

Eldridge Parks & Recreation Board Meeting Agenda
Tuesday, June 9, 2026
6:30 p.m. at Centennial Park

1. Call to Order & Roll Call
2. Approval of Agenda
3. Consideration to Approve the May 12, 2026 Park Board Meeting Minutes
4. Consideration to Approve Bills Payable
5. Public Comment
6. Old Business
 - A) Consideration of approval of Centennial Park Shelter Rehabilitation proposal
 - B) Update on Elmegreen Park Shelter Project
 - C) Update on Lions Shelter Concrete and Posts Project
 - D) Update on pollinator pad proposal from the Eldridge Lions Club
 - E) Update on Hickory Creek Park walking path trees
7. New Business
 - A) Recognition of Mary Healy donating Pickleball Camp fees back to the Eldridge Park Board
 - B) Review of Elected & Appointed Officials Code of Conduct
 - C) Consideration of setting fees for Hickory Creek Park soccer field usage
8. Adjourn

Trish Campbell

Chris Spensley

Jill Dewulf

Samantha Nichols

Arsal Shareef

2026 Meeting Dates: 1/13 ; 2/10 ; 3/10 ; 4/14 ; 5/12 ; 6/9 ; 7/14 ; 8/11 ; 9/8 ; 10/13 ; 11/10 ; 12/8

City of Eldridge Park Board



The regular meeting of the Eldridge Park Board was called to order at 6:30 p.m. on May 12, 2026, at City Hall.

Board Members present were Jill DeWulf, Tricia Campbell, Aarsal Shareef, and Chris Spensley. Also present were Tony Rupe, Tabitha Kramer, and Jeff Ashcraft.

Motion by Shareef, second by Dewulf to approve the agenda. All ayes. Motion carries.

Motion by Dewulf, second by Spensley to approve the minutes from the April 14, 2026 meeting. All ayes. Motion carries.

Motion by Dewulf, second by Shareef to approve the park bills in the amount of \$90,253.32. All ayes. Motion carries.

Public Comment - none

Old Business –

Rupe reported that City Staff evaluated the possibility of a Pollinator Pad, as proposed by Ann Mohr of the Eldridge Lions Club, at Sanctuary Gardens. Rupe determined there was not enough space at Sanctuary Gardens, and instead recommended the Pad be installed at Hickory Grove Park. The Board agreed; Campbell will contact Ann Mohr.

New Business

The Board reviewed the City Council and Board Member Digital Communication Policy.

The Board reviewed the Proposals for the Centennial Park Shelter Rehabilitation Project. Motion made by Spensley to accept the bid from 242 Home Improvement at \$13,500, deducting the \$13,500 cost of the ceiling, which Rupe determined was not necessary. Second by Dewulf. Motion carries.

The Board reviewed the Proposals for the Elmegreen Park Shelter Project. Rupe reported he investigated what other cities have done for similar shelters, and he offered to investigate the cost of a prefabricated shelter kit, issue an RFP for the installation, and have the City crews do some of the work in-house, all of which could lead to significant savings, potentially up to \$50,000. Motion by Spensley to reject the proposals and to look further into this option. Second by Dewulf. All ayes. Motion carries.

The Board reviewed the Proposals for the Lions Shelter Concrete and Posts Project. Rupe proposed rejecting the bids and installing a prefabricated shelter. The Board discussed the Lions Club offer to contribute to cosmetic work. Campbell will speak with Ann Mohr to consider contributing to the

City of Eldridge Park Board



prefabricated shelter cost instead. Motion made by Spensley to reject the proposals and investigate the prefabricated shelter. Second by Shareef. All ayes. Motion carries.

The Board discussed the replacement of the wood park benches with thermoplastic-coated, perforated metal benches due to the current wood benches' age and condition. The Board approved Rupe's request to apply for any available grants for the benches if the opportunity arises.

Motion by Spensley to adjourn at 7:15pm. Second by Dewulf. All ayes. Motion carried.

