

Parks & Recreation Commission
September 3, 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 892 3665 8556 and eight-digit meeting password 40202134. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

1. Call to Order

2. Approval of Minutes

- a. August 6, 2020

3. Board Update

- a. One vacancy remains; an additional member will be joining at Oct meeting

c. Appointment of Chair: _____
 Vice Chair: _____
 Secretary: _____

4. Reports

- a. Parks Report
- b. Recreation/Pool Report
- c. Questions or Concerns

5. Next Meeting

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

6. Adjourn

Add: Attachments



August 6, 2020 Park & Recreation Board Meeting Minutes

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

Absentees: 1 Board Vacancies

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

7:00 pm, via Zoom

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New Business:

1. Approve Minutes: March 2020 Meeting Minutes. Motion to approve by Craig, seconded by Marcia.
2. Public Comments/Concerns: None.
3. Board Update
 - a. New members: Shannon Greene, Craig Sundell
 - b. One vacancy remains, applications submitted for review. Waiting for final appointments to be made by the Mayor.
 - c. Discussion on appointing Chair, Vice Chair, Secretary- decided to table until we have a full board to proceed with selection of these duties. Will keep current positions until board positions are all full.
4. Reports
 - a. Parks Report
 - i. COVID – trails are open and spaces are available for use.
 - ii. Ranshaw house renovation planning in progress
 - iii. Ball games continued, no concessions were offered
 - iv. Mowing and trimming has been heavy recently
 - v. Poison Ivy has been challenging. Using herbicides for removal.

- vi. Continue to work on landscape maintenance.
- vii. Beaver Creek – removed spiral slide, considering relocation
- viii. Liberty Centre Fountain is back and running.
- ix. Tot Lot at Centennial – started to install on 8/10/20 with the instillation by the end of the week. However, the pour and play surfacing is no available until mid-September.
- x. Dog park turf grass is in.
- xi. Fox Run park enhancements are on the list of consideration

b. Recreation/Pool Report

- i. Aquatic Center/Rec Center updates given- outdoor pool is being sandblasted and repainted; HVAC installation indoors is planned and will also be repainted.
- ii. 6/15 – started lap swimming, 6 swimmers per timeslot and this went well.
- iii. 7/6 - started having time slots for weight/ equipment areas with a max of 20/slot. Overall, fairly slow. Continued plan of a phased approach.
- iv. 8/3/20 – started track use with 10 users per slot.
Anticipating an increase in use as the weather changes.
- v. Members are the only ones currently allowed in the facility as this allows for contact tracing.
- vi. Anticipating drop in as the last phase of reopening.
- vii. Track cards still count as a membership
- viii. Facility pass (Basketball and Pickleball) begins Sept 1.
- ix. Some requests for refunds, some increase in season pass revenue
- x. Rentals remain unavailable to the public
- xi. Reopening metrics are dependent on programming registrations.
 - 1. Lower swim class numbers
- xii. Flag football numbers are low – about 20 kids total
- xiii. Volleyball has ½ the typical enrollment. Space at both the rec center and the new arena.
- xiv. Youth competitive leagues are open and some are filled
- xv. Masks are required in the facility
- xvi. Exercise class instructors are responsible for cleaning of the rooms/equipment used by their participants.

c. Questions

- 5. Next Meeting: Thursday, September 3, 2020 at 7:00pm.
- 6. Adjourn at 7:40 pm



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **September 1, 2020**
Re **Monthly Report – August 2020**

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

COVID19 Update – August:

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

Programs:

Some programs/classes continue to be offered virtually. Registration began for limited programs to begin in September. 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.

BASP: School District decisions will definitely impact our BASP program and we are planning to offer after-school only program as the district keeps wavering between the hybrid and all on-line learning options. We have sent out email correspondence to registered participants to see how the most recent decisions are affecting our enrollment/interest.

Offsite Programs: Schools remain closed for our offsite programs which may impact these opportunities being held. We are taking a month by month approach in registering/offering programs.

Swim Lessons:

Our next planned session of swim lessons are to begin September 28 with restrictions. Younger levels must have parent in water with child. Registration will begin Sept 8 to see if public is interested. Currently we are also finding it difficult to get staff to teach lessons, so that will impact our decisions as well.

