



Parks & Recreation Commission
February 4, 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.

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 849 9722 8401 and nine-digit meeting password 578051735. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

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



Board Members Present: Megan Lehman, Richard Grugin, Craig Sundell, Marcia Ziemer, Shannon Greene, Jeremy Parrish

Absentees: Amalia Gedney-Lose

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

Agenda

January 7, 2021

7 p.m., via Zoom

1. Call to Order
 - 7:00 pm by Megan Lehman
2. Approval of Minutes
 - December 3, 2020
 - Motion by Craig Sundell, seconded by Marcia Ziemer, motion carries.
3. Reports
 - Parks Report, Guy Goldsmith
 - Ongoing building maintenance
 - Upcoming projects: Ranshaw House (woodworking enhancements) and installation of security doors at City Hall
 - Snow removal responsibilities and equipment maintenance
 - Continue to meet with Shive Hattery on Ranshaw Way Phase 5 landscaping and pedestrian tunnel as well as Dubuque St. improvements.
 - Red Fern Dog Park closure until May 2021 to help turf grass. New trash receptacles installed.
 - Employee trainings continue through Target Solutions.
 - Tree City USA application and approval – 25 year participant. Helps with other grant opportunities and value City has on nature, trees in community.
 - Trees Please Grant from Mid American application and approval for \$1,000. Trees for Red Fern Dog Park.
 - Budget work; making revisions to FY20/21 budget and capital projects. Marcia asked status of whole city budget. Guy mentioned that Department Heads have submitted operational budgets to City Administration and we have upcoming meeting with City Council. More to come.

- Craig asked if there will be an event or re-opening ceremony for Red Fern Dog Park. Guy mentioned that Angela McConville has taken lead and something will be planned. Megan chimed in she is member of the JCDogPac whom will assist with such event. Shannon asked what is JCDogPac – Johnson County Dog Park Action Committee, they assist fundraising for local dog parks.
 - Richard thanked Parks Dept for plowing Penn Meadows North lot. He is a member of NL Coffee Fossils that meet in parking lot on Mondays & Fridays.
 - Marcia inquired about Parks Dept and Beat the Bitter event. Guy mentioned that it will be nothing like in the past. No ice rink due to limited park staff and its maintenance, upkeep for proper ice surface. Shelly added to look at the beat the bitter website for the most accurate information. Most activities are planned with limited group interaction and fireworks remain a go at Penn Meadows Park.
 - Recreation/Pool Report
 - COVID-19 updated: Rec center continues to plug along, same ole-same ole, use by members through reservations as classes and programs were canceled for the month of December. Continual health checks, wearing of masks and social distancing whenever possible.
 - Indoor Pool re-opened with band-aid fixes to existing heater. Replacement options are being considered, code updates may lead to bigger expenses, not an easy swap in and out situation. Marcia asked about impact on budget. Shelly explained some money has been set aside, capital funds and all funding options will be pursued since it is an item that needs to be replaced.
 - Opening on weekends has been pushed back to February. Facility use is anticipated to increase right after the holidays. Programs, classes are planned to start week of January 18. Brian and staff are comfortable in starting up leagues mid0Janaury as well. Both Brian & Eric worked together on return to play safety protocol for NLC basketball.
 - Brian mentioned new fitness equipment was installed in weight & exercise area.
4. Next Meeting
 - Thursday, February 4 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 **February 1, 2021**
Re **Monthly Report – January 2021**

We dialed back up after holiday break offering some in-person classes and sport leagues. Safety protocols have been implemented in all programs offered. We continued with member use by appointment only, at the beginning of January we averaged 151 users per day and ended with around 200 users per day by the end of the month. Operations continue to be ready to adapt month to month.

COVID19 Update:

All FT Staff remain working Monday-Friday with 6am to 9pm as our facility hours. We are preparing to be open on weekends starting in February. Most operations continue to be on-line with members scheduling/reserving own use times, completing membership purchases and registering for programs on a monthly basis.

Facility Usage:

Facility usage continues to be tracked. We have seen an uptick to averaging 200 users per day. Reviewing member data; we have 7,594 residents (66%) and 3,933 non-residents (34%) totaling 11,527 individuals.