Respectfully submitted,
Tabbitha Kramer, Deputy City Clerk



Payment Dates 5/13/2026 - 6/4/2026

Payment Number	Account Number	Vendor Name	Description (Payable)	Amount
156993	301-5-430-6791	FASTENAL COMPANY	HARDWARE FOR NEW LED LIGHTS DIAMOND	26.14
156983	004-5-430-6371	CENTRAL SCOTT TELEPHONE	TELEPHONE/WIFI SVCS DIAMOND 2	150.00
157006	301-5-430-6791	NICK OECHSNER INC.	LIGHTS POWDER COATING SOCCER	1,026.00
156987	004-5-430-6320	COMMERCIAL PRINTERS	HICKORY CREEK PARK SIGNS	241.20
157002	004-5-430-6310	MENARDS	GARBAGE BAGS	131.92
157003	004-5-430-6310	MERSCHMAN HARDWARE	PAINT SUPPLIES	21.53
157003	004-5-430-6326	MERSCHMAN HARDWARE	SANCTURAY GARDENS SIGN RAKES &	5.92
157007	004-5-430-6310	NIEMANN FOODS INC.	SHOVELS	103.95
157007	004-5-430-6310	NIEMANN FOODS INC.	GLOVES	25.98
157007	004-5-430-6310	NIEMANN FOODS INC.	WEED TRIMMER HEAD	39.99
157007	004-5-430-6325	NIEMANN FOODS INC.	HOSE COUPLER	7.59
DFT0000723	004-5-430-6310	FIRST CENTRAL STATE BANK	CC STATEMENT - SEE BELOW	-417.50
DFT0000723	004-5-430-6310	FIRST CENTRAL STATE BANK	CC STATEMENT - SEE BELOW	899.00
DFT0000723	004-5-430-6321	FIRST CENTRAL STATE BANK	CC STATEMENT - SEE BELOW	97.45
157058	004-5-430-6320	GERDES WHOLESALE NURSERY	TREES FOR HICKORY CREEK WALKING PATHS	8,150.00
157060	004-5-430-6325	MENARDS	FIELD STRIPE PAINT	130.44
157062	004-5-430-6310	NIEMANN FOODS INC.	WEED TRIMMER STRING	92.99
157067	004-5-430-6310	TWIN-STATE ENG. & CHEM.	ROUND-UP	278.30
157067	004-5-430-6310	TWIN-STATE ENG. & CHEM.	CROSS BOW	127.00
Grand Total:				11,137.90

CC STATEMENT CHARGES

K&K TRUE VALUE - STUMP GRINDER RENTAL CREDIT FOR UNUSED TIME	\$(417.50)
K&K TRUE VALUE - STUMP GRINDER RENTAL	\$899.00
FARM & FLEET - GARDEN HOSE, GARBAGE CAN FOR CRANDALL PARK RESTROOM	\$97.45

Report Summary

Fund Summary

Fund	Payment Amount
004 - PARK BOARD	10,085.76
301 - CAPITAL IMPROVEMENT FUND	<u>1,052.14</u>
Grand Total:	11,137.90

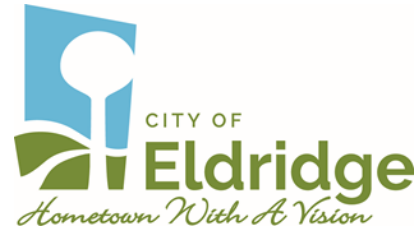
Account Summary

Account Number	Account Name	Payment Amount
004-5-430-6310	B & G MATERIAL	1,303.16
004-5-430-6320	HICKORY PARK SOCCER	8,391.20
004-5-430-6321	CRANDALL PARK	97.45
004-5-430-6325	SHERIDAN MEADOWS	138.03
004-5-430-6326	SANCTUARY GARDENS	5.92
004-5-430-6371	UTILITIES	150.00
301-5-430-6791	CAPITAL-SHERIDAN ME...	<u>1,052.14</u>
Grand Total:		11,137.90

Project Account Summary

Project Account Key	Payment Amount
None	<u>11,137.90</u>
Grand Total:	11,137.90

City of Eldridge Park Board



To: Park Board
From: Tony Rupe, Public Works Director
RE: Centennial Park Shelter Rehabilitation Project
Date: 06/08/2026

At the May 12 Park Board meeting, the following proposals were considered for approval. The project scope included a roof replacement, soffit, fascia, ceiling, and gutters. The proposals received are listed below:

242 Home Improvement	\$27,000.00
Top Choice Construction and Roofing	\$33,012.78
Hugaert Roofing LLC	\$38,659.45
Curtis Services	\$40,000.00
Valley Commercial Construction	\$56,600.00

The Park Board discussed removing the ceiling portion of the project to lower the overall cost and approved a total project cost of \$13,500 for 242 Home Improvement if they would be willing to remove the itemized ceiling portion of the project.

