



Parks & Recreation Commission August 6, 2020, 7:00pm

Due to the COVID-19 pandemic, public health and safety concerns require City of North Liberty public meetings to be held electronically, so as to limit the spread of the virus. The public is invited to submit questions and comments in advance of the meeting for consideration submitting them to the City Clerk Tracey Mulcahey via email at tmulcahey@northlibertyiowa.org.

This meeting may be accessed live by the public on the internet at northlibertyiowa.org/live, on Facebook at facebook.com/northliberty or on YouTube at www.youtube.com/channel/UCrCw6ipAPjJnd-olpRgPJcg. You can also attend by phone; call 1 (312) 626 6799 with a touch-tone phone and to enter the meeting ID **878 2621 0706** and eight-digit meeting password **46052193**. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

1. Call to Order
2. Approval of Minutes
 - a. March 5, 2020
 - b. No meetings – April through July, 2020
3. Board Update
 - a. New members; Shannon Greene, Craig Sundell
 - b. One vacancy remains
 - c. Discussion on appointing Chair, Vice Chair, Secretary
4. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions
5. Next Meeting
 - a. Thursday, September 3, 2020 at 7:00pm.
6. Adjourn

Add: Attachments



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

From **Guy Goldsmith, Director of Parks, Building and Grounds**
Date **July 27, 2020**
Re **Monthly Report**

The Parks Department continues to make sure that our trails and outdoor spaces are safe for residents using our trails and parks. Our trails continue to be heavily used as well as playgrounds and ball fields. The splash pad will remain closed to the public.

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

We maintained equipment as needed this month.

We performed various building maintenance tasks as needed this month. We have been working with Shive Hattery regarding the upcoming Ranshaw House project.

We continue to maintain ball fields and facilities. The modified ball season has been going well.

Mowing and trimming continues to be a majority of our responsibilities. We continue to mow approximately 275 acres weekly and some areas require a second weekly mowing. Poison ivy has been a challenge this year. Weed trimming has not been a good option for control because of employee exposure/hazard so we have been spraying herbicide to help with control.

We performed ground and landscape maintenance. Weed pressure in our landscape areas require additional time and effort. With the continued additions of streetscapes; extra staff time has been required to maintain these areas.

Parks staff removed the spiral slide and a climbing structure at Beaver Kreek Park. Parts are no longer available for the climbing structure and the protective surfacing underneath the spiral slide and climber is the old undesirable sand. It has been very difficult keeping the weeds and grass out of the protective sand and safe for users. We are evaluating the spiral slide to see if it would be worth repainting and repurposing to another Park that could benefit from additional play equipment. The replacement for this old equipment was added back in 2016 with the much-enhanced playground structure that included the zipline feature.

The fountain at Liberty Centre is back online. We discovered wiring issues that needed repair.

We continue to repair additional areas of concrete trail/sidewalk areas that had lifted and buckled. We will continue to monitor our entire trails network for possibly hazards since it has been an ongoing issue I believe due to heat expansion.

We have been preparing for the upcoming Centennial Park tot-lot playground install.



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **August 4, 2020**
Re **Monthly Report – July 2020**

Operations continue to be added in a dial, phased approach to re-opening.

COVID19 Update - July:

All FT Staff went back to operating our regular Monday-Friday 6am to 9pm facility hours on July 6, 2020. No part-time staff are scheduled. It has been busy trying to communicate the changes in operations, program specific information and having scheduled appointments and membership purchases completed on-line.

Programs:

Most summer programs were canceled. Some fitness classes continue to be offered virtually. Registration has been postponed, indefinitely. Staff continues to research new ways to provide recreation programs. We will utilize the City website as well as our Recdesk software to promote programs as they are offered.

Staff continues to plan for programs to begin in September but many variables and unknowns makes this difficult. School District decisions will definitely impact our BASP program and programs held offsite. We are taking a month by month approach in registering for programs. A decision on our larger youth sport leagues will need to be made in August.

Summer Camp:

Matt Fielder and his part-time staff continue to do a great job. Summer fun has been altered in no field trips, no swimming, and requirement in wearing masks. Summer Camp will conclude on August 7. Our numbers have decreased to 25-30 participants. We have refunded close to \$5,145 in summer camp fees this month. Our BASP program will be impacted as school districts try to find alternate ways of teaching. Staffing will be impacted as well.

