



Parks & Recreation Commission June 3, 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 865 5188 8063 and meeting password 171342324. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

1. Call to Order
2. Approval of Minutes
 - a. May 6, 2021
3. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions or Concerns
4. Board Terms
 - a. Three terms expiring as of June 30, 2021;
Thank you to Amalia Gedney-Lose & Megan Lehman for service, will not be re-applying so we will welcome two new board members.
Craig Sundell has re-applied for a board position.
5. Next Meeting
 - a. Return to in-person meetings = Thursday, July 1, 2021 at 7:00pm.
(Note - Shelly will be absent.)
6. Adjourn



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

Absentees: Meghan Lehman, Shannon Green

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

7:00 p.m., via Zoom

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1. Call to Order

- 7:02 pm by Richard Grugin.

2. Approval of Minutes

- April 1st, 2021
- Motion by Craig Sundell, second by Amalia Gedney-Lose. Motion carried.

3. Reports

- Parks Report
 - Ranshaw nearing completion, exterior painting completed, now working to do sod.
 - Working with Rec Center pool heater project. Preliminary plans are being discussed for this summer.
 - Structures have new green roofs. When roofers are done, will move to Koser Park.
 - Grounds work in progress – turf grass fertilizer, trimming trees, mowing.

- Dog park seed is coming up, but the cold and dry weather is preventing it from growing at a good pace. Hopefully with more rain and heat. Goal for June 1 reopening.
 1. Marcia asked about certain criteria for re-opening. Guy says ideally dog park would have a year to have well established grass, but this isn't possible so will continue to work with it. Bare minimum is how well the "big dog park" side is doing. If not doing well, will try to open small size.
 2. Richard asked about lighting. Approval was given to bring power into the park. No money budgeted at this time, but will anticipate lighting in the future as a main goal. Will also place security camera to record some activity between humans and dogs. Park will remain a dawn to dusk park.
 3. Jeremy asked about Dog Park Turf and chemicals use on area. Have put fertilizer previously, now putting nature safe fertilizer. Follow it up with Gypsum to help with the dog urine. Anticipate seeding yearly to keep up on it as there is a lot of wear and tear.
- Ball season – NLCBS – practices, weekend tournaments that are busy, nearly every weekend is scheduled for tournaments.
- Community garden site is prepped and people had access starting 5/1/21.
 1. All plots are full.
 2. Considering raised plots to make it more accessible.
- Cracking and settling on the tennis courts remain, looking at long term fix and will do a levelling layer on first, and then cover with fabric to isolate the prior surfaces from new surface. Working with contractors to get something scheduled.
 1. Plan to include pickle ball courts (portable) and possible portable tennis court nets.
 2. Craig asked about base shift on tennis courts. Guy states some might be footings that have lifted. Trying to take 1% slope to a 0.8% slope due to ice skating rink to level out some in the winter.
- Shive Hattery working on Loop Road for Centennial Park
- Forevergreen Train Improvement project is also getting further plans developed
- Muddy Creek Clean up – cold and rainy – but a success. Boy Scouts, Cup Scouts, Tree and Stormwater Board, City Staff and Residents. Collected trash.
- Further Clean Up Projects

1. This Friday, Christian Heritage school will do a clean up at Cornerstone Park.
 2. Penn Meadows will have tree mulching done by students.
 3. 150+ students will be participating.
- City-Wide Clean Up day was a success.
 1. Amalia asked about number of residents to participate, average wait time 20 minutes.
 - Interviewed potential seasonal employees. Anticipate starting after school is out.
 1. Craig asked about candidates -hired and interviewed or still recruiting. Guy states they're all hired.
 - Splash Pad opens Friday before Memorial Day Weekend. New parts ordered and will do test run shortly.
 - June 5th is Free Fish Weekend at Liberty Centre Pond.
- Recreation/Pool Report
 - Continued in person activities, adding more in lately
 - Safety protocols remain in place through May (Reservations)
 - Some changes to reservations starting June 1st.
 1. Goal is member use only on first come, first served basis
 - Decrease in usage related to weather improving.
 - Still waiting on word from insurance regarding repairs of gas lines on roof that were previously damaged in storm.
 - BASP – serving 26-30 participants
 - Summer Camp Registration started and are very close (if not already) full at 50 participants per week.
 1. Matt working on flexible plan to roll with changes as the summer progresses.
 2. Craig asked if volunteers were needed at all for summer camps. Set on staff at this time, but there is a program for junior counselors for younger teens who help out.
 - Memberships continue.
 - Starting to see some financial gains compared to this time last year.
 - Marcia asked about summer swim lessons and needing to have an adult in the water with the child.
 1. The parent will not be required to be in the water aside from parent-tot class.
 2. Limiting some distance protocols and decreasing student to instructor ratio.
 - Marcia asked about outdoor pool usage during open swim. Will be member use only, including membership card, first come first

serve up to capacity limit (125 people). Hopeful by June 12th, that the number can be bumped up.