I contacted 242 Home Improvement, and they initially agreed to removing the ceiling portion and completing the project for \$13,500. However, the next day, I received a call from the owner of 242 Home Improvement, letting me know that he was unable to complete the project as he had initially measured the roof incorrectly, and would need to add over \$5,000 to the total cost to complete the project.

I reached out to the next two lowest bidders and asked them to revise their quotes without the ceiling portion of the project. Hugaert Roofing submitted an updated proposal for \$18,959.45. Top Choice Construction acknowledged receiving the request and stated they would send an updated quote, but I did not receive one. I reached out to them to see if maybe I missed the email and got no response.

HUGAERT ROOFING LLC

563-210-4351

Proposal

PROPOSAL NO.
100313
SHEET NO.
30420
DATE
6-1-26

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME City of Eldridge	ADDRESS 310 W. Donahue St.
ADDRESS 310 W. Donahue St.	Eldridge, IA.
Eldridge, IA.	DATE OF PLANS TBD
PHONE NO. 563-285-4841	ARCHITECT Cody Hugaert

We hereby propose to furnish the materials and perform the labor necessary for the completion of _____

- Completely remove shingled roof, down to roof decking Pavilion Roof
- Repair & replace any damaged wood, additional if needed
- Replace with new metal edge, all around home
- Replace with new ice & water barrier
- Replace with new synthetic felt
- Replace with new pipe flashings
- Replace with new wall flashing, when needed
- Replace with new ventilation, box vents or ridge vent
- Replace with new architectural shingles Owens Corning Duration Series
- Complete disposal
- Install new aluminum soffit
- Install new aluminum fascia
- Install new 6 inch gutters and downspouts

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Eighteen Thousand nine hundred fifty nine and forty five cents Dollars (\$ 18,959.45) with payments to be made as follows.

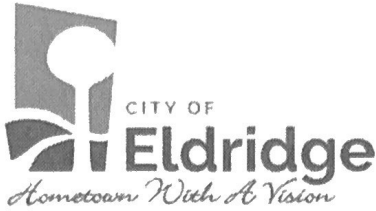
Half down is required, other half due at completion.

Respectfully submitted Cody Hugaert
Per Hugaert Roofing LLC
Note — this proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____
Date _____ Signature _____



City of Eldridge, Iowa

305 North 3rd Street PO Box 375, Eldridge, IA 52748
563-285-4841

Request for Quote

Posted April 20, 2026

Due: Friday June 5th, 2026 at 3:00 pm

Centennial Park Shelter Rehabilitation

Instructions:

1. Specifications are on the following pages
2. Quotes and questions should be submitted to:

Public Works Director Tony Rupe: trupe@cityofeldridgeia.org

Quote Submitted By:

Name:

Cody Huggert

Company:

Huggert Roofing LLC.

Email:

Codyhuggertroofing@yahoo.com

Phone Number:

563-210-4351

Contract Amount

Total Proposal Amount: \$ 18,959.45

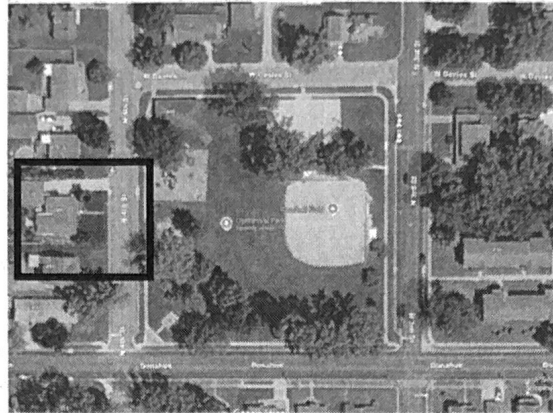
This amount shall include all labor, materials, equipment, supervision, permits, insurance, overhead, and disposal costs necessary to complete the work.

Estimated Project Completion Date: July 31, 2026

Page 1 of 3 Complete and return all pages



Project Location — Centennial Park 310 W Donahue Street Eldridge, Iowa



Project Overview

This proposal outlines the scope of work for roofing replacement, and installation of soffit, fascia, and gutters for the shelter at Centennial Park. All work shall be completed in accordance with applicable local, state, and federal regulations, and accepted industry standards.

Scope of Work

1. Roofing

- Remove and properly dispose of all existing roofing shingles and associated materials in accordance with applicable regulations.
- Install synthetic underlayment (felt) over the roof deck.
- Install aluminum drip edge along all roof edges.
- Install Owens Corning Duration shingles (or approved equal) and ridge vent cap.
- Final color selection to be approved by the City prior to installation.

