

North Liberty Parks & Recreation Committee Meeting
Thursday, December 5, 2019
Proposal of Agenda
7:00PM

NEW BUSINESS:

1. Approve minutes: Approve November 7 meeting minutes.
2. Public Comments/Concerns: Guest introduction and concern.
3. Building & Grounds Report: Parks Monthly Report
4. Winter Spring Registration: Registration began this week for programs offered January-April
5. Holiday Hours: Community Center Holiday Hours:
Tues & Wed., Dec 24 & 25 Facility –CLOSED
Tues., Dec 31 Limited Hours; 7am-6pm
Wed., Jan 1 Facility - CLOSED
6. Any new issues not on agenda?

OLD BUSINESS:

1. Recreation Monthly Report: Recreation Review from previous month.
2. Any old issues not on agenda?

CONCLUSION:

1. Next Meeting: Next month meeting: Thursday, January 2, 2020
7:00pm at City Council Chambers; 1 Quail Creek Circle
Will we have enough members in attendance for quorum?
2. Adjourn

North Liberty Parks & Recreation Committee Meeting

Thursday, November 7, 2019

Meeting Minutes

Board Members Present: Megan Lehman, Richard Grugin, Derrick Parker, Marcia Ziemer, Ann Graziano, Jerry Schimmel, and Amalia Gedney-Lose

Others Present: Shelly Simpson, Guy Goldsmith, and Tim Hamer

NEW BUSINESS:

1. Approve minutes: Approve October 3 meeting minutes.
 - a. Motion to adopt minutes by Marcia Ziemer, second by Derrick Parker, motion carried.
2. Public Comments/Concerns: Guest introduction and concern.
 - a. None
3. Curling Facility Presentation: Phil Burian with Cedar Rapids Curling Club presentation.
 - a. Looking to move farther south in North Liberty to help draw greater numbers from all directions.
 - b. New curling facility to be built in Waterloo, feels that a NL location could build a partnership to grow the sport. Anticipate Marshalltown, Quad Cities, north of CR, etc.
 - c. National Curling tournament coming to Cedar Rapids.
 - d. Proposed benefits: 501(c)(3) group, large event revenue, conference & tourism draw, youth programs, adaptive programs, etc.
 - e. Board Questions and Discussion: Open to any building that is currently standing or building a new facility. Have people travelling from Ames, Quad Cities, Decorah currently. Grant funding is available. Next steps → trying to find ice time for members. Looking forward to 2021 nationals to help generate numbers.
4. Building & Grounds Report: Parks Monthly Report; Budget/Capital Project Discussion
 - a. Dog pet waste stations being installed.
 - b. Spending lots of time winterizing as soccer and ball season are over. Irrigation sites, landscaping, splash pad and all facilities have been winterized.
 - c. Quail Ridge Park concrete is finished – finishing bleachers and walkway.
 - d. States certification programs.
 - e. On 10/30, released 2025 trout into Liberty Centre Pond.
 - f. Dog park concrete is finished, parking lot is in, trail is complete, and fencing is almost done. Grading is in progress, as is backfilling of concrete. Goal is for dormant seeding on November 15th but do not anticipate this will happen so likely will be spring over seeding. Anticipate opening Fall 2020.
 - g. Penn Meadows – tennis courts and parking repairs.
 - h. Back to full time staff as all seasonal workers are finished.
 - i. Snow is the next priority with sidewalks, trails and parking lots.
 - j. Discussed senior outdoor equipment and potential for putting it on the Ranshaw House property. Guy thinks that putting it near the Rec Center would be ideal. Initially discussed putting it along a trail but have learned that seniors prefer it to be grouped together so that they can talk amongst themselves. Looking to move this up as it is an area that is lacking in North Liberty. Looking at about \$100,000 to get the equipment, canopy and pavement.
5. Winter Spring Brochure: Is now out to public for review; registration begins Dec 2
 - a. In the NoJoCo, printed out a month in advance. Normally, it goes out the weekend before registration.
 - b. Registration begins December 2nd for winter/spring activities. Non-residents begin December 4th.
6. Upcoming Programs: Holiday Gazebo Lighting, Elf on the Shelf Scavenger Hunt, Holiday Vendor Fair and Breakfast with Santa
 - a. Matt Mesick is coordinating these events.