- Amalia asked about decision making for capacity. Numbers will be based on staff comfort and spacing. Last year, took water surface area and divided into 6 foot areas to get max capacity. Would have been 99.
 1. Will not be allowing kid camps to the pool.
 2. Individuals must have at minimum a silver pass for swimming.
 - Richard asked about staffing for the pool. Currently, there is adequate staffing.
 - Summer slate for activities was recently sent out. RecDesk has rec activities listed.
 - Questions or Concerns
 - Citizen email: Concerned about Liberty Centre Pond and clean up. Asked for signs to residents for cleanup, trash cans, and active ways to discourage littering.
 1. There are 4-6 trash cans around the park (believe 1 by every bench).
 2. Comes down to the individual and their responsibility to keep the area clean.
 3. Less staff also equates to less distribution of time and resources for waste management.
 4. Guy will respond to citizen.
 - Craig asked about meeting in person, distanced, for Parks and Rec Meetings.
 1. Shelly asked about this, but all board meetings have remained online. Considering July 1st as potential in person date.
 - Jeremy asked about replacement parts for parks. Guy has a process for ordering.
 - Marcia told Guy that the bars on the xylophone are switched.
4. Next Meeting
- Thursday, June 3rd, 2021 at 7:00pm.
5. Adjourn: Motion to adjourn by Marcia Ziemer, Second by Craig Sundell. Motion carried at 7:42pm.



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **June 1, 2021**
Re **Monthly Report – May 2021**

We continue to add more in-person activities as public gets vaccines and positivity rates continue to drop. Safety protocols continued through May as we prepared for changes in June. In May, our average was 140 per day and weekend use was 51 users per day. As the weather gets nicer these numbers normally drop and everyone moves to the outdoors. Operations continue to be ready to adapt month to month.

Recdesk Database:

Reviewing our Recdesk database; we have 8,376 residents (65%) and 4,545 non-residents (35%) totaling 12,921 individuals.

Programs:

Some programs/classes continue to be offered virtually. In-person classes have returned with aqua fitness classes reaching capacity while land fitness classes have not seen participation interest return as quickly. As summer approaches, many individuals move outdoors so we will most likely not see enrollments return to normal until fall.

June will bring Rec fun packs, BIC leisure bike rides, discounted amusement park tickets, backyard campout, pee wee sports, tippi toes dance, summer camp, Sylvan STEM classes and youth tennis lessons.

Leagues:

Remember youth baseball and softball is ran by NLCBS, a parent run organization. Brian will try a 3 on 3 basketball league, mid-June. Other sport leagues will resume in September.

BASP: Our After School Program continues serving around 29 participants. Summer Camp weeks are filling up to our max of 50 participants per week. Matt F continues to work on flexible activity plans to roll with changes. We are asking participants and staff working with unvaccinated children to continue wearing masks while inside facility.

Offsite Programs: Schools remain closed for our offsite programs and have limited part-time staff to cover additional facilities at this time.

Swim Lessons:

Ashley re-started indoor swim lessons and summer 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 893 swimmers, with the highest day total being 48. In June, we will switch to

facility use on a first come, first serve basis and shared lane use. Indoor pool activities will include lap swim, aqua fitness classes and evening swim lessons through the summer. Masked until you're vaxxed policy is in place while inside city facilities.

Outdoor Pool:

Opening of outdoor pool is planned for June 12. Ashley is hard at work hiring staff and determining a plan of action. Daily we will open at noon for pass holders and begin daily drop-ins at 1pm if not at capacity.

Weight & Exercise Area:

Weight & Cardio exercise times for members only, by appointment continued through May. This month we saw a decrease in 1,288 users, with the highest day total being 71. In June, we typically see a decrease, but many individuals may want to get back to fitness, workout routines. Masked until you're vaxxed policy is in place while inside city facilities.

Track:

Track times for members only, by appointment only, continued through May. This month we saw a decrease in 342 patrons, with the highest day total being 28. As the weather turns nicer, we typically see a decrease in use.