2. Soffit and Fascia

- Wrap existing fascia with aluminum.
- Install new aluminum soffit system.
- Final color selection to be approved by the City prior to installation.

3. Gutters and Downspouts

- Remove and dispose of existing aluminum gutters and downspouts.
- Install new 6-inch aluminum gutters.
- Install downspouts at the northeast (NE) and southeast (SE) corners only.
- Final color selection to be approved by the City prior to installation.

General Conditions

1. Compliance with Laws

The Contractor shall comply with all applicable federal, state, and local laws, ordinances, codes, and regulations, including those of the State of Iowa.

2. Indemnification

To the fullest extent permitted by law, the Contractor agrees to indemnify, defend, and hold harmless the City, its officers, officials, employees, and agents from and against any and all claims, damages, losses, and expenses arising out of or resulting from the performance of the work, provided that such claim is attributable to bodily injury, sickness, disease, death, or damage to property caused in whole or in part by the negligent acts or omissions of the Contractor.

3. Change Orders

No changes in the work shall be performed without prior written approval from the City. All change orders must be documented and approved before additional work is undertaken. Any materials that need replaced outside of the scope of work must be presented to and approved by the City prior to installation.

4. Safety and Site Responsibility

The Contractor shall be solely responsible for job site safety and shall comply with all applicable OSHA standards. The Contractor shall take all necessary precautions to protect public and private property.

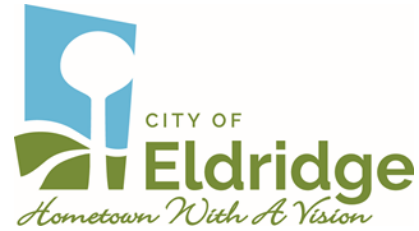
5. Permits and Inspections

The Contractor shall obtain all required permits and coordinate all necessary inspections. Permits will be provided at no cost to the contractor.

6. Contract Time

The project shall be completed no later than July 31, 2026. Any exceptions must be requested at the time of bid.

City of Eldridge Park Board



To: Park Board
From: Tony Rupe, Public Works Director
RE: Mary Healy
Date: 06/08/2026

The City of Eldridge began advertising the summer Pickleball Camp on Monday, June 8. In less than three days, all 24 available registration slots were filled.

After registration closed, I contacted Mary Healy, who coordinates the program, to inform her that the camp had reached capacity and that the City would be processing a payment for the \$720 collected in registration fees, less the 10% administrative fee retained by the City.

Mary responded with the following message:

"In the past, we have never taken any money from the City for conducting the camp. We wish to continue to donate our time and effort back to the City. The City is so good to us in maintaining our pickleball courts and keeping the facilities at Sheridan Meadows in great shape. It's our way of paying it forward."

The continued generosity and volunteer spirit demonstrated by Mary and the pickleball group are greatly appreciated.

Elected & Appointed Officials Code of Conduct

The following code of conduct establishes clear expectations for ethical, lawful, and respectful conduct by the elected and appointed officials of the City of Eldridge, Iowa. This Code is intended to promote public trust and confidence in local government; support compliance with Iowa Code Chapters 21 (Open Meetings Law), 22 (Public Records Law), and 68B (Ethics and Conflicts of Interest); encourage transparency, efficacy, and accountability in governance; and establish consistent behavioral standards for public service. This code is not intended to create a punitive system, but rather to provide guidance, promote voluntary compliance, and support the orderly functioning of City government.

This Code applies to the Mayor & City Council members; members of all City boards, commissions, and committees appointed by the City Council or Mayor; and any other individuals acting in an official capacity on behalf of the City.

Core Ethical Principles

All officials shall be guided by the following principles:

- **Integrity:** Acting honestly and in the public interest at all times.
- **Accountability:** Accepting responsibility for decisions and actions.
- **Transparency:** Conducting public business openly and in compliance with law.
- **Respect:** Treating fellow officials, staff, and the public with dignity and professionalism.
- **Stewardship:** Using public resources responsibly and solely for public purposes.

Compliance with Law

All officials shall comply with the applicable federal, state, and local laws, including but not limited to:

- **Iowa Open Meetings Law (Iowa Code Chapter 21)**
- **Iowa Public Records Law (Iowa Code Chapter 22)**
- **Iowa Governmental Ethics and Conflict of Interest Law (Iowa Code Chapter 68B)**
- **Any other applicable statutes, regulations, or court rulings.**

Officials are expected to seek guidance from the City Attorney when legal obligations are unclear.