7. Holiday Hours: Community Center Holiday Hours: Thurs & Fri., Nov 28-29 Facility closed and Sat & Sun., Nov 30 & Dec 1 Regular Hours
 - a. Trying to spread the word.
8. Any new issues not on agenda?
 - a. None.

Old Business:

1. Recreation Monthly Report: Recreation Monthly Report, Budget/Capital Project Discussion
 - a. Weather was difficult which increased indoor numbers.
 - b. Special events were a success with Haunted Happenings including over 700 participants. From a staff perspective, the Haunted Happenings was improved with new setup.
 - c. Leagues continue – youth competitive league will start about 1 month behind rec leagues.
 - d. Peewee programs are continuing to be successful – soccer had 48 kids.
 - e. Pool is staying active. Swim lessons continue, as do water fitness sessions.
 - f. Dectron unit for the pool – ½ budgeted for this fiscal year, the other ½ for next fiscal year. Compressors went out and refrigerant leak have led to need to replace unit or estimates for fixing the unit. \$500,000 was budgeted for the 2 year cycle. Anticipate looking to replace the entire unit versus making several fixes to current system.
 - g. Budget information:
 - i. Immediate need with Dectron Unit
 - ii. Parking lot needs to be resurfaced – concerns of doing it now or waiting for a potential expansion when it would have to be re-done.
 - iii. Focusing on what are the future plans for the rec center and Ranshaw House.
 - iv. Aquatic Plan is to increase splash pads now that the outdoor play features are completed.
 - v. Painting of the indoor and outdoor pool will need to be done possibly around 8/2020.
 - vi. Due to aging, equipment will need to be replaced.
 - h. Considering next phase for Centennial Park after drawing up potential plans with U of Iowa engineering students. Upcoming city meetings to discuss funding. Anticipate presentations coming up regarding those requests.
2. Any old issues not on agenda?
 - a. None.

Conclusion:

1. Next Meeting: Next month meeting: Thursday, December 5, 2019; 7 pm at City Council Chambers; 1 Quail Creek Circle

**To: Park & Recreation Commission Board Members
Mayor, City Council and City Administrator**
From: Shelly Simpson, Recreation Director
Date: December 2, 2019
Re: Monthly Report – November 2019

Program Summaries – November

Swim Lessons:

Next session of swim lessons will be starting in January 2020.

Pool Programs:

Arthritis Aqua, Water Resistance and Aqua Boot Camp remain popular. 43 registered class participants and numerous drop-in patrons participated in water fitness programs.

Preschool:

The Kids Campsite area continues to be utilized with approx. 778 participants

Lucky Duck collected \$ 40.00 this month.

Kyle's Pee Wee Sports programs remain popular. Pee Wee Basketball had 45 participants this month.

KinderClub and Tippi Toes Dance classes continue with strong participation.

Youth Programs:

Recsters BASP: AM = 8 participants; PM = 60 participants

All Day program on Nov 19 had 12 participants

Youth Sports:

Youth Competitive Basketball Leagues come to an end as registration for Winter/Spring session begins.

Registration for NLC Basketball ramps up before the deadline of Dec 8; games starting in January.

Adult Sports/Programs:

Adult Co-ed Volleyball: Fall leagues come to an end as registration for Winter/Spring leagues begin.

Men's Basketball: Fall leagues come to an end as registration for Winter/Spring leagues begin.

Adult Fitness:

Fitness classes continued this month with Cardio Pump and Body Blast remaining popular.

New programs include High Fitness, Beginner Yoga and Kids Yoga.

Senior Citizens:

Senior Dining was held on November 1, 8, 15 & 22 totaling 102 participants for the month.

A potluck was held on Nov 8th.

