





Parks & Recreation Commission

February 6, 2020, 7:00pm

Regular Session

City Council Chambers, 1 Quail Creek Circle, North Liberty, Iowa

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

Others Present: Shelly Simpson, Tim Hamner, Guy Goldsmith

New Business:

1. Call to Order at 7 pm
2. Approve minutes Richard, Derrick
3. Public Comment
4. Board Vacancy Jerry has announced his resignation, his family is relocating to Minnesota. April will be last meeting. Best wishes!
  - a. Shelly will send application information to City Hall for approval to replace Jerry's position.
5. Program Update
  - a. Beat the Bitter Event wrap up
    - i. No curling due to ice condition
    - ii. Guy felt the new format seemed to flow better
    - iii. Overall, well attended
  - b. Indoor Triathlon Feb. 9
    - i. Unsure of current registration
  - c. Spring Break March 16-20
    - i. Matt Fielder does BASP and all-day events during this time
  - d. Laser Tag March 21
    - i. Newly offered event

Old Business:

1. Parks Report
  - a. Continue to work on equipment for spring and winter equipment
  - b. Two shelters have been put up at the dog park with goal to establish turf grass as soon as able
  - c. Helped communication and rec departments with Beat the Bitter
  - d. Johnson County Dog PAC event went well
  - e. Invasive and dangerous trees have been removed, now on to stabilization of bank at Muddy Creek. Project is coming along well. Cottonwood trees are being mulched.
  - f. Seeking out seasonal employees at local universities
  - g. Working on FY 2021 budgets, have met with council and some priorities didn't make it
    - i. Trail lighting has been moved down on priority list.
    - ii. Centennial and Penn Meadows will continue with development plans
    - iii. Moving forward on resurfacing parking lot of Penn Meadows and repaving for pickleball court
2. Recreation Report
  - a. Classes and activities are picking up heading into spring and summer
  - b. Discussed drop in and sign up for pool/class activities

- c. Basketball overall successful
  - d. Sport Leagues are popular, 450+ boys and girls enrolled through North Liberty.  
Excludes Coralville numbers.
  - e. 47 competitive basketball teams.
  - f. New rookie basketball league had 40 participants
3. Concerns or Questions
- a. Marcia asked about budget changes after talks. No significant changes per Shelly.  
Framed as pool and park related by having splash pad at Centennial Park. Discussed game room as well.
4. Next Meeting: Thursday, March 5, 2020; 7:00pm
5. Adjournment: 7:17 pm



To **Park & Recreation Commission Board Members**  
CC **Mayor, City Council, City Administrator**  
From **Shelly Simpson**  
Date **March 2, 2020**  
Re **Monthly Report – February 2020**

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**Programs –February:**

Many programs resume and many patrons utilize our facility for track and fitness use, pool use and during the week both gymnasiums are booked on Saturdays for our large NLC Basketball program. Some program dates were canceled due to the weather.

**Swim Lessons:**

The February session of swim lessons has 169 participants.

**Aquatic Programs:**

Aqua classes such as Arthritis Aqua Class, Easy Does It and Water Resistance, Aqua Zumba has 47 session participants and numerous drop-ins. We have numerous drop-in participants for Lap Swimming, Lucky Duck, Homeschool Swim, and Holiday Swim.

First ever Indoor Triathlon for kids saw 20 participants.

**Preschool Programs:**

The Kids Campsite usage increases during the colder months. Pee Wee Soccer had 47 participants and Kinderclub meets on Tuesdays or Thursdays with 12 session participants and numerous drop-ins. Lil Chefs class had 14 participants

**Youth Programs:**

Tippi Toes Dance offers various classes such as Toddler & Me, Baby Ballet, Ballet Tap Jazz and Hip Hop Jazz with 33 participants. Recsters continues with limited participation in AM at 8 and 55 in the afternoons. Taekwondo has a small following and Kids Yoga has not been popular to date.

**Youth Sports:**

The NLC Youth Basketball cooperative program with Coralville rules the local gymnasiums through the middle of March. Approximately 451 boys and girls are registered through NL. Our Youth Competitive Basketball Leagues for both boys and girls has 47 teams.

