



Parks & Recreation Commission
September 2, 2021, 7:00pm
City Council Chambers, 1 Quail Creek Circle, North Liberty, Iowa

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



Board Meeting Minutes

Date: August 5, 2021

Present: Richard Grugin, Marcia Ziemer, Shannon Greene, Amy Chen, Kevin Stibal

Absent: Jeremy Parrish, Craig Sundell

Others Present: Shelley Simpson, Brian Motley, Tim Hamer

1. Call to Order
 - a. 7 PM by Richard Grugin
2. Approval of Minutes
 - a. July 1, 2021
 - b. Motion to Approve: Kevin Stibal
 - c. Second: Marcia Ziemer
3. Reports
 - a. Parks Report
 - i. Ranshaw House
 1. Will repaint siding
 2. Eventually will need to be replaced due to age
 - ii. Pool
 1. Began heater project
 - iii. Fire Station
 1. Derecho and hail storm re-shingling complete
 2. Hard to get contractors as they are busy
 3. Solar panels now back
 - iv. Equipment
 1. As needed
 - v. Landscaping
 1. Roundabout maintenance continues
 2. Mowing and Trimming
 3. Trimming back trees on trails
 4. Ballfield maintenance slower as season over
 5. Will prep soon for fall ball
 - vi. Centennial Park Loop Road
 1. Pre-construction meeting in late August
 2. Will finalize in mid-June 2022
 3. Engineering bid was under
 4. Will change how park used, as it would allow South parking
 5. Entry still just St. Andrews
 6. Tie ins to neighborhood and biking trail
 - vii. Forevergreen Trail
 1. August 9-October 30
 2. Est. \$125k, underbid \$99,760
 3. Will elevate trail to prevent water seepage
 - viii. Security Cameras
 1. Installed security cameras
 2. Tracking public so illegal dumping doesn't occur

- ix. Broadmoor Pond
 - 1. Fish kill and major clean up
 - 2. Preventative measures: quote on aeration system for pond
 - 3. Shallow + low sunlight leads to both summer and winter kills
 - 4. Aeration system like a home fish aquarium, but on a larger scale
 - 5. Will look at this after budget session
- x. Dog Park
 - 1. Grant from MidAmerican Energy
 - 2. Planted 12 trees, stressed due to heat but still limber
 - 3. Successful at getting this grant nearly every year
- xi. Playground Safety Training
 - 1. Classroom
 - 2. Playground inspection with new regulations
- xii. Eagle Scout Project
 - 1. On July 31
 - 2. Replaced 30-year-old Beaver Kreek foot bridge
 - 3. Another walking bridge still needs to be rebuilt
- xiii. Tennis Court
 - 1. Resurfaced and ½ converted to pickleball courts
 - 2. Started on August 4
 - 3. Week or two behind schedule
 - 4. More likely to be completed first week of September
- xiv. Vandalism at Centennial Park
 - 1. Brought up by Marcia Ziemer
 - 2. Slow season on vandalism
 - 3. Latex paint on slides came off with power wash
 - 4. Knocked over Port-O-Johnny
- b. Recreation/Pool Report
 - i. Pool
 - 1. Mornings (outdoor pool) and evenings (indoor pool)
 - 2. Aqua Fitness classes had much interest, with high numbers
 - ii. Database
 - 1. 14,000+ individuals in database through RecDesk
 - iii. Programs and Revenue Summary
 - 1. Classes
 - a. Aqua Fitness had high interest
 - b. More class numbers in report
 - c. Most leagues starting up in fall
 - d. Summer camps full at 50 participants/week
 - e. Not in schools yet
 - f. Low part-time staffing
 - 2. Pool
 - a. First year separating indoor and outdoor pool operations
 - b. Lap swimmers and fitness classes appreciate separate pool
 - c. Passholders like the 1-hour leeway before daily drop ins
 - d. Traffic light system helps with capacity notice
 - e. 1-3 PM busiest time for drop ins, slower after 4 PM
 - 3. Water Quality
 - a. Samples were sent to a lab for inspection
 - b. Finding was a high concentration of barium (from paint)
 - c. Repainted last year
 - d. That painter was used elsewhere without problems
 - e. Using an expensive clarifier that sticks to the film to flush it