Special Events:

No special events are held in November and FT Staff really appreciate having two days off for the holiday.

This month is busy with preparation for Breakfast with Santa & Vendor Fair, Elf on the Shelf Scavenger Hunt, and scheduling during upcoming holidays.

See additional attached reports:

RecDesk Organization Activity

RecDesk Monthly Revenue

Memberships by Month Chart

Membership Checkins Chart

Revenue By Period - Summary

Start Date: 11/1/2019 12:00 AM

End Date: 11/30/2019 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

Revenue Totals

	**Gross	**Net	DEBITS									
			<u>Cash</u>	<u>Check</u>	<u>CC (Gross)</u>	<u>CC (Net)</u>	<u>ACH (Gross)</u>	<u>ACH (NET)</u>	<u>Internal CC</u>	<u>Acct Credit</u>	<u>Other</u>	<u>Refunds</u>
PROGRAM REGISTRATIONS	\$19,152.40	\$18,643.92	\$610.00	\$1,745.50	\$16,947.35	\$16,438.87	\$0.00	\$0.00	\$0.00	\$589.55	\$0.00	(\$740.00)
MEMBERSHIPS	\$18,965.50	\$18,453.13	\$1,053.26	\$982.00	\$17,079.00	\$16,566.63	\$0.00	\$0.00	\$0.00	\$33.24	\$0.00	(\$182.00)
FACILITY RESERVATIONS	\$6,385.00	\$6,234.92	\$668.75	\$652.50	\$5,002.00	\$4,851.92	\$0.00	\$0.00	\$0.00	\$129.25	\$0.00	(\$67.50)
(SECURITY DEPOSITS)	\$1,350.00	\$1,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,350.00	\$0.00	\$0.00
POS	\$12,215.00	\$12,064.20	\$6,214.00	\$976.00	\$5,025.00	\$4,874.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER PAYMENTS	\$362.50	\$350.20	\$0.00	\$0.00	\$410.00	\$397.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$47.50)
HOUSEHOLD ACCOUNT CREDIT	(\$1,466.94)	(\$1,466.94)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$649.10	0.00
	\$56,963.46	\$55,629.43	\$8,546.01	\$4,356.00	\$44,463.35	\$43,129.32	\$0.00	\$0.00	\$0.00	\$2,102.04	\$649.10	(\$1,037.00)

** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Sales Tax

SALES TAX COLLECTED

Revenue By Period - Summary

Start Date: 11/1/2019 12:00 AM

End Date: 11/30/2019 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

CREDITS

Other

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

(\$2,116.04)

(\$2,116.04)

