



Parks & Recreation Commission
December 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 851 9217 7792 and nine-digit meeting password 505720345. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

1. Call to Order
2. Approval of Minutes
 - a. November 5, 2020
3. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions or Concerns
5. Next Meeting
 - a. Thursday, January 7, 2021 at 7:00pm.
6. Adjourn

Add: Attachments



Parks & Recreation Commission
November 5, 2020, 7:00pm
Regular Session

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

Absentees: Megan Lehman

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

Agenda

November 5, 2020

7 p.m., via Zoom

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1. Call to Order

- 7:00 pm by Richard Grugin

2. Approval of Minutes

- October 1, 2020
- Motion by Craig, second by Shannon. Motion carries.

3. Reports

- Parks Report
 - Building and equipment maintenance continued
 - Ranshaw House project continues
 - HVAC project at Aquatic Center is wrapping up.
 - Yoder Roofing from Wellman, IA had lower bid and were able to provide comprehensive repair. Anything that was shingles will be replaced with metal roofing.
 - Installing winter equipment and winterizing after the ball season ended
 - All native prairie areas have been cut down for the winter
 - Street scape is completed

- Fine grading and improvements to Forevergreen Road preparing for dormant seeding. Contractor is hired.
- New park benches at 3 parks, majority were paid by residents and are memorial benches.
- Training for parks staff and recertification classes attended to maintain state pesticide and herbicide use.
- Assisted Iowa DNR with releasing rainbow trout into Liberty Centre Pond. Trout stocking will provide winter fishing all winter long until the water reaches 73+ degrees. Iowa DNR listed it as a fishing location on their website.
- FY21-22 operational budget and capital improvement planning is in progress. There were a lot of delays from this year where COVID impacted planning so some things will be transitioned to the next fiscal year.
- All seasonal help is finished for the season.
- Craig: asked about COVID's impact on planning for projects that were put aside this FY.
 1. Guy anticipates less impact because we know more about COVID-19 from a health/safety and budgetary perspective.
- Recreation/Pool Report
 - October 2020 was different from past years with decreased programming related to Halloween. Overall, there continues to be a different feel from years past. Will continue to plan on a scaled back approach.
 - Facility is opened weekdays 6 am – 9 pm with limited part time staff coming back. They help with programming on Sundays with plan for opening on weekends in January. Onboarding will occur over the next 2 months.
 - Swim lesson numbers were decreased because of limited teachers. November sessions are increasing from October. Anticipate a process for returning to increased staffing levels for 7 days/week of operations.
 - Operations are switching to online where time use can be reserved, and registration can be complete.
 - Continues to be drop ins daily for registration.
 - Tracking facility usage since the pandemic. Starting with lap swimming (34 users per day/June) has grown with weight/exercise room (64 users/day), track opened (53 users), and in September with pool opening (96 users per day). October was around 102 users per day. As weather changes, numbers will increase.
 - In person class sessions started in September.
 - Halloween moonlight walks around Liberty Centre had 350 participants.
 - Community movies at Colony Pumpkin patch with 100 registrants/night and 2 nights.
 - NLC volleyball, flag football completed without issues related to COVID. Tried to limit spectators to parents.
 - Basketball started, asking for reduced spectators. No issues related to COVID.

- Competitive youth basketball with some issues related to COVID positive participants. There are scheduling needs associated with this that require changes.
 1. Temperatures for everyone coming in.
 2. Masking unless they're on the court.
 3. Coaches are masking.
 4. Spectators are masking.
- No offsite programming to report.
- Swim lesson session again in November.
- Lap swimming numbers will vary due to more swim lessons.
- Programming in the gyms will also cause some decreased opportunity for community member use.
- Some increases in revenue.
- Rentals remain closed.
- Weight equipment was ordered for the Rec Center, replacing 13 pieces upstairs that will be swapped in. Things that are getting removed are from 2011.
- Gym divider in Jones gym as the original was from 1997 and is being replaced after a trip across the country due to shipping mishaps.
- Capital projects on the rec side for this fiscal year were focused on the HVAC which is completed.
- Questions or Concerns
 - Amalia asked about COVID response in regard to increasing activity in the community. Shelly and Brian discussed the procedures they have in place, remaining in person if the schools are 100% virtual, and continuing procedures to screen at the door.
 - Richard asked about computer-based information within the rec center.
 - Shannon asked about capacity after the new year and partnering for virtual classes with other systems or discounted rates for established programs. Shelly discussed time slots, facility usage, and instructors to be able to do in person and virtual classes. They are also looking at connections to recreational opportunities that they can offer.

4. Next Meeting

- Thursday, December 3, 2020 at 7:00pm.
Adjourn at 7:37 pm. Motion by Marcia, seconded by Amalia. Motion carries.