- f. Bather load at 50% capacity helps
 - 4. Other facilities
 - a. Slowly rising numbers for rentals and revenue
 - 5. Delta variant
 - a. Brought up by Marcia Ziemer
 - b. In communication with Johnson County Public Health
 - c. Follow JCPH recommendations
 - d. City of Cedar Rapids now mandating masks in city facilities
- c. Questions
 - i. RecDesk residents v. non-residents
 - 1. Brought up by Shannon Greene
 - 2. Steady ratio of around 65% residents and 35% non-residents
 - 3. Following city boundaries
 - ii. Pool heaters
 - 1. Project approved and will start August 16
 - 2. Started ground work outside facility on East side last week
 - 3. At some point, the inside and outside facility will be closed
 - 4. Maybe this will be in September, so it won't affect outdoor pool
- 4. New Business
 - a. None
- 5. Old Business
 - a. None
- 6. Move to Adjourn
 - a. Called: Marcia Ziemer
Second: Kevin Stibal



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **August 30, 2021**
Re **Monthly Report – August 2021**

The summer season is ending. Summer Camp has ended and the outdoor pool is only open on weekends with Sept 5 as our last day. Pools will be shut down for use in September to proceed with pool heater replacement project. Recreation programs (September) will begin with operations ready to adapt month to month, as we remain in pandemic safety protocol.

Recdesk Database:

Reviewing our Recdesk database; we have 9,242 residents (65%) and 5,058 non-residents (35%) totaling 14,300 individuals. Increase of 164 from last month.

Aqua Programs:

Aqua Bootcamp – 13 participants Aqua Zumba – 12 participants
Aqua Arthritis MWF – 15 participants Aqua Arthritis T TH –14 participants
Easy Does It – 11 participants Noodle Triathlon – 2 participants
Water Resistance – 10 participants

We are also taking daily class drop-ins if space allows.
This month Aqua programs revenue totaled \$258.

Swim Lessons:

Summer swim lessons have ended. This month, swim lesson revenue totaled \$4,280.

Leagues:

Brian has worked on numerous leagues that will begin late August or in September:

NLCT Youth Volleyball: Grades 3-4 totals 54 participants signed up through NL
Grades 5-6 totals 72 participants signed up through NL

Outdoor Soccer Fundamentals: Grades K-6 totals 107 participants.

Supreme Flag Football: Grades 1-2 totals 27 participants signed up through NL
Grades 3-4 totals 38 participants signed up through NL
Grades 5-6 totals 15 participants signed up through NL

Youth Competitive Basketball Leagues: Play begins in October.

- Grade 5: Boys - 5 teams; Girls - 3 teams
- Grade 6: Boys – 5 teams; Girls – 8 teams
- Grade 7: Boys – 4 teams; Girls – 4 teams
- Grade 8: Boys – 2 teams; Girls – 0 teams

Men’s Basketball: Play begins in Sept. Rec – 2 teams; Competitive – 7 teams

Co-ed Volleyball: Play begins in Sept. Rec – 1 team; Competitive – 5 teams

This month Leagues revenue totaled \$13,110.

BASP: Summer Camp ended this month. With school restart we will offer both Before and After School program. Before School – 13 participants, After School – 47 participants. This month BASP revenue totaled \$4,030.

Rec Programs:

Barre – 4 participants

Body Blast – 3 participants

Body Sculpt – 4 participants

Bootcamp – 6 participants

Cardio Pump – 4 participants

Senior CBS – 5 participants

Pee Wee Sports resumes in September.

This month Classes/Programs totaled \$15,056.

Offsite Programs: We have limited part-time staff to cover additional facilities, so offsite uses are very limited at this time.

Indoor Outdoor Pools: Set to close Week of Sept 13 for heater replacement project.

Indoor Pool: Facility use is on a first come, first serve basis and shared lane use. Activities include lap swim, aqua fitness classes and evening swim lessons. Outdoor pool closes for the season on Mon., Sept 6.

Season Pool Pass revenue this month: \$2,901.

Daily Pool Fees revenue this month: \$24,944.

Pool Concessions revenue this month: \$7,812.

Pool Rentals revenue for month: \$850.

Weight & Exercise Area / Track:

Weight fee revenue this month: \$5,074.

Split membership revenue for the month: \$2,359.

Gymnasiums:

Gymnasium Rentals revenue this month: \$670.

Rentals:

Community Center Rental revenue this month: \$1,522.