Time Period: Last 30 Days

Export to Excel

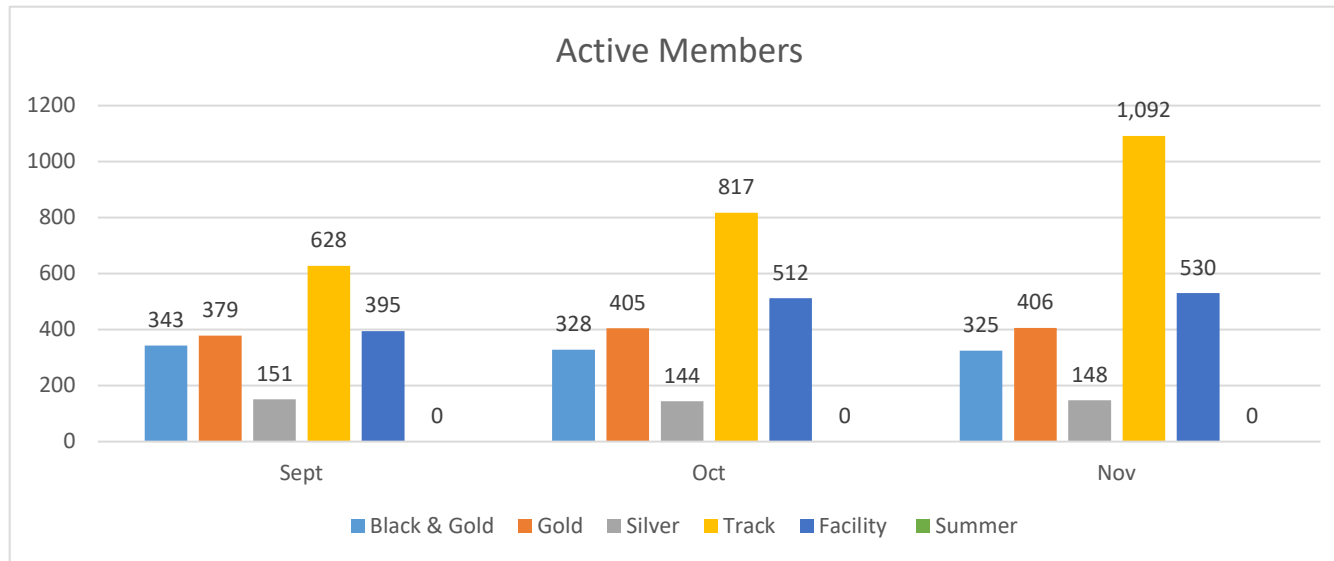
Organization Activity

From 11/3/2019 to 12/3/2019

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	1439	102	710	9147	905
Resident	1206	62	470	5770	570
Non-Resident	233	40	240	3377	335
No Residency Set	0	0	0	0	0
Demographics					
< 18	1123	0	139	693	319
18 - 65	221	102	458	5551	524
65+	94	0	113	2903	61
Male	749	48	395	5429	450
Female	690	54	315	3718	455
Other Genders	0	0	0	0	0
Online vs In-House					
Online	901	0	2	N/A	385
In-Person	538	102	708	N/A	520

Memberships by Package: Active Members

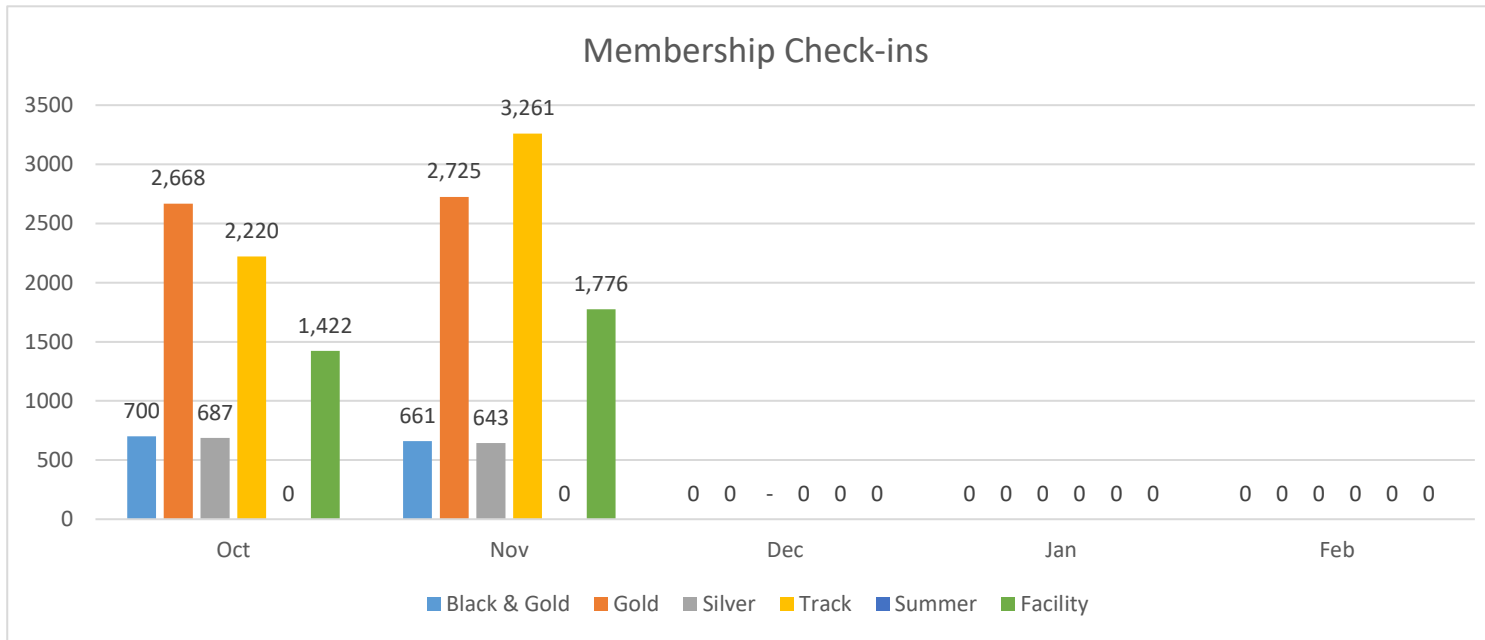
Month:	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Black & Gold	268	367	343	328	325	0	0	0	0	0	0	0
Gold	256	359	379	405	406	0	0	0	0	0	0	0
Silver	219	240	151	144	148	0	0	0	0	0	0	0
Track	439	515	628	817	1,092	0	0	0	0	0	0	0
Facility	275	400	395	512	530	0	0	0	0	0	0	0
Summer	868	944	0	0	0	0	0	0	0	0	0	0
Total	2325	2825	1896	2206	2501	0	0	0	0	0	0	0