Programs:

Some programs/classes continue to be offered virtually. Limited In-person classes resumed the Week of January 18th. Class size continues to be limited and some classes have not seen participation interest. We will continue to prepare an increase in offering in-person classes with safety to the community and staff as a top priority.

Leagues:

Sport leagues began the Week of January 18th. Leagues included NLC Basketball, Youth Competitive Basketball and Adult basketball and Co-ed Volleyball. Program participation numbers have been limited due to gym space and not being able to utilize school gymnasiums. Brian is in charge of these leagues if you have direct questions.

BASP: Our After School Program resumed the week of January 4th. We are serving around 26 participants. With Governor's direction, in-person learning may resume in February. We will make plans to offer both AM and PM with small group operations and safety protocol in place. We may see an increase in participation. We will need to schedule/hire part-time staff as demand warrants and continued evaluation.

Offsite Programs: Schools remain closed for our offsite programs.

Swim Lessons:

Ashley is not planning 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 41 lap swimmers per day, with highest day this month being 50. Aqua Fitness Classes resumed the Week of Jan 18th with limited enrollment and safety protocol in place.

Weight & Exercise Area:

Weight & Cardio exercise times for members only, by appointment only, for 15 exercisers per time slot continues. We are averaging 63 users per day, with highest day this month being 76. 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 15 users per time slot. We are averaging 52 users per day, with highest day this month being 71. 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 15 users per time slot per gymnasium. We are averaging 30 users per day, with highest day this month being 49. Factors influencing an increase or decrease includes low pickleball play, allowing group play to resume, 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: (+) \$6,149.00 in weight & exercise fees; (+) \$2,749.00 in pool pass revenue; and \$3,445.00 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 soon.

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: 1/1/2021 12:00 AM End Date: 1/31/2021 11:59 PM

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

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

		DEBITS									CREDITS	
**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
000 - Household Credit Account												
-310.50	-310.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	688.00	0.00	-998.50
010-4-1-4563 - Weight Fees												
6,149.00	5,983.55	434.00	192.00	5,502.50	5,337.05	0.00	0.00	0.00	182.50	0.00	-162.00	0.00
010-4-1-4564 - Class/Programs												
2,435.00	2,343.89	8.00	0.00	2,962.00	2,870.89	0.00	0.00	0.00	239.00	0.00	-774.00	0.00
010-4-1-4565 - League Fees												
7,571.25	7,398.29	0.00	1,756.25	5,765.00	5,592.04	0.00	0.00	0.00	50.00	0.00	0.00	0.00
010-4-1-4566 - Before/After School												
2,647.50	2,568.07	0.00	0.00	2,647.50	2,568.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
010-4-1-4572 - Season Pool Pass												
2,749.00	2,667.14	38.00	0.00	2,700.50	2,618.64	0.00	0.00	0.00	38.50	0.00	-28.00	0.00
010-4-1-4575 - Aquatic Program/Classes												
1,248.00	1,207.47	21.00	0.00	1,214.50	1,173.97	0.00	0.00	0.00	218.50	0.00	-206.00	0.00
NONE - Unassigned												
0.00	-0.90	0.00	0.00	30.00	29.10	0.00	0.00	0.00	0.00	0.00	-30.00	0.00
Split - Membership - Black & Gold												
3,445.00	3,349.75	0.00	0.00	3,175.00	3,079.75	0.00	0.00	0.00	270.00	0.00	0.00	0.00
25,934.25	25,206.76	501.00	1,948.25	23,997.00	23,269.51	0.00	0.00	\$0.00	998.50	688.00	-1,200.00	-998.50

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

Sales Tax

RecDesk Dashboard Summary; last 30 days:

rec desk North Li...

