

PARKS AND RECREATION ADVISORY BOARD MEETING

CITY OF DAVENPORT, IOWA

THURSDAY, AUGUST 17, 2023; 4:30 PM

CITY HALL | 226 WEST 4TH STREET | COUNCIL CHAMBERS

I. Roll Call

II. Approval of Minutes

A. July 2023 Meeting Minutes

III. Public Comment

IV. Old Business

V. New Business

A. Davenport Little Leagues-Presentation

B. Nomination of Officers

VI. Staff Reports

A. Director's Report

B. August 17, 2023 Staff Report

C. Riverfront Improvement Commission Report

VII. Advisory Time / Suggestions for Future Agenda Items

VIII. Adjournment

IX. Next Meeting Date and Location

A. September 21, 2023, 4:30pm City Hall Council Chambers

City of Davenport
Parks and Recreation Advisory Board

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

Date
8/17/2023

Subject:
July 2023 Meeting Minutes

ATTACHMENTS:

Type	Description
▯ Cover Memo	July 2023 Meeting Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	8/15/2023 - 10:24 AM



**Parks and Recreation Advisory
July 20 2023, 2023
Meeting Minutes**

Board Members Present:

Coiner, Dasso, Kefauver, Meyer, Peterson, Schertz and Shareef

Staff Present: Chad Dyson, Betsy Tubbs, Becca Niles and Troy Evans

Location: Council Chambers, City Hall 226 W 4th Street

View the full meeting: <https://www.youtube.com/watch?v=swE5DQMlteM>

May 2023 Meeting Minutes: Motion to approve the June 2023 meeting minutes presented by Coiner, 2nd by Schertz. Motion Passes 6-0

Public with Comment:

- **None**

Old Business:

- **None**

New Business:

- **River's Edge Ice Conversion**-Presented by Troy Evans and Ryan Devlin. See video for information

Staff Report:

- RIC Update: Verbal See Video
- See Written Staff Report
- Directors Report
 - Next month Betsy has invited the Little Leagues come and present an update on the state of Baseball in Davenport, in response to the board's recent questions. You will all have an opportunity to ask questions.
 - After many discussions with Mike Schertz over the past 2 years we are looking to formulate a trail committee to address trail concerns, etiquette and advocacy. If anyone else on the board would like to participate, please let me know so that you can be included in the committee that is created. Per PAB by-laws we can have more than 5 board members on the committee so if there is more than just a few of you who would like to participate than we will have circle back to the chair on how the committee will be formulated.
 - Staff has been busy along with other area partners, we have RAGBRI and the BIX on the same weekend. We are estimating 50,000 visitors between the 2 events and Betsy and her team play a large role in the RAGBRI (50th Anniversary) dip site at the Marquette Boat ramp adjacent to Veterans Memorial Park.



Advisory Time and questions:

- New members Andrew Dasso and Aarsal Shareef were introduced to the board and shared a little about themselves and the reason they joined the board.
- Peterson provided an update on the Birding Programing Discission.

Adjournment:

- 5:33pm Motion to adjourn by by Kefauver 2nd by Dasso. Motion Passes 6-0

City of Davenport
Parks and Recreation Advisory Board

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

Date
8/17/2023

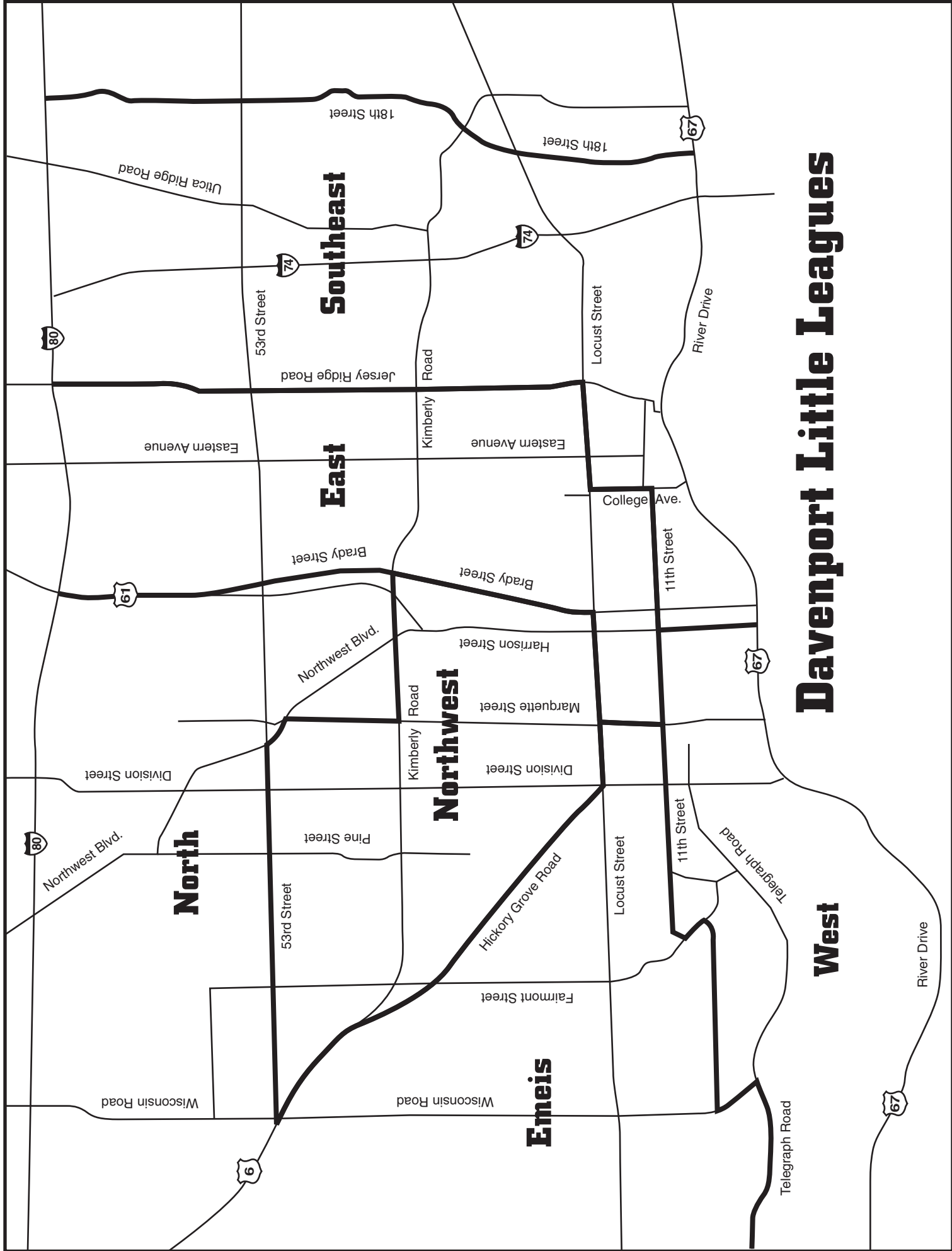
Subject:
Davenport Little Leagues-Presentation

ATTACHMENTS:

Type	Description
▢ Cover Memo	LL Boundary Map
▢ Cover Memo	2023 LL Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	8/15/2023 - 10:27 AM



Davenport Little Leagues



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BASEBALL/SOFTBALL MAINTENANCE AND OPERATIONAL AGREEMENT - MARCH, 2023

Davenport Parks and Recreation (DPR) will provide the following services:

1. Reserve diamonds for youth baseball on all days that games are scheduled.
2. Turn on water on or before April 15. Dumpsters delivered by March 30. Water will be turned off no later than October 15.
3. Assist with pre-season preparation of dirt infields.
4. Mow the outfield grass, trim grass on outfield fences, etc., as manpower is available. Note the city is on a 10 day mow cycle, weather may impact this schedule either positively or negatively.
5. Repair damage to city property as soon as possible after receiving notification of damage.
6. Meet with representatives of the league to discuss any difficulties with their diamonds or to provide technical help to improve their diamonds or program.
7. Provide chalk for the leagues to use when they are playing on weekends or holidays.
8. Will provide sports ag-lime for each field.

League Responsibilities:

1. Provide DPR the name of your President and Field Maintenance Manager each year prior to February 1.
2. **Allow access to all fields for the citizens' use, this includes grass infields. Outfield fences can be "daisy chained" with a city lock and a league lock to prevent unauthorized vehicle access. However, access must be available thru a walk entry. Once fields are prepped for evenings games (not prior to 3 pm), the fields can be locked.**
3. Provide DPR with a schedule. Schedule should be adhered to as best as possible. Changes need to be communicated with DPR in a timely fashion. This is for ALL leagues, including those that chalk/drag on their own.
4. Provide DPR with the practice schedule. This allows us to answer citizen questions when they arise.
5. Request permission, in writing, to DPR to make any improvements on the fields. This includes all items such as painting, construction, signs, sod, infield dirt, fencing, etc. Field improvement requests should be submitted in July with work to begin in August. All sponsorship signs must be placed so the writing/logos face the field (i.e. not the street).
6. It is the league's responsibility to maintain grass infields and base paths in these infields.