Membership Checkins by Month: Scanned entries

	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept
Black & Gold	700	661	0	0	0	0	0	0	0	0	0	0
Gold	2,668	2,725	0	0	0	0	0	0	0	0	0	0
Silver	687	643	-	0	0	0	0	0	0	0	0	0
Track	2,220	3,261	0	0	0	0	0	0	0	0	0	0
Summer	0	0	0	0	0	0	0	0	0	0	0	0
Facility	1,422	1,776	0	0	0	0	0	0	0	0	0	0
Total	7,697	9,066	0	0	0	0	0	-	-	0	0	0

2018 Totals: 5,502 8,290 9,090 8,861 7,955 8,530 7,417 5,554 8,112 8,588 9,218 6,144



To: Mayor and City Council
Parks and Recreation Commission
City Administrator

From: Guy Goldsmith, Director of Parks, Building and Grounds

Date: December 3, 2019

Re: Monthly Report

We performed various building maintenance tasks as needed this month. Parks staff constructed and completed the Ranshaw house "Attic HVAC Enclosure Project" engineered by Shive Hattery. This will keep the HVAC system from freezing up during the winter months.

We continue to pick up trash and pet waste stations as needed this month.

We finished mowing and trimming all City parks and grounds for the season. We mowed down all natural prairie areas and finished pond maintenance for the season.

We winterized the Liberty Centre Park/Pond water fountain and water fall area for the season.

We continue to perform equipment repairs and preventative maintenance as needed this month. We continue to prepare for the winter season by installing and servicing winter equipment as time permits.

Park staff attended the Ornamental & Turf Pest Management Applicator Re-Certification Class on November 13th at the Johnson County Extension Office. This is required annually to maintain our state pesticide and herbicide licenses.

I attended a Corridor Canopy (Tree) Coverage Committee meeting at the UI Facility Services building on Madison St. This is a new committee formed to help network our Corridor Community and discuss and share ideas, issues and concerns. Members include the University of Iowa Forestry, Iowa City Parks, Coralville Parks and I represent the City of North Liberty Parks.

Parks staff installed the ice rink at the tennis courts and filled with water. The tennis courts will remain locked until the rink freezes over and is safe for skating.

We placed an order for the new Centennial Park tot lot playground area. It will be installed adjacent to the existing playground area on the east side of the park. We took advantage of year end pricing and saved \$12,300. Park staff will install the equipment late spring/summer 2020.