**Adult Sports:**

Adult leagues continue with 11 teams participating in Co-ed Volleyball and 16 teams in Men's Basketball. We continue to have many drop-ins for designated times to play both pickleball and basketball.

**Adult Fitness:**

Our more established fitness classes remain strong such as Cardio Pump, Bootcamp, Body Blast and Body Sculpt. New offerings such as Barre, Yoga, High Fitness, Pound and Zumba have

started off slow but picking up interest. We have 24 participants sign up for the session with numerous drop-in participants. Yoga Flow a free class offering had 13 signed up with numerous drop-ins.

**Senior Citizens:**

Connection lunches happens every Friday. We served 105 meals for the month.

**Special Events:**

The Community Center hosted the Boy Scout Chili Supper and the CCA Ski Trip was canceled due to lack of enrollment.

**Daily Fees:** February

Number of individuals paying the daily drop-in fees.

Pool Daily Drop-ins: Residents 703, Non-residents 360; totaling 1,063.

Weight/Gymnasium Daily Drop-ins: Residents 1,032, Non-residents 313; totaling 1,345.

Total drop-in users: 2,408

**Memberships: February**

Active memberships for month and number of members who scanned card upon entry for month.

|              | <u>All Active</u> | <u>Check-ins:</u> |
|--------------|-------------------|-------------------|
| Black & Gold | 373               | 902               |
| Gold         | 553               | 3,887             |
| Silver       | 172               | 746               |
| Facility     | 609               | 1,633             |
| Track        | 1,746             | 4,704             |
| Totaling     | 3,453             | 11,872            |

**Additional Reports:**

Recdesk Monthly Revenue

Memberships by Month Chart

Membership Checkins Chart



# Revenue By Period - GL Account Summary

Start Date: **2/1/2020 12:00 AM** End Date: **2/29/2020 11:59 PM**

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

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

| 010-4-1-4589 - Room Rentals                |                  |           |          |           |           |      |      |        |       |        |           |         |
|--|------------------|-----------|----------|-----------|-----------|------|------|--------|-------|--------|-----------|---------|
| 1,683.75                                   | 1,633.08         | 265.00    | 100.00   | 1,688.75  | 1,638.08  | 0.00 | 0.00 | 0.00   | 37.50 | 0.00   | -407.50   | 0.00    |
| 010-4-1-4590 - Gymnasium Rentals           |                  |           |          |           |           |      |      |        |       |        |           |         |
| 1,591.25                                   | 1,548.91         | 0.00      | 180.00   | 1,411.25  | 1,368.91  | 0.00 | 0.00 | 0.00   | 0.00  | 0.00   | 0.00      | 0.00    |
| 010-4-1-4591 - Park/Special Event Fees     |                  |           |          |           |           |      |      |        |       |        |           |         |
| -37.50                                     | -37.50           | 0.00      | 0.00     | 0.00      | 0.00      | 0.00 | 0.00 | 0.00   | 0.00  | 0.00   | -37.50    | 0.00    |
| 010-4-1-4592 - Field Rentals/Tennis Courts |                  |           |          |           |           |      |      |        |       |        |           |         |
| 450.00                                     | 450.00           | 0.00      | 450.00   | 0.00      | 0.00      | 0.00 | 0.00 | 0.00   | 0.00  | 0.00   | 0.00      | 0.00    |
| NONE - Unassigned                          |                  |           |          |           |           |      |      |        |       |        |           |         |
| -50.00                                     | -50.00           | 0.00      | 0.00     | 0.00      | 0.00      | 0.00 | 0.00 | 0.00   | 0.00  | 0.00   | -50.00    | 0.00    |
| Split - Membership - Black & Gold          |                  |           |          |           |           |      |      |        |       |        |           |         |
| 3,283.00                                   | 3,184.51         | 0.00      | 0.00     | 3,283.00  | 3,184.51  | 0.00 | 0.00 | 0.00   | 0.00  | 0.00   | 0.00      | 0.00    |
| <b>63,107.25</b>                           | <b>61,600.45</b> | 10,386.25 | 4,852.00 | 50,219.25 | 48,712.45 | 0.00 | 0.00 | \$0.00 | 97.50 | 605.87 | -2,891.87 | -161.75 |