Dashboard
Programs
Memberships
Facilities
Members
Leagues
Registration
Money
POS


[Flex Calendar](#)

Today is Monday, February 1, 2021

Home
Recent Registrations
Recent Reservations
Recent Memberships
Recent Members
CRM+

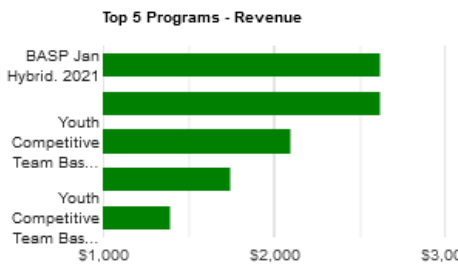
Time Period: Last 30 Days

Top 5 Programs - Registrations



Program	Registrations
Adopt - A - Grandparent Care Pack...	~75
BASP Feb. HYBRID 2021	~35
Weight and Cardio (Jan 27) PM 5:...	~25

Top 5 Programs - Revenue



Program	Revenue
BASP Jan Hybrid, 2021	~\$2,800
Youth Competitive Team Bas...	~\$2,200
Youth Competitive Team Bas...	~\$1,500

Total Program Registrations

Total Program Registrations	6181
Online	5581
In-house (In Person)	600

Total Receipts

Total Receipts	\$32,913.75
RecDesk Credit Card	\$29,014.75
Check	\$1,948.25
Household Credit	\$1,449.75
Cash	\$501.00
Refunds	\$1,200.00

Invoices - Balance Due

Open:	\$44,565.61
Overdue:	\$8,798.11

Alerts & Notices

Membership Summary by Month

Membership Counts (By Period)

Time Range	From Date	To Date
Last Month <input type="button" value="v"/>	1/1/2021	1/31/2021

☰ Summary By Month

	Jan, 2021
New Primaries	279
All New	434
Primary Renewals	35
All Renewals	45
Active Primaries	1814
All Active	2349



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

From **Guy Goldsmith, Director of Parks, Building and Grounds**
Date **February 1, 2021**
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. Park staff continues work on the Ranshaw house wood trim cleaning and baseboard enhancements. We installed baseboard trim to the entire upstairs. We completed the City Administration door and front counter glass security project.

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

The Dog Park continues to be heavily used even though it is winter. It isn't uncommon to see three or four cars there at any given time of the day.

We maintained equipment as needed this month. We performed preventative maintenance and repaired winter equipment as time permitted. We continue to prepare for the upcoming growing season by performing preventative maintenance and making repairs to ball field maintenance, mowing, trimming and landscaping equipment.

Considerable amount of time was spent removing snow and ice from City parking lots, sidewalks, trails, round-a-bouts and Hwy 965 intersections this past month. It has been a challenge this month.

We assisted the Communications Department with Beat the Bitter held on Sunday January 31st. Snow clearing was the majority of our duties.

We continue to work with the Kirkwood Parks and Natural Resource/Horticulture program. Our goal is possible employment and internships of students for the upcoming season with the North Liberty Parks Department. We also submitted our Seasonal Parks Worker job opportunity with Iowa, UNI, Iowa State and Cornell College.

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.

We continue to review and discuss the Parks FY2122 budget and capital projects items to prepare for the next fiscal year.