Gymnasiums:

Pickleball, basketball and open volleyball times for members only, continued through May. This month we saw a decrease to 512 patrons playing basketball/volleyball and an increase to 296 patrons playing pickleball. The highest day total being 55. As the weather turns nicer, we typically see a decrease in use as pickleballers utilize the tennis courts.

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, especially as patrons begin thinking about outdoor pool use. This month summary: \$4,947 in weight & exercise fees; \$5,251 in pool pass revenue; and \$4,595 in split membership fees.

Rentals:

We began taking 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. This month community center rentals revenue totaled \$1,288; shelter rental revenue totaled \$135; field rentals revenue totaled \$6,038.

Revenues / Daily Fees:

Revenue for the month totaled \$43,087.

Drop-in use remains halted. No daily fees to report. Daily drop-ins will return June 1st.

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

Revenue By Period - GL Account Summary

Start Date: **5/1/2021 12:00 AM** End Date: **5/31/2021 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												
-776.63	-776.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,413.00	0.00	-3,189.63
001-0000-4310-02 - Community Center Rentals (Room Rental)												
1,288.75	1,272.69	31.25	197.50	535.00	518.94	0.00	0.00	0.00	525.00	0.00	0.00	0.00
001-0000-4310-04 - Shleter Rental												
135.00	131.10	5.00	0.00	130.00	126.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-05 - Field Rentals/Tennis Courts												
5,738.50	5,629.07	0.00	2,091.00	3,647.50	3,538.07	0.00	0.00	0.00	1,700.00	0.00	-1,700.00	0.00
001-0000-4500-10 - Weight Fees												
4,947.25	4,808.08	334.00	0.00	4,639.00	4,499.83	0.00	0.00	0.00	52.25	0.00	-78.00	0.00
001-0000-4500-11 - Class/Programs												
6,663.75	6,462.24	24.00	41.00	6,604.37	6,402.86	0.00	0.00	0.00	281.38	0.00	-287.00	0.00
001-0000-4500-13 - Before/After School												
6,975.00	6,636.60	0.00	0.00	11,280.00	10,941.60	0.00	0.00	0.00	0.00	0.00	-4,305.00	0.00
001-0000-4500-14 - Baseball/Softball												
300.00	300.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-19 - Season Pool Pass												
5,251.00	5,092.43	32.00	0.00	5,285.50	5,126.93	0.00	0.00	0.00	8.50	0.00	-75.00	0.00
001-0000-4500-21 - Swim Lessons												
6,585.00	6,381.27	0.00	57.00	6,532.50	6,328.77	0.00	0.00	0.00	310.50	0.00	-315.00	0.00

Revenue By Period - GL Account Summary

Start Date: **5/1/2021 12:00 AM** End Date: **5/31/2021 11:59 PM**

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

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

001-0000-4500-22 - Aquatic Program/Classes												
1,285.00	1,249.75	0.00	0.00	1,162.00	1,126.75	0.00	0.00	0.00	162.00	0.00	-39.00	0.00
NONE - Unassigned												
100.00	97.00	0.00	0.00	100.00	97.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Split - Membership - Black & Gold												
4,595.00	4,457.15	0.00	0.00	4,595.00	4,457.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43,087.62	41,740.75	726.25	2,386.50	44,510.87	43,164.00	0.00	0.00	\$0.00	3,039.63	2,413.00	-6,799.00	-3,189.63