Shelter rental revenue this month: \$172.

Field Rental revenue this month: \$510.

Revenues:

Revenue for the month (Aug 1-29) totaled \$84,304.75

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

Revenue By Period - GL Account Summary

Start Date: **8/1/2021 12:00 AM** End Date: **8/29/2021 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												
-69.75	-69.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	853.50	0.00	-923.25
001-0000-4310-01 - Pool Rentals												
850.00	830.20	0.00	190.00	660.00	640.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-02 - Community Center Rentals (Room Rental)												
1,522.50	1,496.39	15.00	487.50	870.00	843.89	0.00	0.00	0.00	150.00	0.00	0.00	0.00
001-0000-4310-03 - Gymnasium Rentals												
670.00	649.90	0.00	0.00	670.00	649.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-04 - Shleter Rental												
172.50	167.86	0.00	0.00	154.64	150.00	0.00	0.00	0.00	17.86	0.00	0.00	0.00
001-0000-4310-05 - Field Rentals/Tennis Courts												
510.00	509.61	0.00	480.00	12.86	12.47	0.00	0.00	0.00	17.14	0.00	0.00	0.00
001-0000-4500-10 - Weight Fees												
5,074.00	4,964.08	1,405.00	218.00	3,664.00	3,554.08	0.00	0.00	0.00	26.00	0.00	-239.00	0.00
001-0000-4500-11 - Class/Programs												
15,524.50	15,056.26	267.00	0.00	15,348.25	14,880.01	0.00	0.00	0.00	469.25	0.00	-560.00	0.00
001-0000-4500-12 - League Fees												
13,440.00	13,110.00	0.00	2,800.00	11,000.00	10,670.00	0.00	0.00	0.00	90.00	0.00	-450.00	0.00
001-0000-4500-13 - Before/After School												
4,030.00	3,880.75	0.00	150.00	4,975.00	4,825.75	0.00	0.00	0.00	105.00	0.00	-1,200.00	0.00

Revenue By Period - GL Account Summary

Start Date: **8/1/2021 12:00 AM** End Date: **8/29/2021 11:59 PM**

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

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

001-0000-4500-19 - Season Pool Pass												
2,901.00	2,807.10	40.00	0.00	3,130.00	3,036.10	0.00	0.00	0.00	30.00	0.00	-299.00	0.00
001-0000-4500-20 - Daily Pool Fees												
24,944.00	24,583.76	12,936.00	0.00	12,008.00	11,647.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-21 - Swim Lessons												
4,280.75	4,164.65	780.00	0.00	3,870.00	3,753.90	0.00	0.00	0.00	0.00	0.00	-369.25	0.00
001-0000-4500-22 - Aquatic Program/Classes												
258.00	250.64	153.00	0.00	245.00	237.64	0.00	0.00	0.00	18.00	0.00	-158.00	0.00
001-0000-4760 - Pool Concessions												
7,812.25	7,753.18	5,868.25	0.00	1,944.00	1,884.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NONE - Unassigned												
26.00	25.10	0.00	0.00	30.00	29.10	0.00	0.00	0.00	0.00	0.00	-4.00	0.00
Split - Membership - Black & Gold												
2,359.00	2,298.01	56.00	270.00	2,033.00	1,972.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
84,304.75	82,477.74	21,520.25	4,595.50	60,614.75	58,787.74	0.00	0.00	\$0.00	923.25	853.50	-3,279.25	-923.25