010-GENERAL FUND		58.33% OF YEAR COMP.			
CULTURE & RECREATION					
PARKS/BUILDINGS/GROUNDS					
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	32,654.57	227,779.38	59.97	152,050.62
010-6-4030-1-6020 PART-TIME & TEMPORARY	120,000.00	0.00	38,694.40	32.25	81,305.60
010-6-4030-1-6040 OVERTIME PAY	6,000.00	875.47	3,199.98	53.33	2,800.02
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	2,475.93	20,165.38	52.74	18,071.62
010-6-4030-1-6130 IPERS	47,184.00	2,953.96	21,708.31	46.01	25,475.69
010-6-4030-1-6150 GROUP INSURANCE	65,797.00	5,472.75	38,094.99	57.90	27,702.01
010-6-4030-1-6160 WORKERS' COMPENSATION	30,000.00	0.00	93.00	0.31	29,907.00
010-6-4030-1-6181 UNIFORMS	1,600.00	0.00	561.31	35.08	1,038.69
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	7,301.57	91.27	698.43
010-6-4030-1-6210 DUES/MEMBERSHIPS/SUBS	200.00	0.00	315.00	157.50	(115.00)
010-6-4030-1-6240 TRAINING & CONFERENCES	<u>2,000.00</u>	<u>0.00</u>	<u>385.00</u>	<u>19.25</u>	<u>1,615.00</u>
TOTAL PERSONNEL SERVICES	698,948.00	44,468.68	358,298.32	51.26	340,649.68
<u>SERVICES & COMMODITIES</u>					
010-6-4030-2-6310 BUILDING MAINTENANCE	5,000.00	118.08	907.66	18.15	4,092.34
010-6-4030-2-6320 GROUNDS MAINTENANCE	12,500.00	0.00	664.08	5.31	11,835.92
010-6-4030-2-6331 FUEL/OIL/LUBE	18,000.00	2,616.45	13,024.71	72.36	4,975.29
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	1,170.74	9,441.79	55.54	7,558.21
010-6-4030-2-6372 DUMPSTER PICKUP	200.00	17.50	122.50	61.25	77.50
010-6-4030-2-6390 GAS UTILITY	5,000.00	464.43	923.98	18.48	4,076.02
010-6-4030-2-6392 TURF MAINTENANCE	18,000.00	0.00	16,136.12	89.65	1,863.88
010-6-4030-2-6393 POND MAINTENANCE	4,000.00	0.00	20.38	0.51	3,979.62
010-6-4030-2-6394 LANDSCAPE TREE & PLANT	19,500.00	0.00	3,724.37	19.10	15,775.63
010-6-4030-2-6395 TRAIL MAINTENANCE	5,000.00	0.00	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	0.00	0.00	12,000.00
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	114.00	868.96	43.45	1,131.04
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	75.00	15.00	425.00
010-6-4030-2-6425 TELEPHONE & CELL PHONE	1,200.00	5.00	35.65	2.97	1,164.35
010-6-4030-2-6491 SOFTWARE SUPPORT	3,000.00	133.20	1,644.53	54.82	1,355.47
010-6-4030-2-6499 MISCELLANEOUS CONTRACT	2,000.00	0.00	1,240.00	62.00	760.00
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	0.00	829.96	55.33	670.04
010-6-4030-2-6514 BUILDING MAINTENANCE S	5,500.00	1,485.59	3,241.20	58.93	2,258.80
010-6-4030-2-6518 COMPUTERS & TECHNOLOGY	2,500.00	279.91	557.73	22.31	1,942.27
010-6-4030-2-6528 TOOLS	3,500.00	536.00	605.98	17.31	2,894.02
010-6-4030-2-6529 SHOP SUPPLIES	4,500.00	141.98	3,108.34	69.07	1,391.66
010-6-4030-2-6531 VEHICLE/EQUIPMENT PART	25,000.00	514.62	5,936.41	23.75	19,063.59
010-6-4030-2-6538 MISC GROUNDS MAINTENAN	4,000.00	405.00	1,172.83	29.32	2,827.17
010-6-4030-2-6547 PLAYGROUND EQUIPMENT P	4,500.00	0.00	7,144.87	158.77	(2,644.87)
010-6-4030-2-6548 MINOR PARK/PLAYGROUND	8,500.00	0.00	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: JANUARY 31ST, 2021

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

58.33% 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	23.94	23.94	2.00	1,176.06
010-6-4030-2-6600 TOURNAMENT SUPPLIES	<u>2,000.00</u>	<u>0.00</u>	<u>652.04</u>	<u>32.60</u>	<u>1,347.96</u>
TOTAL SERVICES & COMMODITIES	195,350.00	8,026.44	85,031.54	43.53	110,318.46
<u>CAPITAL OUTLAY</u>					
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
<u>TRANSFERS</u>					
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
<hr/>					
TOTAL PARKS/BUILDINGS/GROUNDS	974,298.00	52,495.12	443,329.86	45.50	530,968.14
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TOTAL CULTURE & RECREATION	974,298.00	52,495.12	443,329.86	45.50	530,968.14
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TOTAL EXPENDITURES	<u>974,298.00</u>	<u>52,495.12</u>	<u>443,329.86</u>	<u>45.50</u>	<u>530,968.14</u>