



Parks & Recreation Commission
October 1, 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 818 9069 2754 and six-digit meeting password 699270302. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

1. Call to Order
2. Approval of Minutes
 - a. September 3, 2020
3. Board Update
 - a. Welcome New Board Member: Jeremy Parrish
4. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions or Concerns
5. Next Meeting
 - a. Thursday, November 5, 2020 at 7:00pm.
6. Adjourn

Add: Attachments



Parks & Recreation Commission Minutes
September 3, 2020, 7:00pm

Board Members Present: Richard Grugin, Craig Sundell, Marcia Ziemer, Megan Lehman, Shannon Greene, Amalia Gedney-Lose

Absentees: 1 Board Vacancy

Others Present: Shelly Simpson, Tim Hamer, Guy Goldsmith, Brian Motley

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1. Call to Order
 - Time: 7:00 by Megan Lehman
2. Approval of Minutes
 - August 6, 2020: Motion by Craige Sundell, seconded by Shannon Greene; motion carried.
3. Board Update
 - One vacancy remains; an additional member will be joining at Oct meeting
 - The mayor has not yet appointed someone. There were 3 applicants that are to be reviewed at the 9/8/20 meeting.
 - Appointment of Chair, Vice Chair, and Secretary
 - Chair: Megan, motion by Amaia Gedney-Lose, seconded by Richard Gurgin

- Vice Chair: Richard Grugin, motion by Megan Lehman, Seconded by Amalia Gedney-Lose
- Secretary: Amalia, motion by Megan Lehman, Seconded by Craig Sundell

4. Reports

- Parks Report
 - Most of the month has been dedicated to storm clean up.
 - Clean up has gone quite well. It has taken a lot of time and equipment, but it is improving.
 - Plan to close gates to further debris by 9/14/20
 - Limited staff means that there is focus on the necessities like mowing and trimming.
 - Landscaping maintenance with street scapes and around town, working on cleaning weeds and tidying
 - Working with contractors for Ranshaw House – bid went over so working to get project back in budget.
 - HAVC is on schedule at aquatic center
 - City of CR inquired about using baseball fields due to their closure. Planning to bring their youth teams down here. Anticipate more activity at Penn Meadows Park on the weekends.
 - Waiting for Pour and Play grounding for Centennial Tot Lot
 1. Possibly 9/15
 - Most of the seasonal staff has returned to college, 2 remain.
 - Dog park had to drop down on priority list with storm. Also concerns with turf growing due to dry weather. Benches are not in yet. A little left on shelter roofs.
 - Some damage – shingles lost, one dugout cover taken out at Quail Ridge, prior to that there was damage from the hail storm in July. Still working through the tree damage, high priority/dangerous things are done for the most part. On the day of the storm, the trails were covered with trees and limbs. They cleared this the day of the storm to ensure the trails were open before the end of 8/10.
 - Shannon gave kudos for the timeliness of the clean up and shared that there were many people that she heard from community members. Guy voiced positive response from community members and an emphasis on pride and community.
 - Registration for dog park use is being processed by someone at City Hall. There will be a registration process that is still in

development. Registration and proof of vaccination is required for dog park use.

- Planning some temporary signage with information kiosk.

- Recreation/Pool Report

- Fall programming/registration: pushed back as we've progressed through COVID. Registration window is 1 month prior to programs starting to help eliminate cancellations and the needs for refunds.
- Some September programming registration started in August.
- Programming online continues.
- Decision making is impacted day to day, school schedules, etc.
- ASP: No program until school goes to the hybrid system. On the hybrid system, they would have after school only.
 1. 40 were registered in spring when they set up the hold your spot
 2. Sending emails to communicate with families about their interest to start 9/21 as this is the first 2-week period of the hybrid learning plan.
 3. Majority are ICCSD. If Clear Creak students want to join BASP, they have to find their own transportation to the center.
 4. Pick up from schools on hybrid in person days, but if students wanted to come on days when they're not in school they have to have their own transportation.
 5. Shelly will have Matt Fielder look into enrollment of BASP students at North Bend to see if their enrollment is full and if there are limitations related to van transportation from Clear Creak district to the rec center.
- Swim lessons: next opens 9/8 for registration. This will help gauge interest. For lower levels, asking that parent be in the water with the child. As people register, they will communicate need and session numbers. Staffing remains short so they may not be able to offer as many lessons due to this.
- HVAC project and repainting occurred throughout August. Deadline was pushed back 1 week for HVAC and 7 days of cure

time for the paint for painting. 2 coats of white are down, but blue and black lines are not done yet. Once all painting is done, they will let cure for 7 days and then hope to open on 9/14.