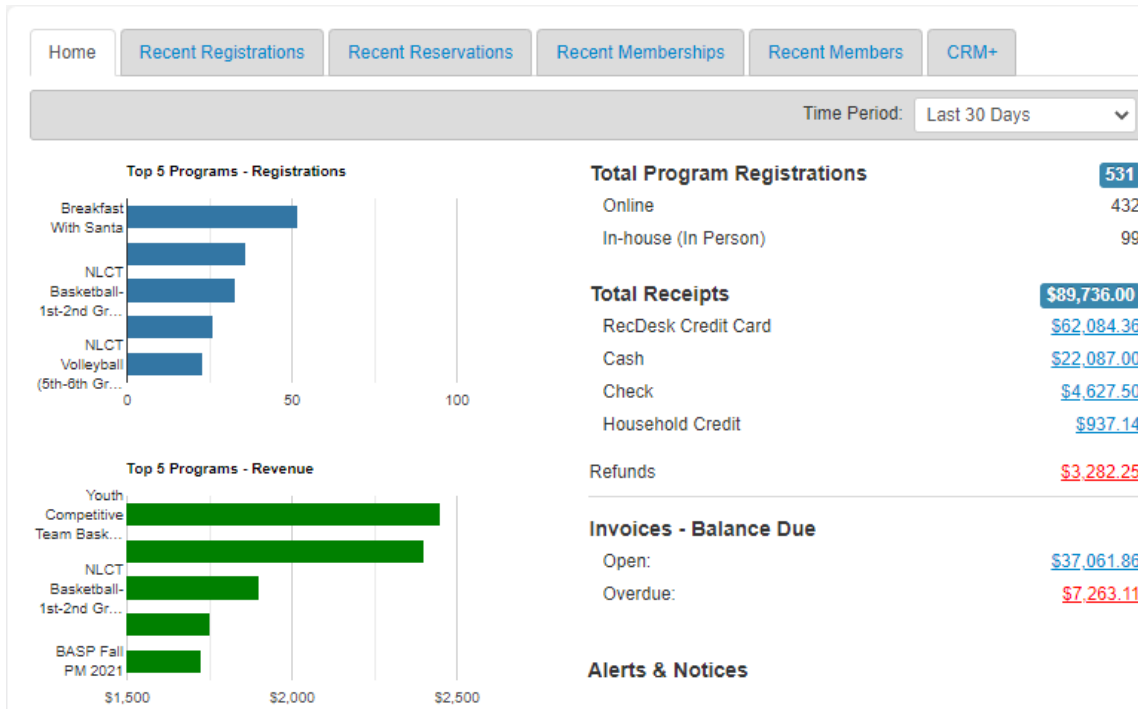
** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

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

Dashboard Summary; August, 2021



Organization Activity; August 2021:

Time Period: Last 30 Days

Export to Excel

Organization Activity

From 7/31/2021 to 8/30/2021

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	530	62	305	4953	293	6535
Resident	416	39	237	3740	200	
Non-Resident	114	23	68	1213	93	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	433	0	78	1213	108	
18 - 65	88	59	193	2653	176	
65+	9	3	34	1086	9	
Male	325	34	172	2839	139	
Female	205	28	133	2113	154	
Other Genders	0	0	0	1	0	
Online vs In-House						
Online	431	0	33	N/A	211	
In-Person	99	62	272	N/A	82	

Memberships Counts; August 2021:

☰ **Summary By Month**

	Aug, 2021
New Primaries	128
All New	176
Primary Renewals	73
All Renewals	113
Active Primaries	1453
All Active	2369



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

From **Guy Goldsmith, Director of Parks, Building and Grounds**
Date **August 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. The Parks Department is currently preparing the site for sod and seeding in select areas that were impacted by the project.

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

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

We performed ground and landscaping maintenance. We continue to stay very busy with landscape maintenance and watering of plants & new trees due to the very dry month of August.

Turf grass mowing was minimal due to the dry conditions. However, much time was spent trimming of undesirable weed growth in and around our parks, ponds and grounds this past month.

Ball field maintenance continues as we prepare for the upcoming fall ball season which will start back up very soon.

We continue to meet with Shive Hattery regarding the Centennial Park Loop Road Project and the Forevergreen Road Trail Improvement Project. We attended preconstruction meetings for the two projects on August 8th and August 18th. The two projects will begin very soon.

The Parks Department assembled 10 new trash receptacles that were placed along the recreation trail between Penn Street & Forevergreen Road and Penn Meadows Park shelters. The purchase of the 10 trash receptacles was made possible by a \$5000 donation from North Liberty resident and frequent trail user Tom White. Much appreciation goes out to Tom for his very generous donation.

Now that college is back in session only one of our twelve Seasonal Parks Maintenance workers remain. Park staff will dial back on park projects and concentrate on our necessities.

The tennis court project has begun. The improvements include resurfacing of the entire area, converting half of the area to 6 new pickleball courts, new netting and fencing repair. The contractor is currently two weeks behind schedule due to some staff members recovering from Covid-19.



Prior to the tennis court project.



Beginning stages of the tennis court project.



Tennis court layout replacing two of the tennis courts with the addition of 6 new pickleball courts.



10 trash receptacles assembled and distributed.