



Parks & Recreation Commission
April 1, 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 youtube.com/c/northliberty. You can also attend by phone; call 1 (312) 626 6799 with a touch-tone phone and enter the meeting ID 863 9535 6628 and meeting password 722560493. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

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



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

Absentees: Meghan Lehman

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

7:00 p.m., via Zoom

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1. Call to Order

- 7:00 pm by Richard Grugin

2. Approval of Minutes

- February 4th, 2021
- Motion by Craig Sundell, second by Jeremy Parrish. Motion carried.

3. Reports

- Parks Report
 - Time at Ranshaw House finishing trim. Goal is to be out by mid-March.
 - Working with Shive-Hattery on Pool Heating Project
 - Continuing to pick up pet-waste station.
 - Dog park closed at 2 pm on 3/4/21 to help give a break and re-establish good turf grow. Dormant seed was placed last Fall.
 1. Jeremy asked about signage explaining what is going on at dog park. Guy confirms that there is a sign up. Working on

permanent signage. Lining up things for a grand opening when it reopens soon.

2. Jeremy recommends adding more bold visualization on the dog park to notify residents.
 3. Shelly asked about barricades at the dog park – will not place barricades as people are allowed to still gather out there because they like the view and to spend time enjoying the area.
 4. Guy voiced concerns about keeping healthy grass at the dog park.
- Equipment maintenance on snow equipment, and seasonal equipment.
 - Considerable time to snow removal to city parking lots, sidewalks, trails, roundabouts and Hwy 965.
 1. Richard gave kudos to the department for snow removal.
 - Continue to work with Kirkwood and other local universities/colleges to hire seasonal help. Some interviews and offers have been completed. Anticipate more applicants. Par is 12 seasonal staff.
 - Shive-Hattery on landscaping on Phase 5 of Ranshaw Way.
 1. Shannon asked about underpass which will be just north of City Hall.
 - Dubuque street enhancements including demo.
 - Finalizing FY 21-22 budget which has been submitted, but a few tweaks being made.
 - Upcoming event is the Muddy Creek Clean Up scheduled for April 10th, at 9 am starting at the Rec Center. Boy/Cub Scouts and tree/storm water board members will participate in addition to City Staff. Asking for any community volunteers.
 - Allowing shelter rentals this year.
 - Splash pads will be open.
- Recreation/Pool Report
 - Opened the rec facility for weekends in February.
 1. Total of 4 weekends so far, which has gone well.
 2. Continue to open little by little.
 - Provide use with social distancing, masking and safety protocols in place. It has been a slow transition, which has added to questioning from the public.
 - Hit a bump in the road 2/22 which was caused by a snow load on the roof. It caused damage to the gas lines to some of the roof top units, and the pool unit which is new.

1. Down in the pool area for about 1 day.
 2. Using 2 of the 4 burners of the innovent unit in the pool, the other 2 are isolated and turned off. All rooftop units are off at this point. May feel some temperature changes in the track and exercise areas, but the warmer weather has helped with this.
- There were concerned community members during the “police event” and the rec center helped provide support to house children from local childcare centers and facilitated parent pick up.
 - Facility usage: 230 users per day.
 - BASP numbers are slowly on the uptick but continue to do afterschool only.
 - March swim lessons resumed, with low turnout, likely due to parent having to be in the water with the child.
 - Looking at summer programming. Will open the outdoor pool but unsure to what extent. Considering residents only, residents with memberships and residents, drop in, non-residents, etc.
 - Planning to operate as two separate facilities with separate entrances (indoor versus outdoor pool) – so separating aqua fitness and lap swim indoor, and lessons for kids outdoor.
 1. Biggest concern is locker rooms, common areas, groupings, etc.
 2. Will continue to provide details as more decisions are made.
 3. Craig asked about reduced capacity, research, and spread. Shelly notes that they have been looking at different capacity, tier system, and comfort level for gathering groups of people. This applies to both outdoor and indoor pool use. Working to come up with Plan A, B, etc. While individuals are on the pool deck, in the locker rooms, or going to concessions, they will be expected to wear masks.
- Questions or Concerns
 - Shannon asked about City Staff being vaccinated. The City has sent out a survey to assess interest.
 1. Police and fire are done with their second shot.
 2. BASP staff are anticipated to be in the next tier.
 3. Lifeguards and the remaining staff don’t have a timetable yet.
 - Jeremy reports that Diventures now has face shields for teachers and went away from parents in the pool.
 1. Ashley is aware of this and is evaluating options.

2. Right now, target date to open outdoor pool is 6/12 due to ICCSD school schedule.
 - Jeremy asked about porta-potty placement at certain parks. They will be placed at Centennial, Koser Park, and any other place that does not have a restroom close by.
4. Next Meeting
 - Thursday, April 1st, 2021 at 7:00pm.
5. Adjourn: Motion to adjourn by Amalia, Second by Shannon. Motion carried.