Indoor Pool:

Lap swim times for members only, by appointment only, 6 swimmers per time slot will be offered upon reopening. Prior to closure, we were averaging 40 pool users per day. Our HVAC/pool painting projects continue and I would guess we are a week behind schedule so we may not open up until Sept 14th or after. Some aqua fitness classes may begin in September with lower enrollment and other restrictions.

Weight & Exercise Area:

Weight & Cardio exercise times for members only, by appointment only, for 20 exercisers per time slot continues. We are averaging 30 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 has begun to pick up over the last couple of weeks and will continue to rise as the weather turns colder. We are averaging 6 users per day.

Gymnasiums:

Pickleball and basketball times for members only, by appointment for 12 users per time slot per gymnasium begins Sept 1. We anticipate an increase in use as we open up these areas. These times may be limited in the late afternoon to evening due to programs that normally are 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 have seen both; requests for refunds and also a small spurt in revenue as new memberships are purchased. This month we have seen a spurt (+) \$1,651.96 in weight & exercise fees and spurt (+) \$434.75 in pool pass revenue and \$981 in split membership fees.

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: 8/1/2020 12:00 AM End Date: 8/31/2020 11:59 PM

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

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

15,895.95	15,390.09	42.00	1,342.00	16,772.64	16,266.78	0.00	0.00	\$0.00	504.51	965.00	-3,225.69	-504.51
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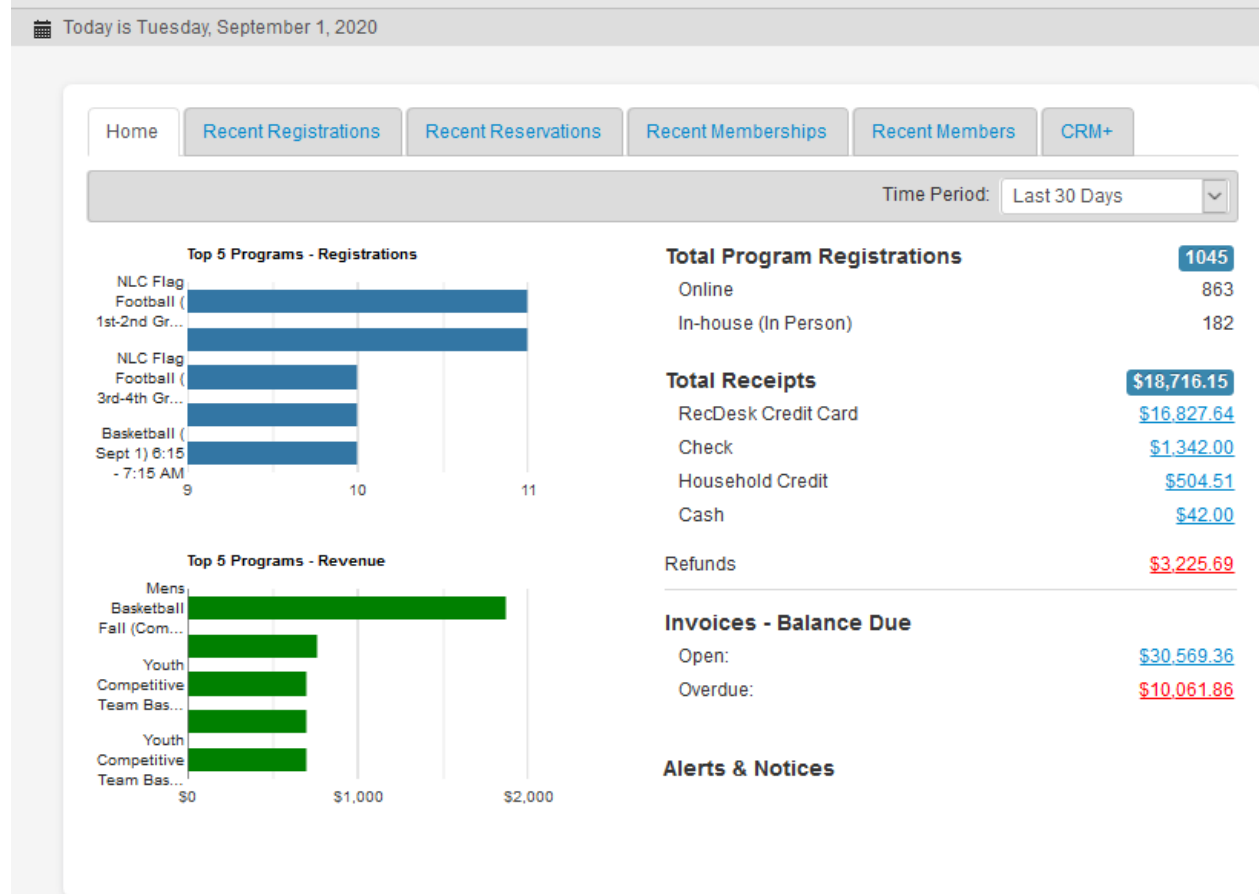
** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