DAVENPORT

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7. It is the league's responsibility to maintain all lighting fixtures aimed at the fields – this includes fixtures, bulbs, control boxes, wiring etc...
8. It is the league's responsibility to maintain all water and irrigation systems that are used on the fields.
9. Make arrangements with Mid-American Energy Company for billing of electric power for lights.
10. Pick up litter from ball players/spectators and deposit in appropriate containers. Leagues are responsible for collecting all trash generated by the league and placing it in the park dumpster. Failure to deposit trash in the dumpster each evening will result in a \$100 fine per occurrence charged to the League. Repeated violations will result in suspension of League play.
11. Maintain all structures developed and built by Youth Baseball including signs, dugout roofs, etc. Written permission must be obtained from DPR prior to any changes or additions to structures or city buildings.
12. Comply with all safety and health codes for concession operations. DPR is not responsible for loss or theft of items from concession stand, including break-ins. Occupation of the concession stand is retained by the league for the right of first refusal to operate same for tournaments and other outside events not associated with the league or DPR.
13. Apply for and receive a special use permit from DPR for all tournaments and other post season play. The permit is required for all play outside of the regularly scheduled season. Regular season includes District Little League Tournament play.
14. Coordinate efforts with DPR regarding scheduling and facility use for other leagues/organizations.
15. Apply for and receive a special use permit from DPR for all fund-raising activities, except concessions, that take place on city property.
16. All ag lime should be used prior to the end of the season. All ag lime that is brought to a park must stay in that park. No sharing of ag without prior Parks and Recreation permission.
17. Provide DPR with a copy of the league insurance naming the City of Davenport as an additional insured. This copy must be provided to DPR by April 1st each year. Failure to provide copy of insurance will result in field usage being denied.
18. Follow all guidelines set forth by National affiliation (Little League, Babe Ruth, etc...) for vetting volunteers utilized in organization.



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League Name: _____

We, the undersigned, agree to the conditions and terms of the above document. This agreement shall be valid for one (1) baseball/softball season. The baseball/softball season is generally March 15 – July 15. Fall League requests will be handled on an individual league basis.

Chalk/drag field(s):

_____ We will pay Davenport Parks and Recreation to chalk/drag dirt fields during the season. Cost will be \$100 per month per field.

_____ We will chalk/drag all fields during the season.

Flag information:

_____ We have a flag in our assigned park and will maintain it throughout the season. Maintenance of the flag includes, but is not limited to, ensuring it is in good condition and raising/lowering when needed – daily if no light and to half-mast if decreed. The flag will be removed at the conclusion of the season.

_____ We do not have a flag at our assigned park.

General Information - 2023:

Field clean up date: _____

Opening Date: _____

Number of participants (anticipated): _____

Total number of teams (anticipated): _____



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Ag-lime request (# of loads and location to drop): _____

Anticipated number of chalk bags needed: _____

2022 Information

Number of participants: _____

Total number of teams: _____

League representative

Date

League Name

League representative phone number

League E-mail

League representative title

City of Davenport
Parks and Recreation Advisory Board

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

Date
8/17/2023

Subject:
Nomination of Officers

ATTACHMENTS:

Type	Description
▯ Cover Memo	Election Information

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	8/15/2023 - 12:06 PM



Nomination of Park and Recreation Advisory Board Officers

Step 1 Discussion of Interest (August Meeting)

PAB will discuss the elected positions and responsibilities. Those who wish to hold an elected position or wish to nominate someone would state that interest at this time for the board deliberation.

Discussion will be closed by chair.

Step 2 Official Nominations (August Meeting)

Multiple board members can be nominated for the same position. Members can nominate themselves or a fellow board member for any position.

All nominations must be seconded by another member

1st Board Member:

"I nominate (Persons Name) for (position) ."

2nd Board Member:

"I second that nomination"

Step 3 Official Election (September Meeting)

A list of nominees, for each position will be provided to the board for final discussion and vote. Elected members will assume these roles starting in October and will hold the position for 1 year.



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 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.

City of Davenport
Parks and Recreation Advisory Board

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

Date
8/17/2023

Subject:
August 17, 2023 Staff Report

ATTACHMENTS:

Type	Description
▯ Cover Memo	August 17, 2023 Staff Report

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	8/15/2023 - 12:34 PM

Park and Recreation Advisory Board

August 17, 2023

Staff Report

Notable updates from Staff

Park Operations

- RAGBRAI was a success. Staff had the riverfront looking great for our visitors. It was a fun, long day welcoming riders as they finished their week long ride across the state.
- We-Go swing, a fully inclusive swing next to Gabe's Play Village at Vander Veer Park, installation is progressing.
- Work on Dillon fountain electrical upgrades has begun. Citizens won't notice an impact (same fountain operation), but the old electrical panel will be removed making the entire area look nicer.
- Final Party in the Park is Thursday, 8/17 from 5:30PM to 7:30PM - join us at Emeis Park!