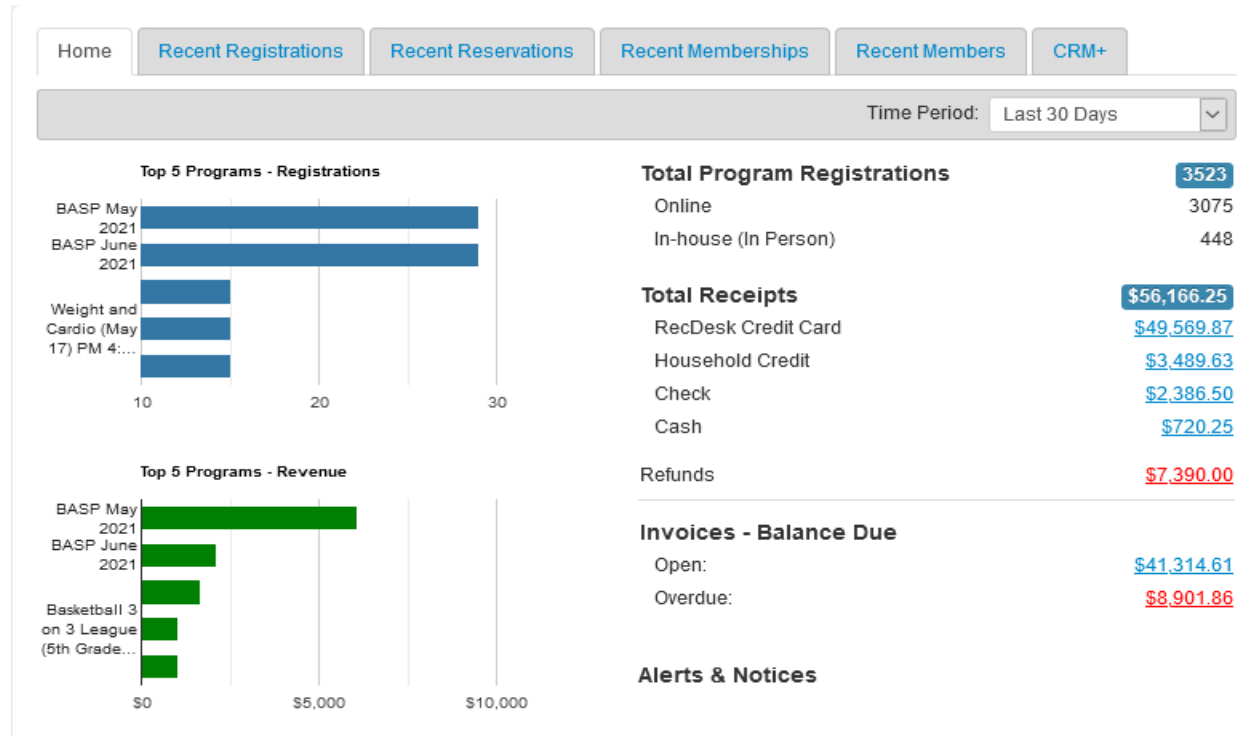
** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

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

Dashboard Summary:



Membership Counts (By Period)

Time Range	From Date	To Date
Last Month	5/1/2021	5/31/2021

☰ Summary By Month

	May, 2021
New Primaries	215
All New	306
Primary Renewals	32
All Renewals	45
Active Primaries	1379
All Active	1910

Organization Activity

From 5/2/2021 to 6/1/2021

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	3448	44	463	1556	528	13
Resident	2402	27	335	928	330	
Non-Resident	1046	17	128	628	198	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	678	0	138	58	234	
18 - 65	2131	43	283	941	275	
65+	638	1	42	544	19	
Male	1929	20	267	745	239	
Female	1518	24	196	811	286	
Other Genders	1	0	0	0	3	
Online vs In-House						
Online	3002	0	182	N/A	443	
In-Person	446	44	281	N/A	85	



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

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

Date **June 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. The Prebid meeting for the Pool Heater Project was held on May 19th.

Park staff repaired the large fiberglass water dump bucket feature at the pool. It had developed a crack over winter.

We continue to pick up park/trail trash receptacles and pet waste stations as needed this month. Usage has picked up due to residents getting out and utilizing our parks system.

We maintained equipment as needed this month performing preventative maintenance and making repairs to ball field maintenance, mowing, trimming and landscaping equipment.

We performed ground and landscape maintenance. We continue to trim and pruned trees. We applied turf grass herbicide to 300 acres of turf grass to get rid of unwanted dandelions and weeds. We continue to stay very busy with round-a-bout landscape maintenance.

Much time was spent mowing and trimming the parks and grounds this month. It has been a challenge with the wet conditions.

Ball field maintenance continues and we have been very busy during the week and on weekends with scheduled tournaments. The season has been going very well.

Red Fern Dog Park is now open and the new turf grass seeding is doing very well. We held the official grand opening on June 1st. Thank you to all that made this day possible.

We continue planning the improvements for updating the tennis courts this summer which will include six pickleball courts. We are tentatively scheduled to begin improvements starting July 19th through the end of August.

We continue to meet with Shive Hattery regarding the Centennial Park Loop Road Project and the Forevergreen Road Trail Improvement Project.

On May 20th Parks Staff assisted the Communications Department with the Fairy Door Project along the trail at the Community Center.

Parks Staff attended Tool Safety & Chainsaw training class on May 13th.

Parks staff attended Skid Loader/End Loader Operator training and Stuck Vehicle & Securing Loads training class on May 25th.

Parks Staff completed fence line clearing at the Fire Station in preparation of the new fence that will be installed on the south side soon.

Heritage Christian School held a student work day on May 7th. The students, teachers and some parents assisted Parks Staff with timber clean-up at Cornerstone Park and mulching trees at Penn Meadows Park.