Swim Lessons:

The hard decision was made to not offer any swim lessons over the summer. Luckily, we postponed registration so we did not have to process refunds. Our next planned session is to begin September 28 with restrictions. Such as younger levels must have parent in water with child. Registration will begin Sept 8.

Outdoor Pool:

It was a hard decision in not opening the Outdoor Pool for the summer. We did go ahead with sandblasting and re-painting the outdoor pool this month.

Indoor Pool:

Ashley Bjork and her part-time staff members continued to work hard in providing lap swim times for members only, by appointment only, 6 swimmers per time slot. Members have been very grateful in having this opportunity to swim, but the indoor pool will be closed for the month of August for HVAC replacement. Specific time slots will continue in September.

Weight & Exercise Area:

On Monday, July 6, 2020 we began offering time slots for use of the weight & exercise area. Setting limit at (20) exercisers per time slot. Similar to Lap Swim Times the word is getting out and use increases.

Track:

We are phasing in this area of use next. Again for members only, by appointment only beginning in August. We will begin slow with 10 users per time slot.

Gymnasiums:

This area for pickleball and basketball for Facility memberships only is being planned to begin in September. Staff continues to review what is working well and what may need alterations.

Memberships:

We have seen both; requests for refunds and now with re-opening a small spurt in revenue as new memberships are purchased. This month we have seen a loss (-) \$485.70 in weight & exercise fees and spurt (+) \$1,227 in pool pass revenue. Opening to members only, gives us contact information/communication avenues if things change and if we need to alter operations.

Rentals:

Facility remains closed for rentals.

Daily Fees:

Drop-in use for any part of the facility or for classes will be the last phase of re-opening and due to the rise in numbers we do not have a forecast on when this may occur. No daily fees to report due to closure.

Additional Reports:

Recdesk Monthly Revenue

Recdesk Dashboard Summary

Recdesk Membership Summary

Revenue By Period - GL Account Summary

Start Date: 7/1/2020 12:00 AM End Date: 7/31/2020 11:59 PM

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

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

Regular Revenue

		DEBITS									CREDITS	
<u>**Gross</u>	<u>**Net</u>	<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>	<u>Other</u>
000 - Household Credit Account												
1,427.20	1,427.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,572.50	0.00	-145.30
010-4-1-4563 - Weight Fees												
-485.70	-526.53	0.00	0.00	1,361.00	1,320.17	0.00	0.00	0.00	0.00	0.00	-1,846.70	0.00
010-4-1-4564 - Class/Programs												
3,940.25	3,832.82	12.00	340.00	3,580.95	3,473.52	0.00	0.00	0.00	107.30	0.00	-100.00	0.00
010-4-1-4566 - Before/After School												
-2,235.00	-2,322.30	0.00	0.00	2,910.00	2,822.70	0.00	0.00	0.00	0.00	0.00	-5,145.00	0.00
010-4-1-4572 - Season Pool Pass												
1,227.00	1,187.70	38.00	0.00	1,310.00	1,270.70	0.00	0.00	0.00	38.00	0.00	-159.00	0.00
010-4-1-4589 - Room Rentals												
-372.50	-372.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-372.50	0.00
010-4-1-4591 - Park/Special Event Fees												
-20.00	-20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-20.00	0.00
010-4-1-4592 - Field Rentals/Tennis Courts												
-1,110.00	-1,117.21	0.00	0.00	240.00	232.79	0.00	0.00	0.00	0.00	0.00	-1,350.00	0.00
NONE - Unassigned												
-12.00	-12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-12.00	0.00
Split - Membership - Black & Gold												
-337.50	-348.84	0.00	0.00	378.00	366.66	0.00	0.00	0.00	0.00	0.00	-715.50	0.00