Recreation

- AdventureCamp ended 8/11. Leadership had some staffing challenges but overall was able to host approximately 60 campers each week proving an active, safe, fun-filled summer.
- At Davenport Junior Theatre, there were two Performing Arts camps with 96 participants in each, and one mini-Performing Arts camp for 4-7-year-olds.
- Throughout July and August, because the aquatics team were able to provide extra "pop up" public swim opportunities to better accommodate the needs of the community.
- Youth Fall Soccer has 134 more participants for the upcoming season compared to the 2022 fall season.
- Staff transitioned nicely from staffing adult league official to contracting them. All involved seem happy with the transition.
- The AmeriCorps Program was recognized for their support of the Davenport Community Schools Summer Outreach Programs at the August 14 School Board Meeting.

Revenue Facilities

- The River's Edge
 - Winter Hockey Schedules (for both rinks) have been submitted and are pending approval.
 - Replacement safety netting and hockey scoreboard purchases are in process for the 2nd rink.
 - Dasher Glass cleaning and several other 2nd rink transition projects are in progress by staff.
- Golf
 - All golf courses: Preparing for fall overseeding and aerification of playing turfs.
 - Emeis Golf – a committee has been developed to explore fundraising opportunities for a new clubhouse building.
 - Duck Creek Golf – Forestry has replaced new trees from 2022 that did not survive the deer or the dry spring weather.

Communication Updates (August-September)

- Community Events
 - **Party in the Park** Thursday, 8/17 | 5:30-7:30PM | Emeis Park
 - **Fejervary Family Fun Day – Back 2 School** Saturday, 8/18 | 12-3PM | Fejervary Learning Center
 - **Music on the River Concert Series** | LeClaire Park
 - Wednesday, 8/23 | Central High School Marching Band
 - **Country Hoedown** Friday, 9/8 | 6-8:30PM | Bandshell, Veterans Memorial Park Bettendorf (Adaptive Inclusive event in partnership with Bettendorf Parks and Recreation)
 - **Movies in the Park – People's Choice Voting** Friday, 9/8 | 6PM | Annie Wittenmyer Complex
 - **Fejervary Family Fun Day – Harvest Fest** Saturday, 9/16 | 12-3PM | Fejervary Learning Center
 - **COAT Get Out and Trail** Saturday, 9/23 | 9AM-1PM | QC Trails
- Recreation Programs
 - **Scott County Special Olympics-Volleyball** Tuesdays, 8/15-9/26 | 5:30-7:30PM | The Friendly House
 - **My Little Wheelbarrow** Thursdays, 8/17 | 10-10:30AM | Vander Veer Botanical Park & Fejervary Learning Center
 - **Up Close & Plantable** Fridays, 8/25, 9/22 | 2-4PM | Sunderbruch Park
 - **Scrapbooking** Saturdays, 9/2 | 8AM-5PM | Roosevelt Community Center
 - **Coffee & Cuttings** Tuesdays, 9/5 | 10-10:30AM | Vander Veer Conservatory

- **Bean Bag League** Wednesdays, 9/6-9/27 | 3-4PM | Miracle Field @ Prairie Heights Park
- **Unified Golf & Bocce Tournament** Thursday, 9/7 | 9AM-2PM | Red Hawk Golf Course & Learning Center
- **Fall Theatre and Dance classes** Saturday-Sunday, 9/9-12/17 | Days and times vary | Davenport Junior Theatre
- **My PlayClub** Saturday, 9/9 | 10-11:30AM | Vander Veer Botanical Park – Gabe’s All-Inclusive Play Village
- **Tae Kwon Do** Tuesdays, 9/12-11/14 | 6-7PM | Roosevelt Community Center
- **Self-Defense** Tuesdays, 9/12-11/14 | 7-8PM | Roosevelt Community Center
- **Collage Theatre** Thursdays, 9/14-11/30 | 6-7PM | Duck Creek Lodge
- **Secret Life of Trees** Friday, 9/15 | 3-4PM | Credit Island Lodge
- **Learn to Skate Fall session** 9/18-11/11 | Days and times vary | The River’s Edge
- **Friday Night Jams** Friday, 9/22 | 6-9PM | Roosevelt Community Center
- **Native Landscapes: Overwinter Prep** Friday, 9/29 | 3-4PM | Vander Veer Conservatory
- Notable Dates
 - **City of Davenport Game Night** 8/18 | Modern Woodmen Ballpark
 - **Fall Winter Recreation Guide Available** Mid-August
 - **Fall Color Display at Vander Veer Conservatory** All of September

City of Davenport
Parks and Recreation Advisory Board

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

Date
8/17/2023

Subject:
September 21, 2023, 4:30pm City Hall Council Chambers

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	8/15/2023 - 1:08 PM