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>
		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:



Membership Summary by Month

Membership Counts (By Period)

Time Range: Custom Date Range (dropdown) | From Date: 08/01/2020 | To Date: 08/31/2020 | [Apply Filters](#) | [Clear All](#)

[List Actions](#)

Summary By Month

Aug, 2020	
New Primaries	53
All New	68
Primary Renewals	2
All Renewals	2
Active Primaries	2299
All Active	2715



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

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

Date **August 1, 2020**

Re **Monthly Report**

Most of the month has been dedicated to the storm cleanup efforts. Streets, Water, Wastewater, Parks staff and all other City support staff along with all necessary equipment have been assisting with the progress. We are still working through low priority concerns with damaged trees in our parks and along our trails system. This will take time to work through. Michael Pentecost and I are working our way around town with right-of-way tree damage assessment, collecting data, pictures and answering a lot of resident questions. I would like to thank everyone that has helped with the cleanup effort. The positive attitude and support from our community and surrounding community has been awesome.

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.

We continue to mow and weed trim our parks & trails system; however, only the necessities due to limited staff. The majority of Parks staff crews have been working the storm cleanup efforts.

We performed ground and landscape maintenance; but again, only the necessities due to storm related cleanup efforts.

We performed various building and equipment maintenance tasks as needed this month. We have been working with Shive Hattery and contractors regarding the Ranshaw House project and Aquatic Center HAVC project.

We continue to maintain ball fields and facilities. The City of Cedar Rapids contacted us to inquire about bringing their youth ball program here due to storm related closures of their parks. We worked through all of the related details and concerns and agreed to help them with their fall ball program. Matthew Eckhardt with NLCBC was all on board with partnering and incorporating our ball program with Cedar Rapids. I would like to thank Matthew Eckhardt for assisting us with the details. The fall program will run for the next 7 weeks.

The Centennial Park tot lot Playground has been installed. We are currently waiting on the rubber pour-in-place protective surface contractor to arrive. I received word that the contractor is delayed due to Covid-19 and will not be here until September 15. I will keep everyone updated on an opening date.

Most of our seasonal staff have returned back to college. All but two of our twelve seasonal staff remain.



010-GENERAL FUND
CULTURE & RECREATION
PARKS/BUILDINGS/GROUNDS

16.67% OF YEAR COMP.

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	379,830.00	0.00	61,666.41	16.24	318,163.59
010-6-4030-1-6020 PART-TIME & TEMPORARY	120,000.00	0.00	26,173.16	21.81	93,826.84
010-6-4030-1-6040 OVERTIME PAY	6,000.00	0.00	10.74	0.18	5,989.26
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	38,237.00	0.00	6,596.99	17.25	31,640.01
010-6-4030-1-6130 IPERS	47,184.00	0.00	5,601.94	11.87	41,582.06
010-6-4030-1-6150 GROUP INSURANCE	65,797.00	0.00	10,731.24	16.31	55,065.76
010-6-4030-1-6160 WORKERS' COMPENSATION	30,000.00	93.00	93.00	0.31	29,907.00
010-6-4030-1-6181 UNIFORMS	1,600.00	216.95	216.95	13.56	1,383.05
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	1,462.73	18.28	6,537.27
010-6-4030-1-6210 DUES/MEMBERSHIPS/SUBSC	200.00	0.00	280.00	140.00 (80.00)
010-6-4030-1-6240 TRAINING & CONFERENCES	<u>2,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>
TOTAL PERSONNEL SERVICES	698,948.00	345.95	112,833.16	16.14	586,114.84

