the City planned.
- The controlled burn that had taken place was hazardous to the local resident health and the dangers of the fire getting out of control and burning down homes is a possibility. The historic homes surrounding the park are unreplaceable.
- Need to preserve the historic nature of the park and local residential area
- Look into grant opportunities to minimize tax payers dollars to return the area to turf
- French drain tiles on the east side of the park are popping up and need addressed. Original contractor did not complete the job.
- French drains are clogged by the weed and grass root system
- Sewer and drainage issues on, which lead to the original hill slid, have not been addressed and are still an issue.
- This issue comes down to money, our parks need to be better funded in order to properly maintain an area like this. We need to ask the Alderman to give more money to the Parks Department.
- The riverfront has improved over the years, this park is very viewable from the river and needs to be maintained to the same level.
- Make the whole park useable again. Residents want to walk the lower area of the hill and use the area to view fireworks with their families.
- Want a solution to the weed problem in a timely manner
- Residents have a special connections and memories at the park and want to preserve the way it look in the glory days.
- Residents with similar hill slopes are able to maintain their land as mowed turf and want City to do the same.
- Steep hill sides are maintained and mowed all over the country, this hill should be no different.
- Restore this gateway park to reflect positively on people driving on River Drive.
- Petitions currently being signed by local residents and visitors to the area.

City of Davenport
Parks and Recreation Advisory Board

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

Date
11/5/2019

Subject:
Nov 2019 Written Staff Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	Nov 2019 Written Staff Report

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	11/1/2019 - 2:43 PM



Staff Report- Park Advisory Board November 5th, 2019

Riverfront Improvement Commission

- Update from PAB representative, Mike

Director Up-dates:

- Jersey Farms Park design continues to move forward. Confluence held a neighborhood design meeting to seek input on what amenities could be included in the park. We will have preliminary design for review the week of November 4th. A second public meeting to review preliminary design will be held on December 2nd. The final design will be presented to PAB at the January meeting.
- Staff is working to have the Park Development Program projects ready for the December PAB meeting. If you have any items for consideration please pass them along to me by mid-November if possible.
- FY21 operations budget preparation has started. Staff has met with the finance department to review submittals. I will have a brief presentation on operation budget at the December meeting.
- In 2021 our CAPRA accreditation renewal occurs. Staff has started the data collection process for this. As part of this process we will complete a new Parks and Recreation Master Plan. My hope is to start this process in the spring. I will have more information on this at the December meeting as well.

Park Operations

- Mowing operations have ceased for the season. Mowing staff is still working on flood clean up and holiday light projects.
- Park Manager position has closed and interviews have been conducted. The goal is to certify the candidate list on Wednesday, Nov 13 and offer the position as soon as possible after the 13th.
- Lead Horticulture Technician position will be offered to an internal candidate as soon as the Civil Service Commission certifies the candidate list.
- Flood clean up continues. The Public Works department has helped with the Credit Island causeway.

Recreation

- Aquatics report (See attached) was very good especially when June had so much rain. July and August were heavy usage days and we ended up with over \$22,535.00 more in revenue. We look to work closely with Amanda Randerson to continue on the increased usage for next summer.
- Junior Theatre set a new record for registrations this fall with 500 enrollments!
- We made some changes that have now gone into affect: Amanda Randerson is going to move from youth sports to Special Events, Fejervary, and Aquatics. Cole McLeod will be our Sports Supervisor, overseeing all sports and we will be hiring a part-time coordinator to assist him. Ryan Merritt will be moving to administration and overseeing all community marketing and relations.

Revenue Facilities

- Emeis Golf Course awarded a contractor to renovate 1/3 to 1/2 of the sand bunkers. This work will be done in the spring 2020.
- Duck Creek Golf Course will be installing up to 10 new forward tees. Some of this work may start yet this fall, and to be completed in spring 2020.
- Red Hawk Golf Closed for the season on Oct 27th. Smokin Butt BBQ will begin a food and beverage service and catering operation from the Red Hawk Lodge kitchen starting Friday, November 1st. The walk up windows at Red Hawk Lodge will be available on Fridays and Saturdays 11am- 8pm. <https://www.facebook.com/smokin.butt.bbq>.
- At the Rivers Edge: Hockey season is underway, soccer starting over the next week. Meeting with Fox 18 next week to begin River's Edge Commercial Shooting. Gymnastics event (10/19) went wonderfully, concessions did well. Staff totally knocked it out of the park. Staff is currently working through several marketing contracts.

Top Staff Challenges:

Park Operations

- FLOOD! The continued clean up from the flood is a challenge.
- Early snow storm took needed resources from flood clean up.

Recreation

- Finding qualified staff for Stepping Stones continues to be a very large challenge. We have a waiting list of over 125 kids because we cannot hire qualified staff to meet the needs of the sites. We are discussing this issue with state representatives and community leaders.

Revenue Facilities

- Golf season is cut short of valuable revenue with the recent snow storms. We usually stay open at Duck Creek and Emeis thru the Thanksgiving weekend. Red Hawk traditionally closes end of October. The snow cover also shuts down Fall landscaping and improvement projects. There are Fall aeration and drainage projects yet to complete.
- Rivers Edge, We are still looking for a couple concessions staff and skate guards, HR is reopening application process.



Notes from NRPA Conference:

Theresa Hauman: I went to many sessions on new strategies and how to increase access and find new revenue streams. Some of them were very interesting ideas-I noted my favorites below.

- Focus groups are best sources for new ideas-bring in and feed them and ask what they want to do, why not using our classes or parks? Then take these ideas and see if anyone does it, if not we should do it.
- Terminate dying programs. Termination is key to innovation because it frees resources and stimulates the search for new things to replace it. Failure to abandon is the most problematic thing.
- Always look to partner with programs and organizations.
- Promotional pricing give a short window, but substantial discount-low price classes or items use percentage, high price items/classes use dollar amount. Always tell the hook and the discount.
- Esports-allow for accessibility and competing for challenged youth.
- Adult recess!
- Nap bars-tranquility parks.

Betsy Tubbs: Open keynote speaker was Cal Ripken, Jr., he was interesting and entertaining! The closing keynote speaker was the first deaf, blind graduate from Harvard Law school. Her speech was very powerful about inclusion! Sessions that I attended were overall very good – ADA, Goose management, Boss or Leader?, Coaching a Winning Team, Splash pad design, Disaster Resilience, Power of Optimism, Drownings and surviving the aftermath, Systems Approach to Assessing Parks and CPR for Deadweight staff. Sometimes you learn new things and sometimes you just get affirmation that you are on the right track!

City of Davenport
Parks and Recreation Advisory Board

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

Date
11/5/2019

Subject:
By-Laws, Section 5.0, review

ATTACHMENTS:

Type	Description
▢ Cover Memo	Current By-Laws

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	11/1/2019 - 2:43 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;. Additional meetings shall be scheduled as needed with board consent.
- 2.1c All regular monthly meetings shall be held in the 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. Roll call 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: Parks and Recreation
Contact Info: Chad Dyson 563-326-7817

Date
11/5/2019

Subject:
Credit Island Subcommittee Formation

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	11/1/2019 - 2:44 PM

City of Davenport
Parks and Recreation Advisory Board

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

Date
11/5/2019

Subject:

Our next meeting will be held December 3rd, 2019, City Hall Council Chambers

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	11/1/2019 - 2:44 PM