- Weight and exercise: members are getting used to times and process for signing up. Same for the track. On 9/1, Pickleball and Basketball able to use the gym. Basketball has been going but Pickleball hasn't picked up yet.
- Additional reports in the packet. Increase in weight fees and slight increase in pool use which is anticipated to increase more when reopening.

- Questions or Concerns

- No additional questions.

5. Next Meeting

- Thursday, October 1, 2020 at 7:00pm. (Note: Shelly will be absent)

6. Adjourn

- 7:27 pm



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **September 25, 2020**
Re **Monthly Report – September 2020**

Information in this report is tabulated through September 25, 2020 as Shelly will be on vacation the last week of Sept leading up to our meeting date. Operations continue to be added in a dial, phased approach.

COVID19 Update – September:

All FT Staff remain working Monday-Friday with 6am to 9pm as our facility hours. Limited part-time staff are scheduled. We continue to be busy communicating changes in operations to all on-line with members scheduling own use times, membership purchases and registration for programs on a monthly basis.

Programs:

Some programs/classes continue to be offered virtually. 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. Many variables and unknowns makes planning very difficult and we need to be prepared to make changes instantly. In-person programs that began in September included Tippi Toes Dance, Aqua Boot Camp, Barre, Body Blast, Body Sculpt, Aqua Aerobics & Toning, Easy Does It, Pee Wee Baseball, and Water Resistance.

B-ASP: ICCSD will go to their Hybrid model beginning Sept 28. We will offer our After School Program only and will provide enrollment numbers as this begins and continues into October. Participants can register/pay for this service on both in-school and non-school days if desired. On non-school days participants will need to provide own transportation to the community center. Rough estimates at this time show approximately 20 participants per day.

Offsite Programs: Schools remain closed for our offsite programs.

Swim Lessons:

Swim lessons will begin September 28 with limited number of participants and lesson restrictions. We are gradually finding additional staff to teach so more lessons may be offered in the November 12 session.

Indoor Pool:

Lap swim times for members only, by appointment only, 6 swimmers per time slot began upon reopening on September 21. We are averaging 34 lap swimmers per day. Some aqua fitness classes began Sept 21 as well and participants are happy to be back in class.

Weight & Exercise Area:

Weight & Cardio exercise times for members only, by appointment only, for 20 exercisers per time slot continues. We are averaging 23 users per day. As word gets out and the weather

changes use will increase. Staff will continue to monitor usage and maintain cleaning/disinfecting protocol to meet the potential increase in use.

Track:

Track times for members only, by appointment only, for 10 users per time slot began to pick up with rain and will continue to rise as the weather turns colder. We are averaging 4 users per day.

Gymnasiums:

Pickleball, basketball and open volleyball times for members only, by appointment for 12 users per time slot per gymnasium has begun. We are averaging around 18 users per day. We anticipate an increase in use as the weather turns colder. Late afternoon to evening times are limited due to programming normally held offsite at schools which is no longer an option. Staff will continue to monitor all use areas, make changes and review what is working well.

Memberships:

Opening to members only, gives us contact information/communication avenues if things change and if we need to alter operations. We continue to see a spurt in revenue as new memberships are purchased. This month summary: (+) \$1,294.40 in weight & exercise fees; (+) \$3,033.00 in pool pass revenue; and \$828 in split membership fees.

Rentals:

Facility remains closed for rentals.

Daily Fees:

Drop-in use for any part of the facility or for classes remain halted due to pandemic. Thus no daily fees to report.