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **March 29, 2021**
Re **Monthly Report – March 2021**

We continued to dial up as we opened the facility for member use on the weekends and in-person classes and sport leagues continued. Safety protocols have been implemented in all programs offered. In March, we averaged 175 users per day during the week and 78 users on weekends. Weather does play a part in number of users inside. Operations continue to be ready to adapt month to month.

We continued to have meetings on how to proceed with roof repairs from snow slide. Cost estimates need to be gathered for 1) fascia & gutter replacement, 2) gas piping along high ridge, securement of gas line branches to units, & stands, 3) repairs to the Innovent unit, Roof top units, and mini split unit on roof, 4) repairs to roof membrane and 5) install snow guard rail system in identified areas to prevent equipment damage and future snow slides. Ultimately, we need to plan for total roof replacement as majority of roof is nearing life expectancy and this is estimated at \$1.5 million.

COVID19 Update:

Most FT staff are working Monday-Friday with some working weekends when needed. The number of PT Staff applicants, interviews and actual acceptance of jobs have been impacted by the pandemic and with minimum wage increases to \$15 per hour. All safety protocol remains in place such as wearing masks, limiting capacity, practicing social distancing and proper hygiene.

Our BASP staff as well as most FT Staff will have their complete vaccinations by middle of April. Pandemic measures may need to be kept in place until the fall, especially since kids are not yet being considered for vaccines.

Recdesk Database:

Reviewing our Recdesk database; we have 7,915 residents (65%) and 4,237 non-residents (35%) totaling 12,152 individuals.

Programs:

Some programs/classes continue to be offered virtually. Class size continues to be limited and some classes have not seen participation interest. We will continue to prepare for an increase in in-person classes with safety to the community and staff as a top priority. Summer programs will include fitness classes, Tippi Toes dance, swim lessons, summer camp, blastball and youth tennis.

Leagues:

Remember youth baseball and softball is ran by NLCBS, a parent run organization. Other sport leagues will resume in September.

BASP: Our After School Program continues but interest in AM program has not returned. We are serving around 26 participants. Our plans include both AM and PM if interest continues to grow with small group operations and safety protocol in place. We will need to schedule/hire part-time staff as demand warrants and continued evaluation. Matt F is busy working on Summer Camp plans.

Offsite Programs: Schools remain closed for our offsite programs.

Swim Lessons:

Ashely re-started indoor swim lessons with safety protocol remaining in place. Summer swim lessons to begin Week of June 14th. Registration is planned one month prior.

Indoor Pool:

Lap swim times for members only, by appointment only, 6 swimmers per time slot continues. This month we had 951 swimmers, with the highest day total being 46. The indoor pool will remain scheduled for lap swim, aqua fitness classes and evening swim lessons through the summer.

Outdoor Pool:

We will be opening the outdoor pool this summer. Ashely is hard at work determining a plan of action. To what extent we are open is based on numerous ideas; open for members only versus drop-ins, open for residents only versus non-residents, limit capacity for social distancing purposes and ICCSD last day of school is June 11, so not opening until June 12th. Many decisions yet to be determined.

Weight & Exercise Area:

Weight & Cardio exercise times for members only, by appointment only, for 15 exercisers per time slot continues. This month we had 1,494 users, with the highest day total being 78. Staff will continue to monitor usage and maintain cleaning/disinfecting protocol. As the weather turns nicer, we typically see a decrease in use.

Track:

Track times for members only, by appointment only, for 15 users per time slot. This month we had 796 patrons, with the highest day total being 59. We typically see numbers lower as the weather turns nicer unless weather hinders outside exercising.

Gymnasiums:

Pickleball, basketball and open volleyball times for members only, by appointment for 15 users per time slot per gymnasium. This month we had 829 patrons, with the highest day total being 56. Factors influencing an increase or decrease includes programming space needs and interest for inside activities. 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: (+) \$9,525.00 in weight & exercise fees; (+) \$3,795.00 in pool pass revenue; and \$3,461.00 in split membership fees.

Rentals:

We are looking to open up small areas of the facility for rentals. Park shelters can be rented/reserved through the Recreation Center as well. Gymnasium rentals will be on hold until school sites can be used.

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.



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

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

Date **April 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 and the Rec Center pool heater project. Park staff has finished work on the Ranshaw house wood trim and baseboard enhancements. Penn Meadows Park is currently receiving new standing seam metal roofs on the majority of the buildings. This is due to the hail storm we had last summer.

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

We have begun spring landscaping maintenance.

Red Fern Dog Park is now closed to reestablish the turf grass. If all goes as planned we anticipate to reopen June 1.

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.

We have been interviewing potential seasonal employees for the upcoming season. We continue to work with the Kirkwood Parks and Natural Resource/Horticulture program as well as other schools regarding possible employment and internships of students for the upcoming season with the North Liberty Parks Department.

We continue to meet with Shive Hattery offering input and ideas regarding the landscaping design/layout of Ranshaw Way phase 5, the Dubuque street improvement project which includes many improvements to the south side of Penn Meadows Park entrance. We have also begun initial discussion regarding the design and layout of the new City Administration building.

Parks Staff participated in Bucket Truck Rescue Training on March 24th.