Revenue By Period - GL Account Summary

Start Date: **7/1/2020 12:00 AM** End Date: **7/31/2020 11:59 PM**

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

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

<u>2,021.75</u>	<u>1,728.34</u>	<u>50.00</u>	<u>340.00</u>	<u>9,779.95</u>	<u>9,486.54</u>	<u>0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>145.30</u>	<u>1,572.50</u>	<u>-9,720.70</u>	<u>-145.30</u>
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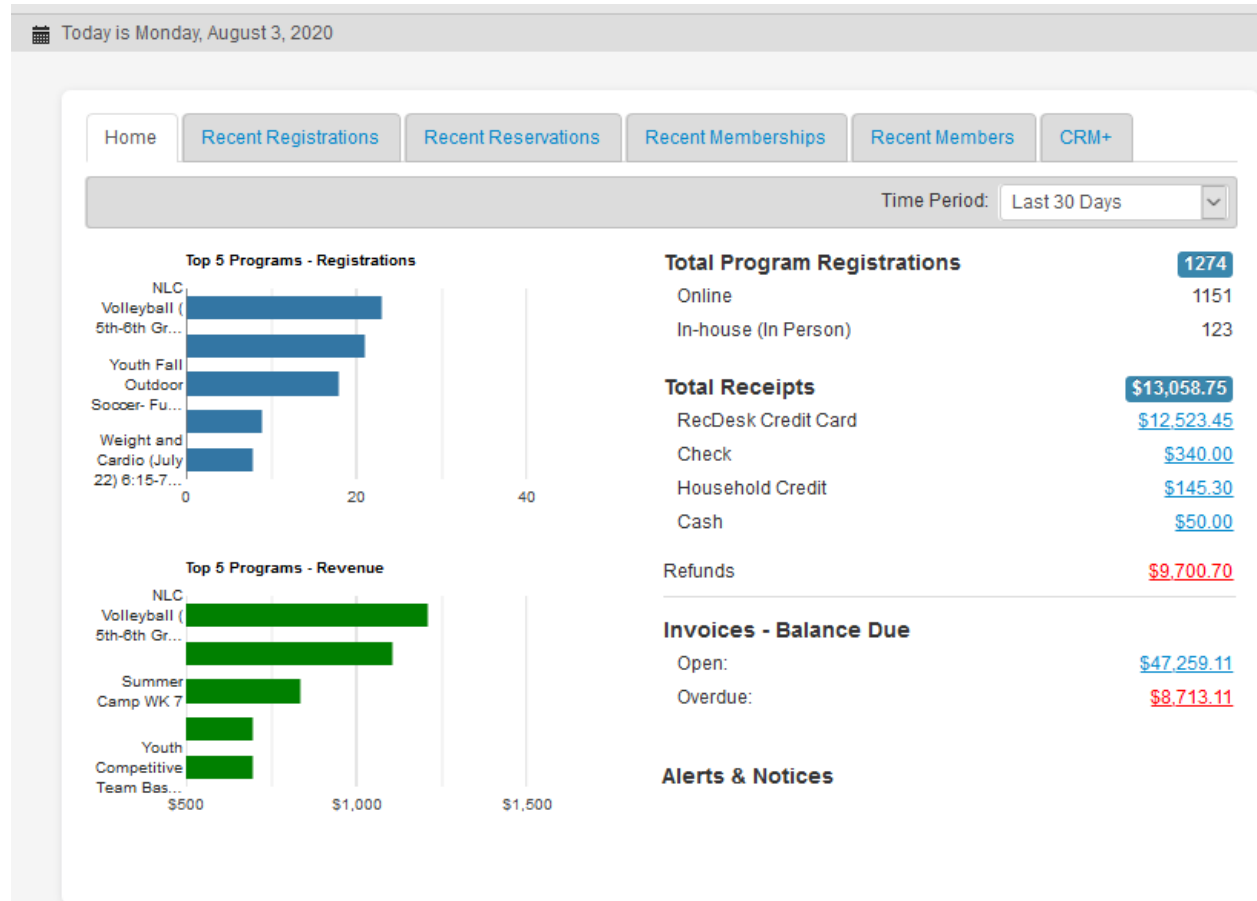
*** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value*

Sales Tax

		DEBITS									CREDITS	
<u>**Gross</u>	<u>**Net</u>	<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>	<u>Other</u>
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>

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

RecDesk Dashboard Summary; last 30 days:



Membership Summary by Month

Membership Counts (By Period)

Time Range: Custom Date Range (dropdown) | From Date: 07/01/2020 | To Date: 07/31/2020 | [Apply Filters](#) | [Clear All](#)

[List Actions](#)

Summary By Month

	Jul, 2020
New Primaries	57
All New	63
Primary Renewals	12
All Renewals	18
Active Primaries	2480
All Active	2901