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

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

Date **December 1, 2020**

Re **Monthly Report**

We performed various building maintenance tasks as needed this month. We continue to work with Shive Hattery and contractors regarding the Ranshaw House project and the Aquatic Center HVAC project. Upcoming projects this winter include the Ranshaw house wood trim cleaning enhancements and installing security doors at the front end of the City Admin building. Work on these projects will be tailored around our park and snow removal responsibilities.

We performed equipment repair and preventative maintenance on equipment as needed this month. We continue to service and install winter equipment as time permits preparing for the upcoming season.

Parks staff harvested prairie seeds from many of our native prairie areas and used the seed to enhance areas of prairie at Centennial Park. Typically, prairie seed takes a minimum of two growing seasons to become established after initial seeding.

All native prairie areas have been cut down for the season and we finished winterizing all City street landscaping areas.

We continue to meet with Shive Hattery offering input and ideas regarding the landscaping design/layout of Ranshaw Way phase 5. This phase includes the future pedestrian tunnel and street landscaping boulevards. We are also working with Shive Hattery regarding the Dubuque street improvement project which includes many improvements to the south side of Penn Meadows Park entrance.

Parks Staff completed a dormant seeding at Red Fern Dog Park to help fill in areas of turf grass that didn't respond well to the August hot and dry weather conditions. We received the new park benches and trash receptacles and will install them yet this fall if we have suitable weather.

Bockenstedt Excavating has just completed the grinding/chipping of the Derecho brush pile located at the Public Works storage area. It was a two week project but went relatively well. The only down time was when an unidentified log chain went through the grinding machine cause some damage to the machine.

The Parks Department is currently split into two separate teams to help deter the spread of Covid-19. Our Park teams are working out of the Parks maintenance building at two different scheduled work times. This arrangement has been working out well and seems to be the most efficient and productive way for us to work at this time preventing cross exposure between the two teams.

We continue to work on the proposed FY2122 Parks operating budget and capital improvement plan to prepare for the next fiscal year.



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

Just when you thought we could continue striving forward, pandemic numbers rose and we had to dial back, canceling in-person classes and swim lessons which were to start in November. We continued with member use by appointment only. Indoor Pool operations hit another road block in that the heater has failed, as of Nov 30 the indoor pool is closed until further notice. Operations continue to be ready to adapt month to month.

COVID19 Update – November:

All FT Staff remain working Monday-Friday with 6am to 9pm as our facility hours. Since we have dialed backwards, we have also limited part-time staff hours. This will most likely delay our ability to be open on weekends until February, 2021. Most operations have switched to all on-line with members scheduling/reserving own use times, membership purchases and registration for programs on a monthly basis.

Facility Usage:

Facility usage continues to be has been tracked. As the weather begins to change, gets colder, we have seen an uptick in that October we averaged 102 users per day and in November it increased to 160 users per day. This number will now go down with indoor pool closed.

Programs:

Some programs/classes continue to be offered virtually. We will utilize the City website and Recdesk software to promote programs as they are offered. We continued with in-person classes until November 11 and due to rise in COVID positivity we dialed back and canceled all in-person classes.

Leagues:

Sport leagues have concluded until after the New Year. NLC youth basketball which is to begin in January is the next big program decision. Program participation numbers have been limited due to gym space and not being able to use school gymnasiums. Brian is in charge of these leagues if you have direct questions.

BASP: As the ICCSD switched to on-lining learning, we have not halted our After School Program until they return to their hybrid model of learning. We were serving around 26 participants. Part-time staff have been cut hours/work and will continue to evaluate. Matt F will be making decision on if we offer all-day supervision over the holiday break.

Offsite Programs: Schools remain closed for our offsite programs.

Swim Lessons:

The second session of swim lessons was set to begin Week of November 10 but was canceled due to rise in COVID positivity. Ashley is not planning any lessons until March 2021.

Indoor Pool:

Lap swim times for members only, by appointment only, 6 swimmers per time slot continues. We are averaging 39 lap swimmers per day, with highest day in November as 53. Lap swim numbers will decrease now that indoor pool is closed.

Weight & Exercise Area:

Weight & Cardio exercise times for members only, by appointment only, for 20 exercisers per time slot continues. We are averaging 42 users per day, with highest day in November as 56. 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. We are averaging 23 users per day, with highest day in November as 41. We will continue to see a rise as the weather turns colder.

Gymnasiums:

Pickleball, basketball and open volleyball times for members only, by appointment for 12 users per time slot per gymnasium. We are averaging 24 users per day, with highest day in November as 48. Factors that may influence an increase or decrease in use are halting pickleball since they do not play individually. Limiting basketball to shooting hoops only, no one on one or three on three, group play and as the weather turns colder. Staff will 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 with new or renewed memberships. This month summary: (+) \$2,526.00 in weight & exercise fees; (+) \$2,218.50 in pool pass revenue; and \$700.00 in split membership fees.