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

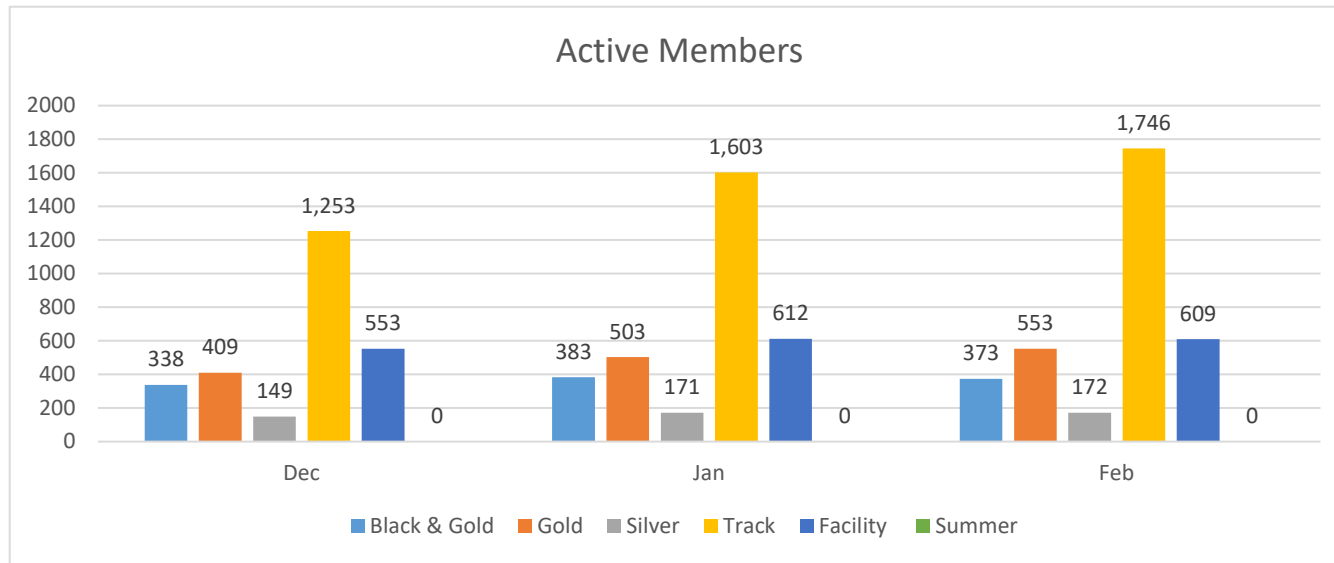
## Sales Tax

|         |       | DEBITS |       |            |          |             |           |             |             |       | CREDITS |       |
|---------|-------|--------|-------|------------|----------|-------------|-----------|-------------|-------------|-------|---------|-------|
| **Gross | **Net | Cash   | Check | CC (Gross) | CC (Net) | ACH (Gross) | ACH (Net) | Internal CC | Acct Credit | Other | Refunds | Other |
|         |       | 0.00   | 0.00  | 0.00       | 0.00     | 0.00        | 0.00      | \$0.00      | 0.00        | 0.00  |         | 0.00  |

