



**Parks & Recreation Commission**  
**January 7, 2021, 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](mailto:tmulcahey@northlibertyiowa.org).

This meeting may be accessed live by the public on the internet at [northlibertyiowa.org/live](http://northlibertyiowa.org/live), on Facebook at [facebook.com/northliberty](https://facebook.com/northliberty) or on YouTube at [www.youtube.com/channel/UCrCw6ipAPjJnd-olpRgPJcg](https://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 869 3170 3672 and nine-digit meeting password 821492571. Meetings are rebroadcast on cable and available on-demand on [northlibertyiowa.org](http://northlibertyiowa.org).

1. Call to Order
2. Approval of Minutes
  - a. December 3, 2020
3. Reports
  - a. Parks Report
  - b. Recreation/Pool Report
  - c. Questions or Concerns
5. Next Meeting
  - a. Thursday, February 4, 2021 at 7:00pm.
6. Adjourn

Add: Attachments



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

**Absentees:** Brian Motley

**Others Present:** Shelly Simpson, Tim Hamer, Guy Goldsmith,

## Agenda

December 3, 2020

7 p.m., via Zoom

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### 1. Call to Order

- 7:00 pm by Megan Lehman

### 2. Approval of Minutes

- November 5, 2020
- Motion by Marcia Ziemer, second by Craig Sundell. Motion carries.

### 3. Reports

- Parks Report
  - Ongoing building maintenance
  - Upcoming projects: Ranshaw House (woodworking enhancements) and a project at City Hall
  - Planning for snow removal responsibilities
  - Preventative maintenance is ongoing
  - Harvested prairie seed from native areas, used to enhance prairie at Centennial Park. Anticipate a couple years to become established.
  - Winterized native prairie areas and city landscaping areas.

- Continue to meet with Shive Hattery and recommendations for Ranshaw Way Phase 5 including landscaping and pedestrian tunnel on the north side of City Hall as well as Dubuque St. improvements.
- Dog Park seeding did not take well. Dormant seeding was used this fall to help promote growth next fall. However, they are going to close the dog park down once spring hits to promote growth. Anticipate closure until May 2021.
- New park benches arrived and to be placed if weather permits and trash receptacles are in place.
- Derecho Wood pile chipping completed and is now mulch. This will be repurposed around the city in tree and landscaping areas. Some of it will compost down.
- COVID-19 caused teams to be split into Day/Night teams. Day team takes care of parks, etc. and night crew maintains and services all equipment.
- Richard: Wondering where the pedestrian trail will be located. Guy states it won't tie into the trails to the south until greater developments. It will just tie into the side walks initially. The main trail will be on the west side of 965. The plan is to ultimately connect it south on Forevergreen Road.
- Recreation/Pool Report
  - COVID-19 updated: Rec center crew will stay on various work shifts with separation across the facility. Any staff that share workspaces are trying to alternate use and reduce potential exposure. Continued masking.
  - Cancelled swim lessons, in person classes, and went back to member use by appointment only.
  - Prior to Thanksgiving, the indoor pool heater went out and are in the process for repair.
    1. Current heater was 16 years old
    2. Craig recommended use of an energy efficient model as this will reduce costs and save on utility.
    3. Shelly is open to ideas for replacement options.
    4. The pool heater was a capital project for next year (indoor and outdoor heaters). They are currently stacked on top of each other so replacement considerations will include this.
  - Facility usage continues and are averaging 102 users per day. With the indoor pool down, it's works out to a loss of 50 users per day.
  - Track use has increased with ongoing monitoring for increased demand.

- Leagues ended early November except for the competitive league which required a partial refund. Next league is scheduled for January so they will evaluate programming and enrollment next week.
  - Next earliest swim lessons will be March.
  - NLC basketball January (cooperative program with Coralville) was supposed to start and anticipate making decision next week based on governor's proclamation.
  - Questions or Concerns
    - Marcia: Budgets for next fiscal year was recently submitted and wondering about outcomes. No meetings have been scheduled and no decisions from City Hall have been made. Anticipate February/March for budget confirmation.
    - Craig: worker's compensation looks like a place holder figure. Guy is unsure on that. Craig feels like this can distort the budget and suggests that it moves. Guy recommended contact with Tracy Mulcahey at City Hall who has more information related to budgets.
    - Shannon: Wondering about funding to help supplement lost revenue due to COVID. Tracy Mulcahey, again, would have more information.
4. Next Meeting
- Thursday, January 7, 2020 at 7:00pm.
5. Adjourn at 7:21 pm



To **Park & Recreation Commission Board Members**  
CC **Mayor, City Council, City Administrator**  
From **Shelly Simpson**  
Date **January 4, 20201**  
Re **Monthly Report – December 2020**

We dialed back and cancelled in-person classes and swim lessons. We continued with member use by appointment only. The indoor pool re-opened with Band-Aid fixes to existing heater as permanent replacement options are pursued. 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. In-person classes might resume the Week of January 18, 2021.