Officials shall participate in periodic training on ethics, open meetings, public records, and governance responsibilities, including but not limited to orientation for newly appointed or elected officials.

Conflicts of Interest

Officials shall avoid conflicts of interest and comply with Iowa Code Chapter 68B. Officials shall:

- Disclose any financial or personal interest in matters before the City
- Recuse themselves from discussion and voting where a conflict exists or may reasonably appear to exist
- Verbally state the nature of the conflict for the public record prior to recusal

Not all conflicts of interest are of legal variety; members may need to refrain from participation to refrain from the appearance of impropriety to the public.

Conduct & Respectful Behavior

Officials shall conduct themselves in a professional manner that reflects positively on the City. Prohibited conduct includes:

- Personal attacks or abusive language toward other officials, staff, or members of the public.
- Disruptive behavior during meetings
 - Members should not make or receive phone calls during a meeting
 - Cell phones & other communication devices should be placed in “off” or “silent” mode
 - Members shall refrain from having side-bar conversations with other members or staff during a meeting
- Harassment, discrimination, or intimidation of any kind
- Willful interference with City operations or staff duties

Officials shall maintain decorum during public meetings and encourage civil discourse.

Public meetings are meant to attend to and resolve city business. Members should limit comments to the subject matter at hand and refrain from being overly repetitious. Members should be mindful to avoid lengthy or unproductive debates.

Use of City Resources

City resources, including equipment, email accounts, vehicles, and staff time, shall be used solely for official City business. Prohibited use includes:

- Personal political campaigning using City resources
- Personal financial gain or private business use of City property or services
- Non-authorized use of City staff time
- Use of City letterheads, stationery, or other city resources to promote personal interests

- Use of their official title to further or appear to further their expertise when it is not necessary or appropriate.
- Personal use of official city emails for the purpose of furthering personal gains

Confidentiality

Officials shall maintain confidentiality where required by law, including but not limited to:

- Closed session discussions under Iowa Code 21.5
- Attorney-client privileged communications
- Personnel matters and other protected records

Confidential information shall not be disclosed outside authorized channels. Private information shall also not be used to advance the financial situation or personal interest of yourself or family.

Gifts & Influence

Officials shall not accept gifts, favors, or benefits intended to improperly influence official actions. Officials shall comply with applicable provisions of the Iowa ethics law and avoid any appearance of undue influence or quid pro quo arrangements.

Council Communications

All members shall complete the Mandatory Elected & Appointed Officials training required under Iowa Code Section 372.13(5) which covers the core legal and operations responsibilities of city governance and communication between members.

Members shall follow the rules and regulations established in the City of Eldridge City Council & Board Member Digital Communication Policy. Members shall not converse on topics related to city business without proper records or public notice.

Complaint & Review Process

This Code of Conduct is intended to guide behavior and promote accountability through transparency and corrective action, not to serve as a punitive disciplinary system.

No individual official has unilateral authority to enforce this Code.

- 1. Submission of Complaints:** Alleged Violations/Complaints shall be submitted to the City Administrator in writing and must include sufficient detail describing the conduct, date(s), and relevant facts. Anonymous complaints may be reviewed at the City's discretion if sufficient credible information is provided.
- 2. Initial Review:** The Mayor, City Administrator and City Attorney shall conduct an initial review within ten (10) business days to determine whether the complaint falls within the

scope of this Code and contains sufficient factual information that warrants further consideration and also to determine whether informal resolution is appropriate. *If a complaint is unsupported or is found to be frivolous it may be dismissed at this stage.*

- 3. Formal Review by Council:** If the matter proceeds beyond informal resolution, it shall be placed on a closed or open meeting agenda as permitted by law.
- 4. Notice & Response:** Prior to the formal review by Council the affected official shall receive written notice of the allegations and be given an opportunity to respond in writing or verbally within ten (10) business days.
- 5. Investigation:** The City may conduct a fact-finding review which may include document review, interviews, and/or consultation with legal counsel or an independent investigator when appropriate
- 6. Council Deliberation and Recusal:** The governing body shall review the matter and determine findings. Any member who is the subject of the complaint shall recuse themselves from discussion and voting, except to provide factual information if requested.

