

PARKS AND RECREATION ADVISORY BOARD MEETING

CITY OF DAVENPORT, IOWA

THURSDAY, MAY 19, 2022; 4:30 PM

CITY HALL | 226 WEST 4TH STREET | COUNCIL CHAMBERS

I. Roll Call

II. Approval of Minutes

A. 4.21.2022 Meeting Minutes

III. Public Comment

IV. Old Business

V. New Business

VI. Staff Reports

A. 5.19.2022 Staff Reports

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. June 16, 2022 @ 4:30pm City Hall Council Chambers

City of Davenport
Parks and Recreation Advisory Board

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

Date
5/19/2022

Subject:
4.21.2022 Meeting Minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	4.21.2022 Meeting Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	5/18/2022 - 3:27 PM



**Parks and Recreation Advisory
April 21, 2022
Meeting Minutes**

Board Members Present: Coiner, Greenlee, Hu, Kefauver, Meyer, Peterson, Powell, Schertz, Spratt, Walker and Wittemeyer

Staff Present: Chad Dyson, Theresa Hauman, Betsy Tubbs, Troy Evans, Becca Niles, Jessica Rhoads, Billy Fischer, Tom Franks and Don Allen.

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

March 17, 2022 Meeting Minutes: Motioned by Greenlee to approve the minutes, 2nd by Coiner. Minutes approved 10-0.

Public with Comment:

- None

Old Business:

- None

New Business:

a) Parks Operations Overview- See attached presentation

Staff Report:

See Written Staff Report

Director's Report:

- Following tonight's meeting we have a dedication at Red Hawk where we will be renaming the 1st tee class room in his honor. We invite all of you to attend.
- Next month's meeting will be followed by a Park Tour. We will call role, approve meeting minutes and then adjourn to load on to the bus.
- Parks Master Plan was on the committee of the whole agenda and the response from council was very positive. This document will back up the needs of staff.
- 3 of the ARPA playgrounds bids, Whalen Park, Lafayette Park and Harbor Road Park, were approved by council and have been ordered. 2 more play ground in design, Emeis Park and Fejervary Leaning Center is getting a play piece. The sports courts are out for design as well. We had 2 bids for the Cork Hill Splash Pad and we are hoping for a fall install and a spring 2023 opening. Dohse Pool has been removed and we have A and E request for qualification. Wi-Fi in parks is been led by IT, but there are several parks that will be getting Wi-Fi.



Riverfront Improvement Commission Update:

- Riverfront Refresh Cleanup is 8am to Noon this Saturday. Everyone is welcome to stop by anytime and join in.
- Main Street landing play area went out for RFQ and they had 12 responses. Interviews will take place in mid-April.
- RIC was expecting additional funding but they didn't receive it.

Spratt moved to adjourn the meeting, Meyer 2nd. Motion passed 10-0. Meeting adjourned at 5:27pm.



