

PARKS AND RECREATION ADVISORY BOARD MEETING

CITY OF DAVENPORT, IOWA

Thursday, May 15, 2025; 12:00 AM

City Hall | 226 West 4th Street | Council Chambers

- I. Roll Call
- II. Approval of Minutes
 - 04.17.2025 Meeting Minutes
- III. Public Comment
- IV. Old Business
 - A. Advisory Board By-Law Approval
- V. New Business
- VI. Staff Reports
 - A. Director's Report
 - B. Written Staff Report
 - C. Riverfront Improvement Commission Report
- VII. Advisory Time
- VIII. Next Meeting Date and Location
 - A. Friday June 20, 2025 at 4:30pm in City Hall Council Chambers
- IX. Adjournment

Park and Recreation Advisory Board

May 2025

Staff Report

Notable updates from Staff

ADMINISTRATIVE SERVICES

AmeriCorps

- Program staff were notified on Monday, April 29 that the 24-25 grant year funding had been terminated. All members and host sites were notified.
- Community organizations have been in contact regarding ways to support displaced members (both currently serving and committed to serving in the summer). Program staff are in discussions and will report updates as they are available.
- The department was able to hire many of the displaced members, ensuring all services will operate with limited impact.
- Temporary funding was found for both program staff, Jordan Raso and Christina Williams, to continue their employment through the end of summer (August 31).
- Volunteer Iowa, the state commission overseeing Davenport's AmeriCorps program, expects to have more information about future grant year funding by early August.
- Department staff have met to review impact on department and city hosted community events and find alternative plans to support events.

Customer Service & Outreach

- Customer service staff are in full swing with spring and summer registrations and reservation increasing.

Business Functions

- The Senior Clerk position closed and testing for the position has concluded. Due to this being a Civil Service position, staff will be provided a city-wide, certified list that will be used for inviting to interviews starting the hiring process within the department.
- Christina Williams has transferred to the administrative team to aid with purchasing and hiring workloads while the Senior Clerk position is in recruitment.

PARK OPERATIONS

Park Projects

- Emeis Park adaptive playground is nearly complete.
- The trail extension from 59th Street to Veteran's Memorial Parkway has started.
- The trail extension from Emeis Park is under way, with an expected completion of mid-June.

Horticulture

- Staff have been busy growing and planting 12,000+ annual flowers around the city.
- Staff assisted the Friends of Vander Veer Botanical Park with their annual plant sale.
- Staff installed the bubbler fountains within the lagoon at Vander Veer Botanical Park.
- Wiring for the cameras at Vander Veer Botanical Park have been installed. The cameras will be installed soon.
- Signage for the summer theme has been delivered and will be placed by Memorial Day. The summer theme this year is "Follow the Roots".

General Operations & Maintenance

- The primary focus has been water throughout parks and facilities. Staff continue to repair swimming pool leaks, with the goal of opening the aquatic centers by June 2 and both Centennial and Dohse spray parks by Memorial Day weekend.
- All three fountains at Vander Veer Botanical Park are operational.

Safety & Training

- Hiring continues for seasonal staff. But it is going well.
- Staff continually monitor ongoing park playground projects and adjust layouts as needed to be compliant with CPSI standards for safety.
- Staff continue to repair or replace broken playground features.
- Staff mulched 12 playgrounds with certified engineered wood fiber (aka mulch).

RECREATION

Events & Aquatics

- Doggie Egg Hunt event went extremely well! Approximately 300 dogs and families were in attendance. Staff received several wonderful comments from individuals asking to do the event every month.
- Kites on the River, an event planned by the Events Intern under Amdanda Randerson, was a wonderful hit with over 50 kites in the sky.
 - Staff heard stories of people who remembered having similar events from their home country. Others who remembered having flown a kite as a child

- and now they have gotten to do it again with their own children or grandchildren.
- Movie in the Park was a success! This year, staff offered both grass seating and drive-in style at Sunderbruch Park. Approximately 100 were in attendance to enjoy *Wicked*, take advantage of the 2 food trucks, and play in the kids' area.
 - Staff partnered with Davenport Community Schools to establish the 1st Walk, Bike & Roll to School Day in a partnership between DPR & DCSD.
 - This will be repeated in the fall.
 - Staff are regularly evaluating the lifeguard staffing levels - as staff are hired, an equal amount are resigning.