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

### Memberships by Package: Active Members

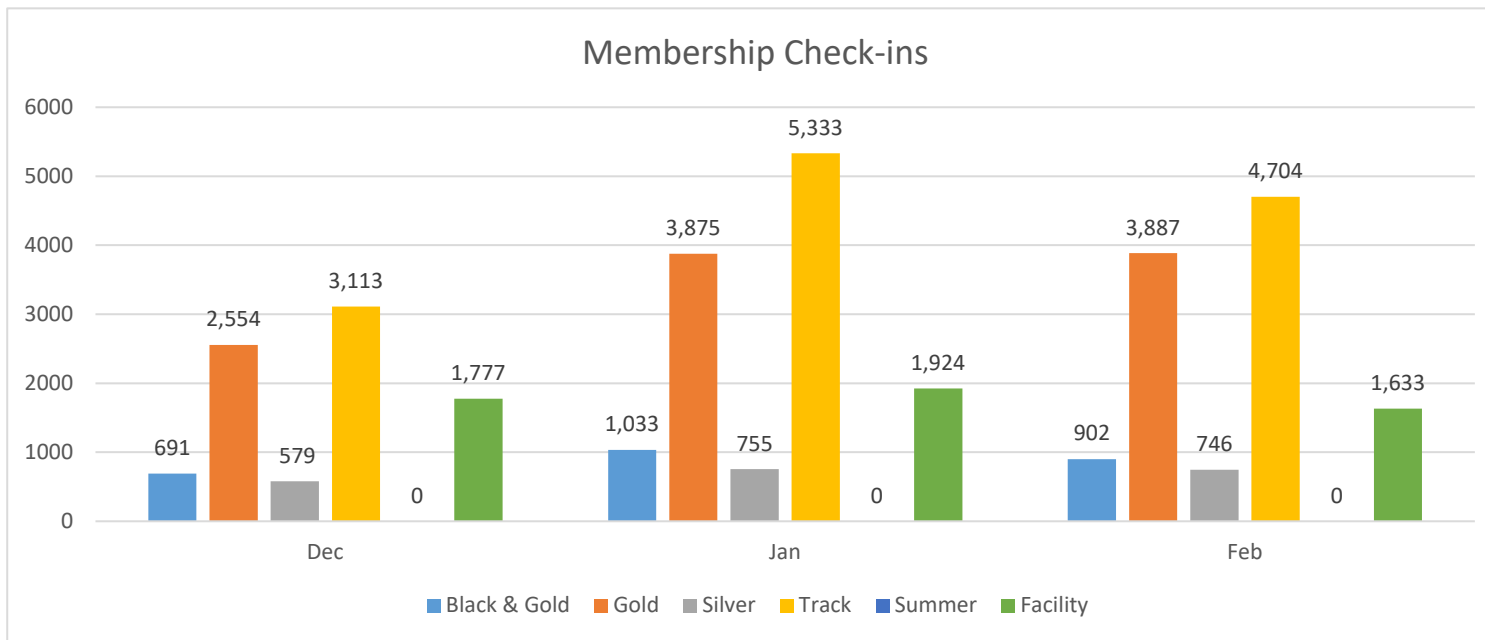
| Month:       | July | Aug  | Sept | Oct  | Nov   | Dec   | Jan   | Feb   | Mar | April | May | June |
|--------------|------|------|------|------|-------|-------|-------|-------|-----|-------|-----|------|
| Black & Gold | 268  | 367  | 343  | 328  | 325   | 338   | 383   | 373   | 0   | 0     | 0   | 0    |
| Gold         | 256  | 359  | 379  | 405  | 406   | 409   | 503   | 553   | 0   | 0     | 0   | 0    |
| Silver       | 219  | 240  | 151  | 144  | 148   | 149   | 171   | 172   | 0   | 0     | 0   | 0    |
| Track        | 439  | 515  | 628  | 817  | 1,092 | 1,253 | 1,603 | 1,746 | 0   | 0     | 0   | 0    |
| Facility     | 275  | 400  | 395  | 512  | 530   | 553   | 612   | 609   | 0   | 0     | 0   | 0    |
| Summer       | 868  | 944  | 0    | 0    | 0     | 0     | 0     | 0     | 0   | 0     | 0   | 0    |
| Total        | 2325 | 2825 | 1896 | 2206 | 2501  | 2702  | 3272  | 3453  | 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   | 691   | 1,033  | 902    | 0     | 0     | 0     | 0     | 0     | 0     | 0     |
| Gold         | 2,668 | 2,725 | 2,554 | 3,875  | 3,887  | 0     | 0     | 0     | 0     | 0     | 0     | 0     |
| Silver       | 687   | 643   | 579   | 755    | 746    | 0     | 0     | 0     | 0     | 0     | 0     | 0     |
| Track        | 2,220 | 3,261 | 3,113 | 5,333  | 4,704  | 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 | 1,777 | 1,924  | 1,633  | 0     | 0     | 0     | 0     | 0     | 0     | 0     |
| Total        | 7,697 | 9,066 | 8,714 | 12,920 | 11,872 | 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 **March 3, 2020**  
Re **Monthly Report**

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We performed building maintenance as needed this month. Parks staff refinished the Parks Department floors.