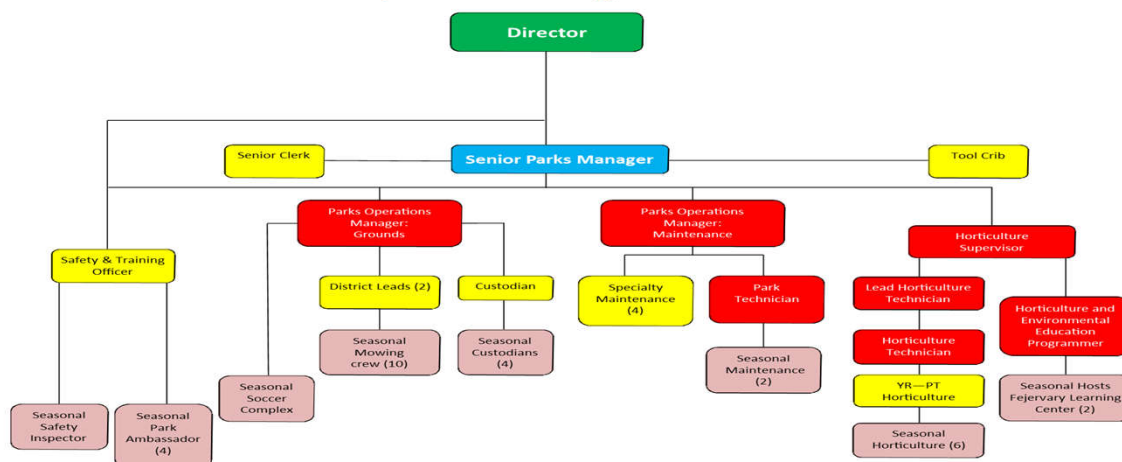
Parks Operations Overview

Betsy Tubbs, Senior Park Operations Manager
 Don Allen, Park Operations Manager - Maintenance
 Billy Fisher, Park Operations Manager – Grounds
 Tom Franks, Safety and Training Officer

April 21, 2022

Division Organization Chart

Park Operations Organization Chart



Responsibilities-overview



Title	Responsibilities
Senior Parks Manager	Accreditation, Budget, CIPs, Hiring, Little Leagues, Vander Veer, Youth Corp
Parks Operations Manager – Maintenance	Facility Maintenance, Special events, Projects
Parks Operations Manager - Grounds	Grounds Maintenance, Special events
Safety and Training Officer	Inspections, Park Ambassadors, Training

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Responsibilities-specific



Area of Responsibility	Manager	Area of Responsibility	Manager
Accreditation	Betsy	Painting	Don
Ambassadors	Tom	Park Inspections/Playgrounds	Tom
Aquatics maintenance	Betsy	Parts Shop Coordinator	Betsy
Baseball liaison	Betsy	Rental facilities	Don
Baseball field maintenance	Billy	Safety/Training	Tom
Budget	Betsy	Senior Clerk	Betsy
Capital Improvement Projects	Betsy	Soccer Complex/Sports Turf	Billy
City cemetery	Billy	Special Events	Billy
Maintenance	Don	Trash/Custodial crew	Billy
Mechanics	PW	Vander Veer	Betsy
Mowing	Billy	Weed control	Billy
NeoGov/Hiring	Betsy	Youth Corp	Betsy

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Maintenance - Projects

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Projects – staff saves city money by doing the “easy” work so we don’t have to pay contractors.



Dohse Pool



Former Dohse Pool

Maintenance - Water

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Maintenance division manages 84 unique water "features". These include restrooms, fountains, irrigation systems and buildings. Water is turned on in the Spring and turned off in the Fall. This work is done by part time employees!



Annie Wittenmyer
Family Aquatic Center



Dillon Fountain

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Maintenance - Facilities

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Lodges



Park Shelters

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Grounds - Mowing

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- Three reporting locations
 - 29th street
 - Marquette street
 - Soccer Complex
- 84 unique sites
- Two regions –
 - Central/North
 - Riverfront/West
- Large area mowers – 3 districts
- Trim mowers – 4 districts
- Rough cut mower – 23 locations



Grounds – Specialty turf

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Responsible for the 40 acre Soccer Complex and Centennial Park rugby field – mowing, striping, custodial work and providing support during recreation programs and community rentals.



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Grounds - Custodians

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Custodians are responsible for:

- Checking 40 parks daily or every other day
- Emptying 2500+ trash cans each week
- Cleaning 15 park restrooms daily
- Checking 25 doggie waste stations

They see the worst of the worst!