Corrective Measures

When it is found that a violation has occurred, the Council may adopt and direct the appropriate corrective measures (in accordance with Iowa State Code), including but not limited to:

- Informal counseling or mediation
- Training or Education requirements
- A formal statement of concern or censure/written or public reprimand
- Removal from committees or appointments (*when/if legally permissible*)
- Other remedial actions intended to improve future compliance
- Referral to appropriate external authorities
 - *Removal of an elected municipal officer is governed exclusively by Iowa law and is outside the scope of this policy. Nothing in this Code of Conduct shall be construed to authorize the City Council to remove an elected official from office. Should removal ever be pursued, the City would rely on state law (Court Process, Recall Election, Statutory Process).*

Enforcement Philosophy

This Code shall be applied consistently and without regard to political affiliation, personal relationships, or prior disagreements. Similar conduct should be generally treated in a similar manner unless distinguishing circumstances exist that justify a different outcome.

Retaliation is strictly prohibited. No official shall retaliate against any individual who, in good faith, files a complaint under this code; participates in an investigation; or provides information relevant to a review.

Discretionary Referral to Independent Third Party

Referral Authority

At any stage of the complaint review process, the City Council may, by majority vote, refer a complaint to an independent third-party investigator, attorney, mediator, or other qualified professional when the Council determines such referral is appropriate due to:

- the complexity or seriousness of the allegations;
- potential conflicts of interest;
- the need for impartial fact-finding;
- concerns regarding public confidence in the review process; or
- other circumstances the Council deems appropriate.

Scope of Review

The independent third party may:

- review documents and records;
- conduct interviews;
- evaluate compliance with this Code of Conduct and applicable law; and
- provide written findings and recommendations to the governing body.

Non-Binding Recommendations

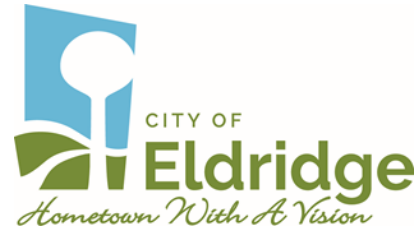
Unless otherwise required by law or contract, findings and recommendations of the independent third party shall be advisory in nature, and final determination regarding any corrective action shall remain with the governing body.

Confidentiality

To the extent permitted by Iowa law, the review process and investigative materials shall remain confidential until such time as formal action is considered by the governing body.

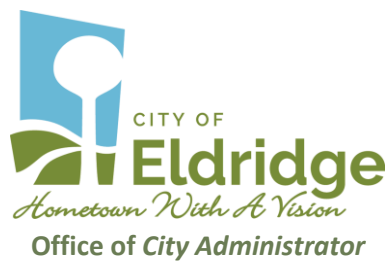
This Code of Conduct may be amended only by Resolution of the City Council. It shall be reviewed periodically to ensure continued legal compliance and operational effectiveness.

City of Eldridge Park Board



To: Park Board
From: Tony Rupe, Public Works Director
RE: Hickory Creek Soccer Field Fees
Date: 06/08/2026

Below is a draft proposal setting the fees at \$10 per hour per field for reservations at the Hickory Creek Soccer Complex. If approved, a couple of changes to follow will be 1) recognizing that the North Scott Soccer Club provides the field equipment and line paint as well as an annual contribution to the City of Eldridge and 2) to add a section for usage and liability protection for the City of Eldridge as well as the North Scott Soccer Club.



City of Eldridge Soccer Field Scheduling and Fee Guidelines

(Updated June 2, 2026)

Fee Structure

- **Home Club Practice Fee:** \$0
- **Single Field Reserved Practice Fee:** \$10 per hour
- **Multiple Field Events:** \$10 per hour per field

Single field practice fees are non-refundable. Multiple field event fees are non-refundable without at least 48 hours' notice of cancellation

The North Scott Soccer Club is recognized as the City's designated Home Club and will receive priority for field reservations.

Scheduling Guidelines

The City of Eldridge strives to manage the City parks in an efficient cost-effective manner that maximizes the community resource to benefit the recreational and business interests where opportunity & accessibility are realized for all.

Events will be scheduled based on their affiliation in the order of National, State, City of Eldridge, North Scott Community School District, City of Eldridge recreational based group, City of Eldridge based club/league, and other associations.

There are two seasons recognized by the City of Eldridge:

Spring/Summer – April 1st through July 31st

Fall – August 1st through October 31st

The teams season schedule request should be submitted 30 days prior to the season starting. Schedules will be made available to the requesting organization once the City has received the following from each team: Schedule Request, Certificate of Insurance, and Fees Paid.

The City reserves the right to modify and/or change schedules, fees and guidelines as deemed in the best interest of the community.