<u>SERVICES & COMMODITIES</u>					
010-6-4030-2-6310 BUILDING MAINTENANCE	5,000.00	0.00	0.00	0.00	5,000.00
010-6-4030-2-6320 GROUNDS MAINTENANCE	12,500.00	0.00	56.58	0.45	12,443.42
010-6-4030-2-6331 FUEL/OIL/LUBE	18,000.00	2,861.96	3,821.52	21.23	14,178.48
010-6-4030-2-6332 VEHICLE/EQUIPMENT MAIN	2,000.00	0.00	0.00	0.00	2,000.00
010-6-4030-2-6371 ELECTRIC UTILITY	17,000.00	761.21	2,414.08	14.20	14,585.92
010-6-4030-2-6372 DUMPSTER PICKUP	200.00	17.50	35.00	17.50	165.00
010-6-4030-2-6390 GAS UTILITY	5,000.00	25.75	52.73	1.05	4,947.27
010-6-4030-2-6392 TURF MAINTENANCE	18,000.00	85.00	314.12	1.75	17,685.88
010-6-4030-2-6393 POND MAINTENANCE	4,000.00	0.00	0.00	0.00	4,000.00
010-6-4030-2-6394 LANDSCAPE TREE & PLANT	19,500.00	0.00	83.19	0.43	19,416.81
010-6-4030-2-6395 TRAIL MAINTENANCE	5,000.00	3,023.00	6,207.72	124.15 (1,207.72)
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	18.00	0.15	11,982.00
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	422.10	21.11	1,577.90
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	0.00	0.00	500.00
010-6-4030-2-6425 TELEPHONE & CELL PHONE	1,200.00	5.13	10.13	0.84	1,189.87
010-6-4030-2-6491 SOFTWARE SUPPORT	3,000.00	48.65	1,378.13	45.94	1,621.87
010-6-4030-2-6499 MISCELLANEOUS CONTRACT	2,000.00	246.00	492.00	24.60	1,508.00
010-6-4030-2-6504 MINOR EQUIPMENT	3,500.00	0.00	0.00	0.00	3,500.00
010-6-4030-2-6510 SAFETY EQUIPMENT	1,500.00	495.48	592.48	39.50	907.52
010-6-4030-2-6514 BUILDING MAINTENANCE S	5,500.00	266.60	996.63	18.12	4,503.37
010-6-4030-2-6518 COMPUTERS & TECHNOLOGY	2,500.00	0.00	84.57	3.38	2,415.43
010-6-4030-2-6528 TOOLS	3,500.00	69.98	69.98	2.00	3,430.02
010-6-4030-2-6529 SHOP SUPPLIES	4,500.00	150.07	1,907.90	42.40	2,592.10
010-6-4030-2-6531 VEHICLE/EQUIPMENT PART	25,000.00	744.96	2,480.85	9.92	22,519.15
010-6-4030-2-6538 MISC GROUNDS MAINTENAN	4,000.00	111.89	111.89	2.80	3,888.11
010-6-4030-2-6547 PLAYGROUND EQUIPMENT P	4,500.00	1,751.95	7,131.89	158.49 (2,631.89)
010-6-4030-2-6548 MINOR PARK/PLAYGROUND	8,500.00	6,100.00	6,720.79	79.07	1,779.21
010-6-4030-2-6549 SAND/SALT/ETC	2,000.00	0.00	0.00	0.00	2,000.00

CITY OF NORTH LIBERTY
EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2020

010-GENERAL FUND
CULTURE & RECREATION
PARKS/BUILDINGS/GROUNDS 16.67% 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	0.00	0.00	1,200.00
010-6-4030-2-6600 TOURNAMENT SUPPLIES	<u>2,000.00</u>	<u>466.12</u>	<u>466.12</u>	<u>23.31</u>	<u>1,533.88</u>
TOTAL SERVICES & COMMODITIES	195,350.00	17,231.25	35,868.40	18.36	159,481.60

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	80,000.00	0.00	0.00	0.00	80,000.00
010-6-4030-5-6912 TRANSFER TO CAPITAL RE	0.00	0.00	0.00	0.00	0.00
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	80,000.00	0.00	0.00	0.00	80,000.00

TOTAL PARKS/BUILDINGS/GROUNDS 974,298.00 17,577.20 148,701.56 15.26 825,596.44

TOTAL CULTURE & RECREATION 974,298.00 17,577.20 148,701.56 15.26 825,596.44

TOTAL EXPENDITURES 974,298.00 17,577.20 148,701.56 15.26 825,596.44
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