Marquette Park restroom



N. Marquette Dog Off Leash Area (DOLA)

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Special Events

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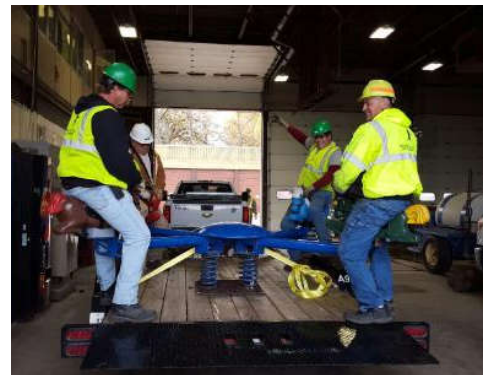
Safety - Responsibilities

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Our Safety and Training Officer is responsible for:

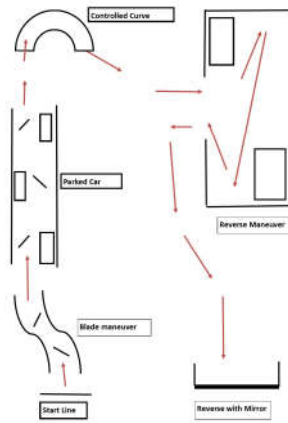
- orientation of all new and returning staff
- investigates accidents and employee injuries
- Staff training
- Inspections

Constant reminder that we want to go home the same way we came in.



Safety - Training

Examples of training that our Safety and Training officer provides for our department.



Snow plow training course

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Your Seatbelt is your Friend

In our department we operate moving vehicles on a daily basis. Whether it is a truck, tractor or mower you're driving, the rule remains the same: you **must** wear a seatbelt while in motion. This is a work rule as well as the law of the land. If the vehicle you're using has no seatbelt (or it's been altered in a way where it won't be able to do its job), **don't** use the vehicle. Not having a seatbelt in a moving vehicle is a stop condition. Use another vehicle instead, it's better to play it safe than take the risk of being in an accident in a vehicle without a seatbelt. Your chances of walking away from an accident are greatly diminished with the use of a seatbelt.

Seatbelts must be in use while in a moving vehicle; this applies to the driver and any passengers. The vehicle is not to move until all occupants have their seatbelts on. Like any personal protection equipment, the seatbelt only works if you use it. The NHTSA (National Highway Traffic Safety Association) estimated that 11,889 fatalities in the US were prevented through the use of seatbelts.



Seat belt usage – Tool Box talk

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Safety - Inspections

Our Safety Training Officer is responsible for inspections of our parks playgrounds, fire extinguishers, AEDs, and anything that needs that inspecting! All inspection records are housed in the Safety office.



Gabe's Play Village

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**** COMPLETE THIS FORM MONTHLY. **** Prairie Heights (SM/LG) Landscape Structures Playground Inspection Form

Inspector Name: KEITH
Date: 4-27-2022

	#	Problem (if any) and location	Priority
STRUCTURAL FEATURES			
Age Sections 5-12	1	OK	
Benches	2	OK	
Discs/Platforms	1	OK	
Swings/Stop Ladders	1	OK	
PLAY FEATURES			
Adult Swings	2	OK	
Child Swings	2	OK	
Flexible Climber (Tree)	1	OK	
Play Panel	2	OK	
Spider (Composite)	3	OK	
Sliding Pole	1	OK	
Slipping Platforms (Vines)	4	OK	
TURF AREAS			
Weeds	1	OK	
PARK AMENITIES			
Picnic Tables	2	OK	
PARK CLEANLINESS			
Trash Containers	2	OK - CAUSED 10	1

COMMENTS:

This form has been prepared to assist the Playground owner's Attorney in defending litigation. DO NOT release to any person except an agency official, designated claim representative or an investigating officer.

Playground inspection report

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Capital Improvement Projects - Current



- Lindsey Park restroom renovations
- Vander Veer Stone Bridge beautification
- Vander Veer Conservatory repair
- Ground Maintenance equipment program
- Park ADA program
- City Cemetery improvement program
- Park Roads and Parking lots program
- Recreation Trail reconstruction program
- Eastern Avenue Disc Golf baskets
- Goose Creek Restroom
- North Gayman Park playground
- Northwest Park playground
- Tyler Park playground
- Whalen Park walking path
- Community Bicycle Racks
- Credit Island Nature Playground
- Roosevelt Improvements
- Prairie Heights Park playground inclusive elements
- ARPA