We continue to pick up park/trail trash receptacles and pet waste stations this past month.

We maintained equipment as needed this month. We performed preventative maintenance and repaired winter equipment as time permitted. We continue to prepare for the upcoming growing season by performing preventative maintenance and repairs to ball field maintenance, mowing, trimming and landscaping equipment.

We removed snow and ice from city parking lots, sidewalks, trails and Hwy 965 intersections as needed this past month. The ice has been a challenge on our trails.

The ice skating rink at the Penn Meadows Park tennis courts has been officially closed for the season.

We are currently purchasing supplies and ordering plants and trees to prepare for the upcoming season.

We are gearing up for work to be completed at the Dog Park this upcoming spring. As soon as weather permits we will finish the two shelters, plant trees then grade and seed the turf grass. If all goes well, we are hoping for a late summer opening.

The Muddy Creek & Parkview Court bank stabilization project has been completed except for additional work requested at the bridge/culvert on Zeller Street. This was not part of the initial project but made sense to address extra drainage issues while we had our contractor on site with proper equipment for the job.

Parks staff completed various training requirements this past month.

I completed Parks Department Staff performance evaluations and reviews.

We are currently seeking 12 seasonal employees to hire for the upcoming season. We have begun interviewing potential candidates; however, applications are coming in very slow. We completed online hiring information for Iowa, ISU, Cornell and Kirkwood to name a few. We have three seasonal employees returning from last year.