Adaptive & Inclusive

- Special Olympics
 - All summer games registration is submitted. Special Olympic State Games will be held at Iowa State University May 22-24.
 - Track: practice will take place at 5:30pm at North High School on May 13 & 15
 - Bocce: finished on May 14 at Red Hawk Golf Course
 - Softball: will begin on June 7 at Lindsey Park
 - Fundraising
 - Tuesday, May 13 at 10AM, the Davenport Police Department will hold the *IA LETR Torch Run*. Local police, Scott County Sheriffs, and Special Olympic athletes will be running the torch through Iowa Quad Cities. The run will begin at the Bettendorf Police Department.
 - Friday, May 16 from 6AM-10AM, Dunkin' Donuts (2519 E 53rd Street) will host the Annual Cop on a Rooftop fundraiser. Athletes and Davenport Police will be onsite collecting donations and passing out gifts. Anyone donating will receive a free donut; donations of \$10+ will get a second coupon for a free hot or iced coffee; donations of \$20+ will receive a Special Olympics tote bag.
- Senior Olympics
 - Bocce Event at Red Hawk Golf Course May 28
 - Golf Event will take place at Emeis Golf Course May 29
- Challenger League: Summer League kicked off the week of May 12. The league plays at Miracle Field Thursdays and Saturdays through June.
- The Quad City Disability Awareness Coalition: The MLK Day Food Drive runs May 12-May 20. Food donations can be dropped off at The River's Edge or any Davenport Public Library.
- St Ambrose University hosted *The Student Awards* on May 8. Two AmeriCorps members were honored for their work and advocacy with people with disabilities.
 - Kaylen Abrahamsen was awarded the Promising Leader Award for starting a campus club, *BEE Adaptive & Inclusive Club*, which works with Special Olympics and Night to Shine.

- Kennedy Kerby was awarded the ARC Leadership Award for her advocacy and involvement with people with disabilities. Kennedy also received Resident Advisor of the Year.
- *BEE Adaptive & Inclusive Club*, was awarded the Collective Impact Award for their work with Night to Shine and the many Special Olympic and Parks events they support.

Youth & Adult Sports

- Spring soccer will end May 17/18. Everything has gone very well.
- Registrations for the very popular Track and Field summer course, provided in partnership with Cornbelt Running Club, have been coming in fast with over 110 youth signed up so far.
- There are 134 registrations for Coach Pitch and Tee Ball, slightly more than last year.

Davenport Junior Theatre Performing Arts

- Staff have been preparing for the dance recitals. The recital will be on Saturday, May 17 and it is anticipated to have over 1200 people in attendance.
- Relocation Coordinators have initiated the moving process.
- Staff have started the hiring process for a new Camps and Workshop Coordinator.
- Construction has begun at the Davenport Learning Center.
 - Move in day is scheduled for May 22. The contracted moving company stated they will be able to get it all done in one day.
- Performing Arts Camps are full, with over 30 people on the waitlist per camp.
- Dance and mini camps are at 23/40 and 40/50 respectively.
- Staff are strategizing spacing and storage at alternate locations due to limited storage on site at Davenport Learning Center.
- The loss of AmeriCorps has set back parts of preparation for the move. However, with the help of Becca Niles and HR, several members were hired people to help cover positions.

The River's Edge

- Learn to Skate Session started and is going well.
- Staff are using the off season to make needed repairs.

GOLF OPERATIONS

General Golf Course Updates

- All golf courses are honoring Military Appreciation Week May 11-17, with complimentary green fees for military personnel.

Duck Creek Golf Course

- Work continues on the remaining fall projects and seedings.
- Resolving a couple major irrigation leaks.

Emeis Golf Course

- Staff mowing at full routine
- Preparations are underway for the QC Amateur scheduled for Memorial Day weekend.

Red Hawk Golf and Learning Center

- Red Hawk range and course are off to a great start.

COMMUNICATION UPDATES

Community Events

- Tails & Trails Walk | Sunday, 5/17 | Centennial Dog Park & Trails
- Giddy-up Bike & Hike | Sunday, 5/18 | Davenport Recreation Trails
- Special Olympic State Games | May 22-24 | Iowa State University

Community Outreach Events

Outreach opportunities for staff to be on hand to give out program and hiring information, play games with booth visitors, and hand out prizes for attendees.