Capital Improvement Projects - Upcoming

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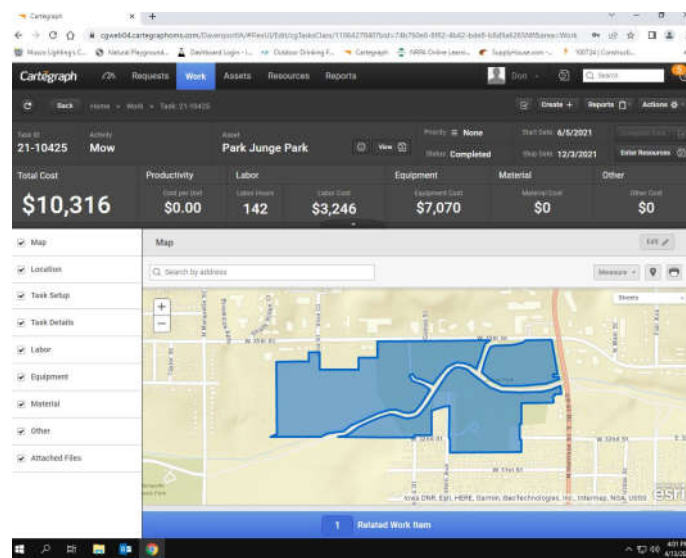
- Annie Wittenmyer Family Aquatic Center roof replacement
- City Cemetery maintenance building
- We-Go Swing
- Credit Island Lodge flooring
- Fejervary Park Cougar house roof replacement
- Davenport Junior Theatre porch and egress repair
- Davenport Junior Theatre tuck pointing
- The River's Edge hot water boiler
- Vander Veer Stone building roof replacement
- Duck Creek park improvements
- Historic house repair program

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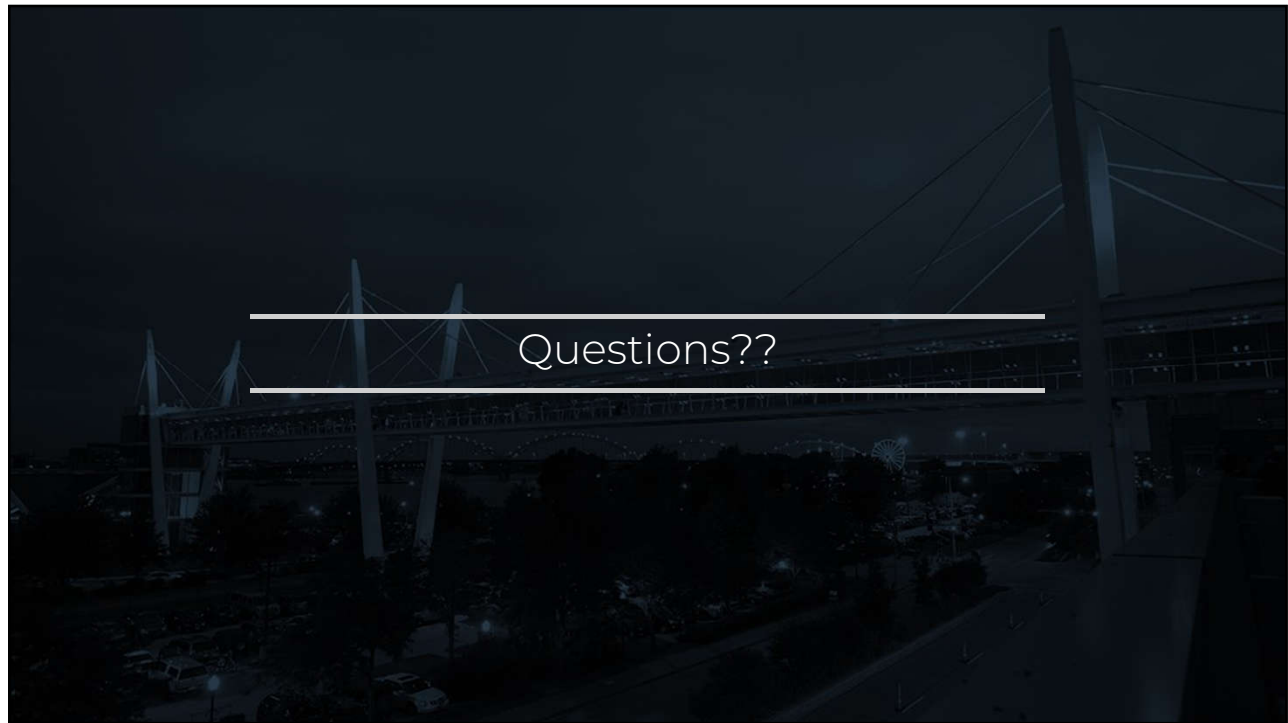
Goals