AS OF: FEBRUARY 29TH, 2020

## 010-GENERAL FUND

## CULTURE &amp; RECREATION

66.67% 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      | 0.00           | 239,026.08          | 67.94        | 112,784.92      |
| 010-6-4030-1-6020 PART-TIME & TEMPORARY  | 120,000.00      | 0.00           | 51,196.22           | 42.66        | 68,803.78       |
| 010-6-4030-1-6040 OVERTIME PAY           | 6,000.00        | 0.00           | 13,297.38           | 221.62 (     | 7,297.38)       |
| 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       | 0.00           | 22,674.01           | 62.82        | 13,419.99       |
| 010-6-4030-1-6130 IPERS                  | 44,539.00       | 0.00           | 23,107.57           | 51.88        | 21,431.43       |
| 010-6-4030-1-6150 GROUP INSURANCE        | 74,103.00       | 0.00           | 42,460.54           | 57.30        | 31,642.46       |
| 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 (      | 235.35)        | 385.27              | 29.64        | 914.73          |
| 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        | 0.00           | 2,270.75            | 28.38        | 5,729.25        |
| 010-6-4030-1-6210 DUES/MEMBERSHIPS/SUBSC | 200.00          | 0.00           | 283.50              | 141.75 (     | 83.50)          |
| 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 (    | 235.35)        | 394,981.32          | 58.59        | 279,165.68      |
| <u>SERVICES &amp; COMMODITIES</u>        |                 |                |                     |              |                 |
| 010-6-4030-2-6310 BUILDING MAINTENANCE   | 5,000.00        | 155.22         | 2,523.15            | 50.46        | 2,476.85        |
| 010-6-4030-2-6320 GROUNDS MAINTENANCE    | 12,500.00       | 3,674.42       | 8,496.23            | 67.97        | 4,003.77        |
| 010-6-4030-2-6331 FUEL/OIL/LUBE          | 18,000.00       | 1,607.11       | 11,702.02           | 65.01        | 6,297.98        |
| 010-6-4030-2-6332 VEHICLE/EQUIPMENT MAIN | 2,000.00        | 0.00           | 1,790.24            | 89.51        | 209.76          |
| 010-6-4030-2-6371 ELECTRIC UTILITY       | 17,000.00       | 1,369.69       | 12,177.55           | 71.63        | 4,822.45        |
| 010-6-4030-2-6372 DUMPSTER PICKUP        | 200.00          | 17.50          | 140.00              | 70.00        | 60.00           |
| 010-6-4030-2-6390 GAS UTILITY            | 5,000.00        | 512.00         | 1,551.17            | 31.02        | 3,448.83        |
| 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        | 0.00           | 518.02              | 12.95        | 3,481.98        |
| 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        | 0.00           | 1,107.32            | 55.37        | 892.68          |
| 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           | 40.00               | 3.33         | 1,160.00        |
| 010-6-4030-2-6491 SOFTWARE SUPPORT       | 3,000.00        | 63.00          | 1,715.10            | 57.17        | 1,284.90        |
| 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        | 0.00           | 1,469.94            | 98.00        | 30.06           |
| 010-6-4030-2-6514 BUILDING MAINTENANCE S | 5,500.00        | 1,052.07       | 3,554.32            | 64.62        | 1,945.68        |
| 010-6-4030-2-6518 COMPUTERS & TECHNOLOGY | 2,500.00        | 0.00           | 394.34              | 15.77        | 2,105.66        |
| 010-6-4030-2-6528 TOOLS                  | 3,500.00        | 0.00           | 3,870.15            | 110.58 (     | 370.15)         |
| 010-6-4030-2-6529 SHOP SUPPLIES          | 4,500.00        | 83.44          | 1,940.41            | 43.12        | 2,559.59        |
| 010-6-4030-2-6531 VEHICLE/EQUIPMENT PART | 25,000.00       | 3,595.90       | 10,895.32           | 43.58        | 14,104.68       |
| 010-6-4030-2-6538 MISC GROUNDS MAINTENAN | 4,000.00        | 521.05         | 1,910.70            | 47.77        | 2,089.30        |
| 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        | 0.00           | 5,908.00            | 69.51        | 2,592.00        |
| 010-6-4030-2-6549 SAND/SALT/ETC          | 2,000.00        | 416.50         | 1,249.50            | 62.48        | 750.50          |

CITY OF NORTH LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: FEBRUARY 29TH, 2020

010-GENERAL FUND  
 CULTURE & RECREATION  
 PARKS/BUILDINGS/GROUNDS 66.67% OF YEAR COMP.

| 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              | 23.94               | 2.00         | 1,176.06         |
| 010-6-4030-2-6600 TOURNAMENT SUPPLIES    | <u>2,000.00</u>   | <u>0.00</u>       | <u>320.76</u>       | <u>16.04</u> | <u>1,679.24</u>  |
| TOTAL SERVICES & COMMODITIES             | 195,350.00        | 13,072.90         | 87,294.32           | 44.69        | 108,055.68       |
| <u>CAPITAL OUTLAY</u>                    |                   |                   |                     |              |                  |
| 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             |
| <u>TRANSFERS</u>                         |                   |                   |                     |              |                  |
| 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              | 100,000.00        | 400,000.00          | 0.00 (       | 400,000.00)      |
| 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         | 100,000.00        | 400,000.00          | 449.44 (     | 311,000.00)      |
| <hr/>                                    |                   |                   |                     |              |                  |
| TOTAL PARKS/BUILDINGS/GROUNDS            | 958,497.00        | 112,837.55        | 882,275.64          | 92.05        | 76,221.36        |
| <hr/>                                    |                   |                   |                     |              |                  |
| TOTAL CULTURE & RECREATION               | 958,497.00        | 112,837.55        | 882,275.64          | 92.05        | 76,221.36        |
| <hr/>                                    |                   |                   |                     |              |                  |
| TOTAL EXPENDITURES                       | <u>958,497.00</u> | <u>112,837.55</u> | <u>882,275.64</u>   | <u>92.05</u> | <u>76,221.36</u> |
|  | =====             | =====             | =====               | =====        | =====            |