Additional Reports:

Recdesk Monthly Revenue
Recdesk Dashboard Summary
Recdesk Membership Summary

Revenue By Period - GL Account Summary

Start Date: **9/1/2020 12:00 AM** End Date: **9/24/2020 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												
-866.25	-866.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	280.00	0.00	-1,146.25
010-4-1-4563 - Weight Fees												
1,294.40	1,230.02	11.00	0.00	2,146.00	2,081.62	0.00	0.00	0.00	0.00	0.00	-862.60	0.00
010-4-1-4564 - Class/Programs												
753.00	715.89	32.00	0.00	1,221.50	1,184.39	0.00	0.00	0.00	70.00	0.00	-570.50	0.00
010-4-1-4565 - League Fees												
4,810.00	4,712.05	0.00	1,425.00	3,265.00	3,167.05	0.00	0.00	0.00	120.00	0.00	0.00	0.00
010-4-1-4566 - Before/After School												
50.00	48.50	0.00	0.00	37.00	35.50	0.00	0.00	0.00	13.00	0.00	0.00	0.00
010-4-1-4572 - Season Pool Pass												
3,033.00	2,955.39	0.00	465.00	2,587.00	2,509.39	0.00	0.00	0.00	26.00	0.00	-45.00	0.00
010-4-1-4574 - Swim Lessons												
1,965.00	1,901.81	0.00	0.00	2,045.00	1,981.81	0.00	0.00	0.00	162.50	0.00	-242.50	0.00
010-4-1-4575 - Aquatic Program/Classes												
1,231.50	1,198.51	0.00	0.00	1,089.50	1,056.51	0.00	0.00	0.00	185.00	0.00	-43.00	0.00
010-4-1-4591 - Park/Special Event Fees												
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
010-4-1-4592 - Field Rentals/Tennis Courts												
1,123.75	1,116.88	0.00	517.50	228.75	221.88	0.00	0.00	0.00	400.00	0.00	-22.50	0.00

Revenue By Period - GL Account Summary

Start Date: **9/1/2020 12:00 AM** End Date: **9/24/2020 11:59 PM**

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

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

NONE - Unassigned													
60.00	58.20	0.00	0.00	60.00	58.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Split - Membership - Black & Gold													
828.00	803.16	0.00	0.00	828.00	803.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14,282.40	13,874.16	43.00	2,407.50	13,507.75	13,099.51	0.00	0.00	\$0.00	976.50	280.00	-1,786.10	-1,146.25	

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

Sales Tax

		DEBITS									CREDITS	
**Gross	**Net	<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>
		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

RecDesk Dashboard Summary; last 30 days:

Today is Friday, September 25, 2020

Home [Recent Registrations](#) [Recent Reservations](#) [Recent Memberships](#) [Recent Members](#) [CRM+](#)

Time Period: Last 30 Days

Top 5 Programs - Registrations

Program	Registrations
Halloween Moonlight	50
Walk 7:00-...	50
Halloween Moonlight	50
Walk 8-8:30...	50
Halloween Moonlight	50
Walk 6:30-...	~43

Top 5 Programs - Revenue

Program	Revenue
Youth Competitive Team Bas...	> \$1,000
Youth Competitive Team Bas...	~\$1,000
Youth Competitive Team Bas...	~\$1,000
Youth Competitive Team Bas...	~\$1,000
Youth Competitive Team Bas...	~\$1,000
Youth Competitive Team Bas...	~\$500

Total Program Registrations

Total Program Registrations	2209
Online	1913
In-house (In Person)	296

Total Receipts

Total Receipts	\$21,034.75
RecDesk Credit Card	\$16,294.25
Check	\$3,463.50
Household Credit	\$1,234.00
Cash	\$43.00
Refunds	\$2,101.10

Invoices - Balance Due

Open:	\$22,976.61
Overdue:	\$9,344.11

Alerts & Notices

Membership Summary by Month

Membership Counts (By Period)

Time Range: Custom Date Range (dropdown) From Date: 9/1/2020 To Date: 09/24/2020 [Apply Filters](#) [Clear All](#)

[List Actions](#)

Summary By Month

Sep 01, 2020 to Sep 24, 2020	
New Primaries	113
All New	138
Primary Renewals	9
All Renewals	11
Active Primaries	2142
All Active	2520

Recdesk Organization Activity; last 30 days

Today is Friday, September 25, 2020

Time Period: Last 30 Days

Export to Excel

Organization Activity

From 8/26/2020 to 9/25/2020

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	2183	22	180	437	416	2
Resident	1536	17	131	319	256	
Non-Resident	647	5	49	118	160	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	464	0	43	13	151	
18 - 65	1314	22	125	217	247	
65+	405	0	12	207	18	
Male	1211	21	91	233	204	
Female	972	1	89	204	212	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	1887	0	101	N/A	405	
In-Person	296	22	79	N/A	11	