- Talent development
- Staffing
- Staff goal setting
- Succession planning
 - Develop SOPs where appropriate
- Parks Master plan implementation
- Increase use of Cartegraph

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Thank you!



City of Davenport
Parks and Recreation Advisory Board

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

Date
5/19/2022

Subject:
5.19.2022 Staff Reports

ATTACHMENTS:

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▯ Cover Memo	5.19.2022 Staff Reports

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Rhoads, Jessica	Approved	5/18/2022 - 3:32 PM

Park and Recreation Advisory Board

May 19, 2022

Staff Report

Notable updates from Staff

Park Operations

- After 15 months of challenges, Tyler playground is finally open.
- Staff is working hard on getting all water locations (restrooms, fountains, drinking fountains, spray pads/parks, pools) up and running. With a key seasonal staff member not returning, it has been a challenge, however staff is slowly but surely getting it done.
- Grass is growing like crazy and dandelion season is always difficult. But staff is doing great.
- Taylor Schneider has begun work as our full time Horticulture and Environmental Educator. She is part of the Horticulture staff and we are looking forward to her getting acclimated and starting to create educational programs for our citizens.
- We will have 3 Youth Corps members this year. Due to staffing challenges, they will get a different experience as they will serve alongside different staff members each day. We look forward to their start in June.

Recreation

- Special Populations/Adaptive and Inclusive Program hosted the annual Spring Formal Sunday, April 24 at the Mississippi Valley Fairgrounds. The event was attended by 200 guests and was a success. Rick, from Smokin' Butts, was the caterer and he did a wonderful job and was very easy to work with.
- The Knights of Columbus held their annual Tootsie Roll Banquet and provided \$20,000 in donations. The following was received by Davenport Parks and Recreation for Adaptive and Inclusive programs: \$5,000 for transportation for Special Olympics programs, \$1500 for Unified Sports programs, and \$600 for dances and special events.
- Sherrie Fischer, Therapeutic Recreation Supervisor, is taking staff and the Scott County Adults team (55 athletes) to compete in Ames, May 19-22, for Special Olympics competitions in swimming, track and field, bocce, and tennis.
- Davenport Junior Theatre held dance recitals for over 200 performers May 14-15.
- Two of the summer performing arts camps are already full. All summer camp registrations are filling fast.
- Staff are in full preparation mode for pools to open, training session has begun, and staff is eager to start the 2022 season. One of the two Pool Maintenance positions has been filled. Greg has extensive knowledge of pools operations, as well as experience as a swim coach and lifeguard.

- The Quad Cities Corporate Games currently has 24 teams signed up with a goal of having 25 teams this year. The games kickoff early June.
- On May 16, 23 summer AmeriCorps members completed orientation. These members will serve at organizations throughout Davenport with Davenport Parks and Recreation housing 10 of those members. Many will be in parks programs and administration, as well as working with youth programs throughout the community. In early June, 13 Youth Corps will go through orientation and training.

Revenue Facilities

- The Rivers Edge
 - Spring youth and adult hockey has started
 - Annual figure skating competition has been booked for July 7-10
 - Turf events have declined as winter seasons have ended. Staff are currently seeing heavy use on spring rainy days.
 - Staff are focusing on a variety of small annual projects like hockey net painting and repair, field repairs and painting.
- Golf Courses
 - Mowing like crazy, keeping up with spring green up.