- None scheduled in the coming month

Notable Dates

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- Davenport Parks and Recreation hosting the Davenport U Citizens Academy participants Monday, 5/19.
- Davenport Junior Theatre Move Day, 5/22
- Memorial Day Closures 5/26
 - Davenport Parks and Recreation Administrative Offices
 - Vander Veer Conservatory
 - The River's Edge
 - Roosevelt Community Center
 - Fairmount Community Center (during the day)
 - Drop-In Hours will still be available 4PM-8PM

City of Davenport

Department: Parks and Recreation
Contact Info: Chad Dyson | 563-328-7275

Action / Date
5/15/2025

Subject:
Advisory Board By-Law Approval

Recommendation:

Background:

Attachments:

1. By-laws revised 05.13.2025



**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 presides at all regular and special 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 or Secretary in the absence of these members the Chairperson.
3. In the event the office of the Chairperson becomes vacant, the Vice Chairperson shall perform the duties of the Chairperson until such a time as the board designates a new chair, 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, perform the duties of the Chairperson until such a time as the board designates a new chair.

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 call role roll and record all action items during the meeting.
4. In the event of an absent secretary, the chair shall appoint a secretary.

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.

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- 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 third Thursday each month at 4:30pm; 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 as needed with the Riverfront Improvement Commission to discuss future opportunities, projects, 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 City Hall Council Chambers
- 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 davenportiowa.com at least 24 hours in advance of the meeting. A link to the agenda packet and minutes shall be emailed 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

- 2.4 a 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.
- 2.4 b 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.
- 2.4 c 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. Reports
 - a. Directors Report
 - b. Written Staff Report
 - c. Verbal Riverfront Improvement Commission 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 yea 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, in person or by call in option, 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 Members of the board shall attend at least two-thirds of all regularly scheduled and held meetings within any twelve-month period. The failure of a member to attend the prescribed number of meetings shall constitute grounds for the removal of the member by the City Council. Board member who does not attend Davenport Municipal Code 2.54.070 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.**
- 3.2 Open Meetings Law, Iowa Code chapter 21. Section 21.8 ~~of the Code now~~ requires governmental bodies to accommodate virtual attendance by members of the governmental body at official public meetings. The Director of Davenport Parks and Recreation designated representative shall send board members login information each year, or as requested.

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SECTION 4.0 COMMUNICATION

- 4.1 All media releases from the Board are to be cleared through the Chairperson and the Director or Community Relations supervisor prior to the release of any information as well as provide a copy, as approved, to 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 Any board member commenting or communicating publicly, via social media, traditional news outlets, radio, etc. or meeting with public or private business, government agencies or the general public as a representative of the Advisory Board member must do the following:
 - 1. Submit talking points and meeting agenda to the board Chair and the Director or Community Relations supervisor for prior approval.

2. Make all board members and the Parks director aware of the meeting details and/or communications.

3. Hold all meetings in an open and public manner so that any person(s) may attend.
 4. Provide board members and Parks staff with a meeting/communication summary report.
- 4.3 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 motion 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.
- 6.4 The Director of Davenport Parks and Recreation designated representative shall record, prepare, and submit meeting minutes to the board at the next regularly scheduled meeting, as part of the agenda package.

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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.

SECTION 10.0 TERM REAPPOINTMENT

- 10.1 End of term notifications are sent by City Administration staff to the board member and the elected official for whom they represent. The elected official will provide feedback to city staff as to who they wish to appoint to the board. If reappointment of the current representative is requested, City Administration staff will contact the board member via email, requesting they complete an application. Reappointment is not guaranteed.
- 10.2 A completed application is required, for council representative consideration, prior to being appointed or reappointed to the board. All board and commission applications can be found on the City's website: https://www.davenportiowa.com/government/boards_commissions and can be completed by any Davenport residents wishing to sever.
- 10.3 Board appointment or reappointment require council action and will take place at a Davenport City Council meeting. Board representatives will be notified by email as to the meeting date and time, members are welcome but not required to attend.

City of Davenport

Department: Parks and Recreation

Contact Info: |

Action / Date

5/15/2025

Subject:

Director's Report

Recommendation:

Background:

Attachments:

None

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Contact Info: |

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Written Staff Report

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1. 05.2025 Staff Report

Park and Recreation Advisory Board

May 2025

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