On March 27th NLCBS and Parks staff participated in the Penn Meadows Park ball field enhancement day to prepare for the upcoming season. Much needed cleanup was accomplished and I want to thank all for their greatly appreciated efforts.

We continue to review and discuss the Parks FY2122 budget and capital projects items to prepare for the next fiscal year. We have also begun planning the improvements for updating the tennis courts this summer which will include six pickleball courts.

On March 23rd the DNR stocked 2000 rainbow trout at Liberty Centre Pond.



Revenue By Period - GL Account Summary

Start Date: **3/1/2021 12:00 AM** End Date: **3/28/2021 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												
-1,933.00	-1,933.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	646.50	0.00	-2,579.50
010-4-1-4563 - Weight Fees												
9,525.00	9,251.89	283.00	263.00	9,031.25	8,758.14	0.00	0.00	0.00	163.75	0.00	-216.00	0.00
010-4-1-4564 - Class/Programs												
2,607.50	2,528.81	30.50	26.00	2,602.00	2,523.31	0.00	0.00	0.00	51.00	0.00	-102.00	0.00
010-4-1-4566 - Before/After School												
33,222.50	32,194.77	0.00	0.00	34,257.50	33,229.77	0.00	0.00	0.00	5.00	0.00	-1,040.00	0.00
010-4-1-4572 - Season Pool Pass												
3,795.00	3,684.27	0.00	180.00	3,661.00	3,550.27	0.00	0.00	0.00	30.00	0.00	-76.00	0.00
010-4-1-4574 - Swim Lessons												
3,926.50	3,809.57	0.00	0.00	3,893.25	3,776.32	0.00	0.00	0.00	347.25	0.00	-314.00	0.00
010-4-1-4575 - Aquatic Program/Classes												
1,353.50	1,311.82	0.00	0.00	1,289.00	1,247.32	0.00	0.00	0.00	366.50	0.00	-302.00	0.00
010-4-1-4591 - Park/Special Event Fees												
157.50	152.77	0.00	0.00	157.50	152.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NONE - Unassigned												
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00	0.00	-1,400.00	0.00
Split - Membership - Black & Gold												
3,461.00	3,363.65	0.00	0.00	3,245.00	3,147.65	0.00	0.00	0.00	216.00	0.00	0.00	0.00

Revenue By Period - GL Account Summary

Start Date: **3/1/2021 12:00 AM** End Date: **3/28/2021 11:59 PM**

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

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

<u>56,115.50</u>	<u>54,364.55</u>	<u>313.50</u>	<u>469.00</u>	<u>58,136.50</u>	<u>56,385.55</u>	<u>0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>2,579.50</u>	<u>646.50</u>	<u>-3,450.00</u>	<u>-2,579.50</u>
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*** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value*

Sales Tax

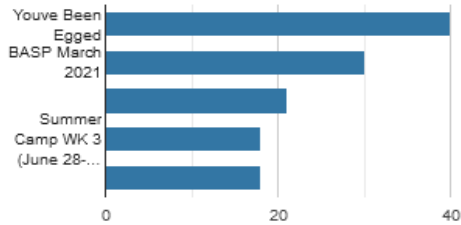
		DEBITS									CREDITS	
<u>**Gross</u>	<u>**Net</u>	<u>Cash</u>	<u>Check</u>	<u>CC (Gross)</u>	<u>CC (Net)</u>	<u>ACH (Gross)</u>	<u>ACH (Net)</u>	<u>Internal CC</u>	<u>Acct Credit</u>	<u>Other</u>	<u>Refunds</u>	<u>Other</u>
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>

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

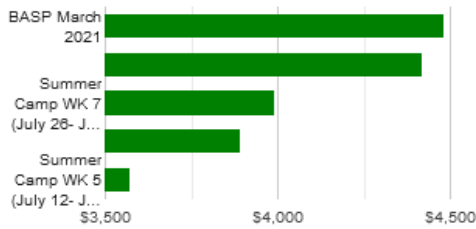
- Home
- Recent Registrations
- Recent Reservations
- Recent Memberships
- Recent Members
- CRM+

Time Period: Last 30 Days ▼

Top 5 Programs - Registrations



Top 5 Programs - Revenue



Total Program Registrations

6799

Online: 6034
 In-house (In Person): 765

Total Receipts

\$64,371.00

RecDesk Credit Card: [\\$60,959.11](#)
 Household Credit: [\\$2,584.39](#)
 Check: [\\$469.00](#)
 Cash: [\\$358.50](#)

Refunds

\$3,450.00

Invoices - Balance Due

Open: [\\$50,521.86](#)
 Overdue: [\\$9,005.61](#)

Alerts & Notices

Membership Counts (By Period)

Time Range	From Date	To Date
<input type="text" value="This Month"/> <input type="button" value="v"/>	<input type="text" value="3/1/2021"/>	<input type="text" value="3/31/2021"/>

☰ Summary By Month

	Mar, 2021
New Primaries	301
All New	422
Primary Renewals	43
All Renewals	64
Active Primaries	1633
All Active	2252