Top Staff Challenges

Park Operations

- Staffing is still our biggest challenge, especially on the specialized maintenance side of operations. Citizens will notice water fountains that have not been energized, aerators that have not been placed, and repairs taking longer due to the staff shortage.

Recreation

- The spring winds and rain made the start of spring soccer at the Soccer Complex very challenging.
- Staff are still actively engaged in recruitment for summer positions at the aquatic centers and camps.
- In late April, the AmeriCorps Program Manager resigned. While AmeriCorps and Youth Corps recruitment went well Theresa Hauman, Senior recreation Manager, and Kathy Groenbeck, AmeriCorps Administrative Assistant, have been working hard to prepare for their onboarding. Staff are looking to transition the AmeriCorps Program Manager and Administrative Assistant positions from a contracted position to a City position with the goal of making them more attractive and stable.
- The Learn to Skate Coordinator is on leave, which has made things a little more challenging for our skating instructors as summer is making its way here.
- It was a struggle to get a list of food truck vendors for the Movie in the Park events. Once a list was created and vendors were contacted, many of them have not yet begun public events for the season. Of those that had begun public events, they already had been booked. However, staff was able to book some for the August movie event.

Revenue Facilities

- Golf Courses
 - Training new staff during a busy spring. Still need a more staff at Emeis Golf Course.

Communication Updates

- **CAPRA Accreditation Visit** Monday-Thursday, 6/13-6/16
- Community Events (Late April -July)
 - **Fejervary Family Fun Day - Kids to Park Day** Saturday, 5/21 | 12-3PM | Fejervary Learning Center
 - **Fejervary Family Fun Day – Kick Off to Summer** Saturday, 6/18 | 12-3PM | Fejervary Learning Center
 - **Father’s Day Fiesta** Sunday, 6/19 | 12-3PM | TBD
 - **Mainstage Production: Imagine That!** Friday-Sunday, 6/24-6/26 | Davenport Junior Theatre
 - Friday, 6:30PM | Saturday, 10AM | Sunday, 2PM or 4PM
 - **Citywide Summer Theme Kick Off** Saturday, 5/28
 - **City of Davenport Night at River Bandits Game** Friday, 6/3
 - **Party in the Park** Thursday, 6/9 | 5:30-7:30PM | Herington Park
 - **Party in the Park** Thursday, 6/16 | 5:30-7:30PM | Jersey Farms Park
 - **Party in the Park** Thursday, 6/30 | 5:30-7:30PM | Van Buren Park
 - **Red, White & Boom** Sunday, 7/3 | 6-11PM | Along Riverfront
 - **YouthFest** Wednesday, 7/13 | 8:30AM-2PM | Fejervary Learning Center
 -
- Recreation Programs (Late May-June)
 - **Fejervary Learning Center Opens** Memorial Day-Labor Day, 5/30-9-8 | Tuesdays-Fridays, 10AM-6PM | Saturdays-Sundays, 12-5PM
 - **My Little Wheelbarrow** (June) Thursday, 6/2 | 10-10:30AM | Vander Veer Botanical Park
 - **Family Field Days - Kites** Saturday, 6/4 | 1:30-3PM | Miracle Field @ Prairie Heights Park
 - **Aquatic Complexes Open** 6/4 – 8/21 | Annie Wittenmyer & Fejervary Aquatic Complexes
 - **Walk in the Park** (Summer) Mondays & Wednesdays, 6/6-7/27 | 6:30-7:30AM
 - **Summer Camps Begin** Various dates and times, 6/8-8/12 | Davenport Junior Theatre, Roosevelt Community Center & Garfield Park
 - **Learn to Swim Lessons** Various days, 6/13-7/29 | Annie Wittenmyer & Fejervary Aquatic Complexes
 - **Summer Learn to Skate Lessons** Various days, 6/13-8/13 | The River’s Edge
 - **My Little Wheelbarrow** (June) Thursday, 6/16 | 10-10:30AM | Fejervary Learning Center

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