Rentals:

Facility remains closed for rentals. We have been getting a lot of requests for gymnasium rental but our programming takes precedence. This will most likely not change until we are allowed back into school sites. We may begin taking small classroom rentals in 2021.

Daily Fees:

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

Additional Reports: Recdesk Monthly Revenue, Dashboard Summary, Membership Summary and Organizational Activity follow.

Revenue By Period - GL Account Summary

Start Date: 11/1/2020 12:00 AM End Date: 11/30/2020 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												
425.00	425.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,749.55	0.00	-1,324.55
010-4-1-4563 - Weight Fees												
2,526.00	2,451.57	71.00	263.00	2,478.00	2,403.57	0.00	0.00	0.00	45.00	0.00	-331.00	0.00
010-4-1-4564 - Class/Programs												
1,890.00	1,796.94	41.00	28.00	3,017.50	2,924.44	0.00	0.00	0.00	156.50	0.00	-1,353.00	0.00
010-4-1-4565 - League Fees												
-1,256.25	-1,256.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,256.25	0.00
010-4-1-4566 - Before/After School												
1,312.50	1,233.75	0.00	0.00	2,625.00	2,546.25	0.00	0.00	0.00	0.00	0.00	-1,312.50	0.00
010-4-1-4572 - Season Pool Pass												
2,218.50	2,158.44	45.00	0.00	1,858.50	1,798.44	0.00	0.00	0.00	541.00	0.00	-226.00	0.00
010-4-1-4574 - Swim Lessons												
-2,517.00	-2,517.91	0.00	0.00	30.00	29.09	0.00	0.00	0.00	0.00	0.00	-2,547.00	0.00
010-4-1-4575 - Aquatic Program/Classes												
-729.00	-753.93	0.00	0.00	750.00	725.07	0.00	0.00	0.00	105.00	0.00	-1,584.00	0.00
010-4-1-4592 - Field Rentals/Tennis Courts												
525.00	514.19	0.00	165.00	360.00	349.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Split - Membership - Black & Gold												
700.00	679.60	0.00	0.00	680.00	659.60	0.00	0.00	0.00	20.00	0.00	0.00	0.00

Revenue By Period - GL Account Summary

Start Date: 11/1/2020 12:00 AM End Date: 11/30/2020 11:59 PM

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

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

5,094.75	4,731.40	157.00	456.00	11,799.00	11,435.65	0.00	0.00	\$0.00	867.50	1,749.55	-8,609.75	-1,324.55
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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	
**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

RecDesk Dashboard Summary; last 30 days:

rec desk North Lib

Dashboard Programs Memberships Facilities Members Leagues Registration Money POS

[Flex Calendar](#)

Today is Tuesday, December 1, 2020

Home
Recent Registrations
Recent Reservations
Recent Memberships
Recent Members
CRM+

Time Period: Last 30 Days

Top 5 Programs - Registrations

Program	Registrations
BASP Nov. HYBRID 2020	25
Santa Calls December 07 6:30-7:...	22
Basketball (Nov 24) PM 6:40 - 7:4...	15
NLC	12
Basketball 1st-2nd Gr...	10

Total Program Registrations

Total Program Registrations	4250
Online	3608
In-house (In Person)	642

Top 5 Programs - Revenue

Program	Revenue
BASP Nov. HYBRID 2020	\$1,200
NLC	\$800
Basketball 1st-2nd Gr...	\$600
NLC	\$400
Basketball 1st-2nd Gr...	\$200

Total Receipts

Total Receipts	\$13,279.50
RecDesk Credit Card	\$11,799.00
Household Credit	\$867.50
Check	\$456.00
Cash	\$157.00
Refunds	\$8,609.75

Invoices - Balance Due

Open:	\$49,145.61
Overdue:	\$8,010.61

Alerts & Notices

Membership Summary by Month

rec desk North Liberty Recreation Department

Dashboard Programs Memberships Facilities Members Leagues Registration Money POS Reports Admin

Reports Activity Counts

Today is Tuesday, December 1, 2020 Memberships By Period

Membership Counts (By Period)

Time Range: Last Month From Date: 11/1/2020 To Date: 11/30/2020 Apply Filters Clear All

List Actions

Summary By Month

	Nov, 2020
New Primaries	175
All New	241
Primary Renewals	21
All Renewals	32
Active Primaries	1973
All Active	2415

Recdesk Organization Activity; last 30 days

Time Period: ▼

[Export to Excel](#)

Organization Activity

From 11/1/2020 to 12/1/2020

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	4239	0	309	1325	351	3
Resident	2873	0	229	743	205	
Non-Resident	1366	0	80	582	146	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	775	0	96	60	129	
18 - 65	2570	0	187	801	210	
65+	894	0	26	464	12	
Male	2081	0	143	582	162	
Female	2158	0	166	743	189	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	3597	0	208	N/A	335	
In-Person	642	0	101	N/A	16	