**Leagues:**

Sport leagues were delayed; potential start times may resume the Week of January 18, 2021 – to be determined after the holidays. 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:** We will resume our After School Program the week of January 4, 2021 as school returns 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.

**Offsite Programs:** Schools remain closed for our offsite programs.

**Swim Lessons:**

Ashley is not planning any swim lessons until March 2021.

**Indoor Pool:**

Lap swim times for members only, by appointment only, 6 swimmers per time slot continues. We are averaging 35 lap swimmers per day, with highest day this month being 48.

**Weight & Exercise Area:**

Weight & Cardio exercise times for members only, by appointment only, for 20 exercisers per time slot continues. We are averaging 50 users per day, with highest day this month being 74. Use will increase with New Year resolutions. 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 35 users per day, with highest day this month being 64. We will continue to see a rise as the weather hinders outside exercising.

**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 this month being 48. Factors influencing an increase or decrease include halting pickleball since no individual play. Limiting basketball to shooting hoops only, no one on one or group play and as interest for inside activities rise. 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: (+) \$3,800.00 in weight & exercise fees; (+) \$940.00 in pool pass revenue; and \$1,603.00 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: 12/1/2020 12:00 AM      End Date: 12/31/2020 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> |
| <b>000 - Household Credit Account</b>             |              |             |              |                   |                 |                    |                  |                    |                    |              |                |              |
| 285.70  | 285.70       | 0.00        | 0.00         | 0.00              | 0.00            | 0.00               | 0.00             | 0.00               | 0.00               | 6,066.00     | 0.00           | -5,780.30    |
| <b>010-4-1-4563 - Weight Fees</b>                 |              |             |              |                   |                 |                    |                  |                    |                    |              |                |              |
| 3,800.00  | 3,689.03     | 261.00      | 0.00         | 3,689.75          | 3,578.78        | 0.00               | 0.00             | 0.00               | 49.25              | 0.00         | -200.00        | 0.00         |
| <b>010-4-1-4564 - Class/Programs</b>              |              |             |              |                   |                 |                    |                  |                    |                    |              |                |              |
| 594.00  | 568.68       | 0.00        | 0.00         | 760.45            | 735.13          | 0.00               | 0.00             | 0.00               | 83.55              | 0.00         | -250.00        | 0.00         |
| <b>010-4-1-4565 - League Fees</b>                 |              |             |              |                   |                 |                    |                  |                    |                    |              |                |              |
| 1,186.25  | 1,129.32     | 0.00        | 0.00         | 1,897.50          | 1,840.57        | 0.00               | 0.00             | 0.00               | 5,055.00           | 0.00         | -5,766.25      | 0.00         |
| <b>010-4-1-4566 - Before/After School</b>         |              |             |              |                   |                 |                    |                  |                    |                    |              |                |              |
| 472.50  | 450.66       | 45.00       | 0.00         | 707.50            | 685.66          | 0.00               | 0.00             | 0.00               | 20.00              | 0.00         | -300.00        | 0.00         |
| <b>010-4-1-4572 - Season Pool Pass</b>            |              |             |              |                   |                 |                    |                  |                    |                    |              |                |              |
| 940.00  | 921.07       | 225.00      | 0.00         | 612.00            | 593.07          | 0.00               | 0.00             | 0.00               | 133.00             | 0.00         | -30.00         | 0.00         |
| <b>010-4-1-4591 - Park/Special Event Fees</b>     |              |             |              |                   |                 |                    |                  |                    |                    |              |                |              |
| 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         |
| <b>010-4-1-4592 - Field Rentals/Tennis Courts</b> |              |             |              |                   |                 |                    |                  |                    |                    |              |                |              |
| 867.50  | 865.47       | 0.00        | 800.00       | 67.50             | 65.47           | 0.00               | 0.00             | 0.00               | 0.00               | 0.00         | 0.00           | 0.00         |
| <b>NONE - Unassigned</b>                          |              |             |              |                   |                 |                    |                  |                    |                    |              |                |              |
| 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         |
| <b>Split - Membership - Black &amp; Gold</b>      |              |             |              |                   |                 |                    |                  |                    |                    |              |                |              |
| 1,603.00  | 1,554.37     | 0.00        | 0.00         | 1,621.00          | 1,572.37        | 0.00               | 0.00             | 0.00               | 0.00               | 0.00         | -18.00         | 0.00         |