The dog park concrete and fencing projects are now completed. The Parks Department installed the entryway monument sign footing. The "Red Fern Dog Park" sign will be installed on Friday December 6th. Final grading and seeding will take place this upcoming spring. I will keep everyone updated as we progress.

We completed and submitted the proposed Parks Operating Budget and Capital Improvement Plan to prepare for the next fiscal year.

AS OF: NOVEMBER 30TH, 2019

010-GENERAL FUND

CULTURE & RECREATION

41.67% OF YEAR COMP.

PARKS/BUILDINGS/GROUNDS

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL SERVICES</u>					
010-6-4030-1-6010 REGULAR SALARIES AND W	351,811.00	28,504.69	148,343.77	42.17	203,467.23
010-6-4030-1-6020 PART-TIME & TEMPORARY	120,000.00	3,711.08	51,196.22	42.66	68,803.78
010-6-4030-1-6040 OVERTIME PAY	6,000.00	213.04	6,996.02	116.60 (996.02)
010-6-4030-1-6041 OVERTIME REGULAR PAY	0.00	0.00	0.00	0.00	0.00
010-6-4030-1-6110 FICA/MEDICARE	36,094.00	2,410.39	15,453.23	42.81	20,640.77
010-6-4030-1-6130 IPERS	44,539.00	3,057.50	13,973.87	31.37	30,565.13
010-6-4030-1-6150 GROUP INSURANCE	74,103.00	5,365.79	26,363.17	35.58	47,739.83
010-6-4030-1-6160 WORKERS' COMPENSATION	30,000.00	0.00	0.00	0.00	30,000.00
010-6-4030-1-6181 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00
010-6-4030-1-6182 MILEAGE	100.00	0.00	0.00	0.00	100.00
010-6-4030-1-6183 GROUP INSURANCE DEDUCT	8,000.00	36.00	1,722.08	21.53	6,277.92
010-6-4030-1-6210 DUES/MEMBERSHIPS/SUBSC	200.00	0.00	248.50	124.25 (48.50)
010-6-4030-1-6240 TRAINING & CONFERENCES	<u>2,000.00</u>	<u>0.00</u>	<u>280.00</u>	<u>14.00</u>	<u>1,720.00</u>
TOTAL PERSONNEL SERVICES	674,147.00	43,298.49	264,576.86	39.25	409,570.14
<u>SERVICES & COMMODITIES</u>					
010-6-4030-2-6310 BUILDING MAINTENANCE	5,000.00	106.72	1,544.51	30.89	3,455.49
010-6-4030-2-6320 GROUNDS MAINTENANCE	12,500.00	122.60	4,821.81	38.57	7,678.19
010-6-4030-2-6331 FUEL/OIL/LUBE	18,000.00	1,814.56	8,067.19	44.82	9,932.81
010-6-4030-2-6332 VEHICLE/EQUIPMENT MAIN	2,000.00	874.00	1,152.69	57.63	847.31
010-6-4030-2-6371 ELECTRIC UTILITY	17,000.00	1,631.93	9,293.12	54.67	7,706.88
010-6-4030-2-6372 DUMPSTER PICKUP	200.00	17.50	87.50	43.75	112.50
010-6-4030-2-6390 GAS UTILITY	5,000.00	81.30	196.08	3.92	4,803.92
010-6-4030-2-6392 TURF MAINTENANCE	18,000.00	0.00	3,574.94	19.86	14,425.06
010-6-4030-2-6393 POND MAINTENANCE	4,000.00	248.02	248.02	6.20	3,751.98
010-6-4030-2-6394 LANDSCAPE TREE & PLANT	19,500.00	0.00	6,220.00	31.90	13,280.00
010-6-4030-2-6395 TRAIL MAINTENANCE	5,000.00	0.00	0.00	0.00	5,000.00
010-6-4030-2-6407 ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00
010-6-4030-2-6408 INSURANCE/GENERAL	12,000.00	0.00	0.00	0.00	12,000.00
010-6-4030-2-6411 LEGAL FEES	0.00	0.00	0.00	0.00	0.00
010-6-4030-2-6412 IMMUNIZATION & TESTING	2,000.00	292.40	726.48	36.32	1,273.52
010-6-4030-2-6414 ADVERTISING AND PUBLIC	250.00	0.00	0.00	0.00	250.00
010-6-4030-2-6424 RADIO REPAIR/MAINTENAN	500.00	0.00	75.00	15.00	425.00
010-6-4030-2-6425 TELEPHONE & CELL PHONE	1,200.00	5.00	25.00	2.08	1,175.00
010-6-4030-2-6491 SOFTWARE SUPPORT	3,000.00	116.25	1,461.44	48.71	1,538.56
010-6-4030-2-6499 MISCELLANEOUS CONTRACT	2,000.00	0.00	1,116.00	55.80	884.00
010-6-4030-2-6504 MINOR EQUIPMENT	3,500.00	0.00	2,900.00	82.86	600.00
010-6-4030-2-6510 SAFETY EQUIPMENT	1,500.00	278.96	1,039.52	69.30	460.48
010-6-4030-2-6514 BUILDING MAINTENANCE S	5,500.00	169.71	2,449.37	44.53	3,050.63
010-6-4030-2-6518 COMPUTERS & TECHNOLOGY	2,500.00	49.99	58.53	2.34	2,441.47
010-6-4030-2-6528 TOOLS	3,500.00	179.99	3,501.63	100.05 (1.63)
010-6-4030-2-6529 SHOP SUPPLIES	4,500.00	137.98	1,258.93	27.98	3,241.07
010-6-4030-2-6531 VEHICLE/EQUIPMENT PART	25,000.00	1,217.43	6,237.08	24.95	18,762.92
010-6-4030-2-6538 MISC GROUNDS MAINTENAN	4,000.00	254.40	884.05	22.10	3,115.95
010-6-4030-2-6547 PLAYGROUND EQUIPMENT P	4,500.00	0.00	110.20	2.45	4,389.80
010-6-4030-2-6548 MINOR PARK/PLAYGROUND	8,500.00	868.00	5,908.00	69.51	2,592.00
010-6-4030-2-6549 SAND/SALT/ETC	2,000.00	833.00	833.00	41.65	1,167.00