# Revenue By Period - GL Account Summary

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

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

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

|          |          |        |        |          |          |      |      |        |          |          |           |           |
|----------|----------|--------|--------|----------|----------|------|------|--------|----------|----------|-----------|-----------|
| 9,748.95 | 9,464.30 | 531.00 | 800.00 | 9,355.70 | 9,071.05 | 0.00 | 0.00 | \$0.00 | 5,340.80 | 6,066.00 | -6,564.25 | -5,780.30 |
|----------|----------|--------|--------|----------|----------|------|------|--------|----------|----------|-----------|-----------|

\*\* 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:

Today is Monday, January 4, 2021

Home Recent Registrations Recent Reservations Recent Memberships Recent Members CRM+

Time Period: Last 30 Days

### Top 5 Programs - Registrations

| Program                                   | Registrations |
|---|---------------|
| BASP Jan. HYBRID 2021                     | 25            |
| Basketball (Dec 29) PM 1:10 - 2:10        | 18            |
| Weight and Cardio (Dec 09) PM 8:00 - 9:00 | 12            |
|   | 10            |
|   | 8             |

### Top 5 Programs - Revenue

| Program                       | Revenue |
|-------------------------------|---------|
| BASP Jan. HYBRID 2021         | \$2,500 |
| Youth Competitive Team Bas... | \$1,500 |
| Mens Basketball               | \$500   |
| Winter/Spr...                 | \$400   |
|                               | \$300   |

### Total Program Registrations

**3640**

- Online: 3297
- In-house (In Person): 343

### Total Receipts

**\$14,568.00**

- RecDesk Credit Card: [\\$12,698.95](#)
- Check: [\\$800.00](#)
- Household Credit: [\\$538.05](#)
- Cash: [\\$531.00](#)

Refunds: [\\$1,124.75](#)

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### Invoices - Balance Due

- Open: [\\$51,948.11](#)
- Overdue: [\\$7,965.61](#)

### Alerts & Notices

# Membership Summary by Month

Today is Monday, January 4, 2021

## Membership Counts (By Period)

|            |           |            |
|------------|-----------|------------|
| Time Range | From Date | To Date    |
| Last Month | 12/1/2020 | 12/31/2020 |

### Summary By Month

|                  | Dec, 2020 |
|------------------|-----------|
| New Primaries    | 156       |
| All New          | 238       |
| Primary Renewals | 28        |
| All Renewals     | 47        |
| Active Primaries | 1812      |
| All Active       | 2264      |

## Recdesk Organization Activity; last 30 days

Reports Activity Counts

Today is Monday, January 4, 2021

Time Period: Last 30 Days

Export to Excel

### Organization Activity

From 12/5/2020 to 1/4/2021

|                           | Registrations | Reservations | Memberships | Check-Ins | Profiles Created | POS Transactions |
|---------------------------|---------------|--------------|-------------|-----------|------------------|------------------|
| <b>All</b>                | 3621          | 1            | 270         | 1145      | 203              | 1                |
| <b>Resident</b>           | 2495          | 0            | 225         | 666       | 133              |                  |
| <b>Non-Resident</b>       | 1126          | 1            | 45          | 479       | 70               |                  |
| <b>No Residency Set</b>   | 0             | 0            | 0           | 0         | 0                |                  |
| <b>Demographics</b>       |               |              |             |           |                  |                  |
| <b>&lt; 18</b>            | 551           | 0            | 72          | 52        | 59               |                  |
| <b>18 - 65</b>            | 2269          | 1            | 177         | 602       | 132              |                  |
| <b>65+</b>                | 781           | 0            | 20          | 489       | 12               |                  |
| <b>Male</b>               | 1854          | 1            | 120         | 524       | 99               |                  |
| <b>Female</b>             | 1767          | 0            | 150         | 621       | 104              |                  |
| <b>Other Genders</b>      | 0             | 0            | 0           | 0         | 0                |                  |
| <b>Online vs In-House</b> |               |              |             |           |                  |                  |
| <b>Online</b>             | 3278          | 0            | 192         | N/A       | 186              |                  |
| <b>In-Person</b>          | 343           | 1            | 78          | N/A       | 17               |                  |