CITY OF NORTH LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2019

010-GENERAL FUND
 CULTURE & RECREATION 41.67% OF YEAR COMP.
 PARKS/BUILDINGS/GROUNDS

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
010-6-4030-2-6599 MISCELLANEOUS SUPPLIES	1,200.00	0.00	0.00	0.00	1,200.00
010-6-4030-2-6600 TOURNAMENT SUPPLIES	<u>2,000.00</u>	<u>109.96</u>	<u>320.76</u>	<u>16.04</u>	<u>1,679.24</u>
TOTAL SERVICES & COMMODITIES	195,350.00	9,409.70	64,110.85	32.82	131,239.15

CAPITAL OUTLAY

010-6-4030-3-6732 SHOP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
010-6-4030-3-6739 BEAVER KREEK PARK IMPR	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00

TRANSFERS

010-6-4030-5-6911 TRANSFER TO EQUIP REVO	89,000.00	0.00	0.00	0.00	89,000.00
010-6-4030-5-6912 TRANSFER TO CAPITAL RE	0.00	0.00	300,000.00	0.00 (300,000.00)
010-6-4030-5-6913 TRANSFER TO COMPUTER R	0.00	0.00	0.00	0.00	0.00
010-6-4030-5-6914 TRANSFER TO PLAYGROUND	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS	89,000.00	0.00	300,000.00	337.08 (211,000.00)

TOTAL PARKS/BUILDINGS/GROUNDS 958,497.00 52,708.19 628,687.71 65.59 329,809.29

TOTAL CULTURE & RECREATION 958,497.00 52,708.19 628,687.71 65.59 329,809.29

TOTAL EXPENDITURES 958,497.00 52,708.19 628,687.71 65.59 329,809.29

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