



Parks & Recreation Commission
October 7, 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. September 2, 2021
3. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions, Concerns, Updates
4. New Business
5. Old Business
 - a. Board Vacancy – candidate to be approved at an October city council meeting
6. Next Meeting
 - a. Thursday, November 4, 2021 at 7:00pm.
7. Adjourn



Board Meeting Minutes

Date: September 2, 2021

Present: Richard Grugin, Marcia Zeimer, Kevin Stibal, Craig Sundell

Absent: Amy Chen, Jeremy Parrish, Shannon Greene

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

1. Call to Order
2. Approval of Minutes
 - a. Moved: Marcia Zeimer
 - b. Second: Craig Sundell
3. Reports
 - a. Parks Report
 - i. Building maintenance on Ranshaw House completed
 1. Paint completed
 2. Ready to grade land
 - ii. Maintaining equipment
 1. Preventative for winter work
 - iii. Landscaping
 1. Lots of weeds due to dry weather
 2. More minimal mowing
 3. Ballfield preparation for upcoming seasons
 - iv. Centennial Park Project and Forevergreen Road Trail Projects
 1. August 18 meeting to discuss both
 2. Centennial Park project began
 - a. South residents not thrilled with road going in
 - b. Concept was in place since 2012 before housing built
 - c. Designed to be a destination/event park
 - d. Road and seed in Fall 2021
 - e. Full completion through Spring 2022
 - f. Ready to go for Blues and BBQ
 3. Forevergreen Road Trail project to begin shortly
 - v. New Trash Receptacles
 1. 10 new trash receptacles placed
 2. Between Penn Street and Forevergreen
 3. Tom White donated \$5,000 to cover these for the trail
 - vi. Employees
 1. Seasonal employees mostly back in college (1/12 left)
 2. Full time doing necessities as project slow down
 3. Requesting for more full-time employees in new budget season
 - a. More landscaping demands now and need another person
 - b. Requested last year, told to wait, will try again
 - vii. Tennis Court
 1. Behind schedule as the crew contracted COVID-19
 2. Filled in substrate and new base to prevent cracks
 3. West side will be leveled off for the ice rink set up
 4. East side will have permanent pickleball court

5. Ice rink will be open this season
6. Asphalt base for court
7. Tree removal as they grew through the gutter
8. Curb cut will allow North parking lot expansion with lights
 - a. In CIP to repair existing lot and add lights
 - b. Eventually want to get lighting on the fields
- viii. Derecho Grant Awarded
 1. October 2 at 9:30 AM meeting to represent project
 2. Tree planting throughout community
 3. Required to have educational portion
 4. Potential places: Beaver Kreek, due to older trees
- b. Recreation/Pool Report
 - i. Summer season closing
 1. 10 weeks of summer camp completed
 2. Outside pool closing at Labor Day
 3. Indoor pool closed September 10-October 24
 - a. For pool heater switch
 - b. Hope will not have to drain water
 - c. Circulation pumps can prevent draining
 4. Outside work ongoing
 - a. Cut into existing wall to make floor at the same level
 5. COVID-19
 - a. May qualify for grant due to fitness center losses
 - b. When mask restrictions on, lowers attendance
 - c. But want to avoid becoming a spreader facility
 - d. Separating the pools by activity worked well
 - e. Exterior entry to outside pool worked due to no hot food
 - f. 1 hour for only passholders had positive feedback
 - ii. Fall season
 1. Leagues are active or starting shortly
 - a. Some programs are shared with Coralville and Tiffin
 - b. 112 soccer players with 30 on waitlist; not enough coaches
 2. Part-timing staffing low
 - a. Need swim lesson coaches, before and after school rec counselors, rec center front desk monitors and off-site building monitors
 - b. Also need flag football referees
 - i. \$15/hr. on Sunday afternoons
 - ii. Anyone 16 years old +
 - iii. Email sent to Liberty High School coach to pass on
 - iv. Advertising to Coe, Cornell, Kirkwood, U Iowa
 - v. Churches have employment specialists
 - c. Job details are available on the website
 - d. COVID-19 protocols
 - i. Follow government suggestions
 3. Rec Center remodeling
 - a. Need information for gas lines to the showers
 - b. Need information on snow removal for roof
 - c. Then will go to contractors for bids
- c. Questions or Concerns
 4. New Business
 - a. Board vacancy
 - i. Craig Sundell moving to Texas and board thanks him for his service

- ii. Will advertise for spot to finish his term
- 5. Old Business
 - a. None
- 6. Next Meeting
 - a. Thursday, October 7, 2021 at 7 PM
- 7. Adjourn
 - a. Motion: Craig Sundell
 - b. Second: Kevin Stibal



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **October 4, 2021**
Re **Monthly Report – September 2021**

September brings a busy time of year for sport programs and usually when we need to add additional part-time staff due to school schedules/conflicts. Brian has been busy with sport leagues for both kids and adults. Pools were shut down on September 10 and remain closed to end of October as the pool heater replacement project continues. It has been a busy month of building maintenance; specs/plans for roof gas line replacement and snow rails were created by Shive Hattery and sent out for estimates. The library gutter/fascia repairs are also accepting estimates. We want all this work to be completed before winter season begins.

Recdesk Database:

Reviewing our Recdesk database; we have 9,381 residents (65%) and 5,133 non-residents (35%) totaling 14,514 individuals. Increase of 214 from last month.

Aqua Programs:

We had a few drop-in classes prior to pool shut down. Registration for November class sessions opened up and this month Aqua programs revenue totaled \$3,450.50.

Swim Lessons:

Registration for swim lessons planned to begin in November opened up and this month, swim lesson revenue totaled \$4,272.

Leagues/Sports:

Brian has worked on numerous leagues that began this month.

NLCT Youth Volleyball: Grades 3-4 totals 53 participants signed up through NL
Grades 5-6 totals 72 participants signed up through NL

Outdoor Soccer Fundamentals: Grades K-6 totals 109 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 - 6 teams; Girls - canceled

Grade 6: Boys – 5 teams; Girls – 8 teams

Grade 7: Boys – 5 teams; Girls – canceled

Grade 8: Boys – canceled; Girls – canceled

Men's Basketball: Competitive league has 9 teams

Co-ed Volleyball: Competitive league has 6 teams

35 & Older Basketball league was canceled.

This month, league revenue was (-) 1,000 due to cancelations.

BASP: We are back offering both Before and After School program. Before School – 13 participants, After School – 46 participants. This month, BASP revenue totaled \$10,465.

Rec Programs:

Barre – canceled	Body Blast – 5 participants
Body Sculpt – 2 participants	Bootcamp – 4 participants
Cardio Pump – 5 participants	Senior CBS – 5 participants

Pee Wee Sports – Football Kyle continues to conduct these classes.
AM class had 8 participants; PM classes totaled 29 participants

Tippi Toes Dance is a contract program utilizing space.

Baby Ballet had 4 participants; Ballet Tap Jazz class was canceled; Hip Hop Jazz class was Canceled.

Senior Connections Lunches, in-person gatherings restarted this month. Both Rec & Library staff are assisting with this program held every Friday.

Sept 10 – 21 participants; Sept 17 – 24 participants; Sept 24 – 14 participants

This month Classes/Programs revenue totaled \$6,743.50.

Pools:

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. Closed on Sept 10 for pool heater replacement project.

Outdoor pool: Facility closed for the season on Mon., Sept 6.

Season Pool Pass revenue this month: \$290; Daily Pool Fees revenue this month: \$1,441.

Pool Concessions revenue this month: \$210; Pool Rentals revenue for month: \$180.

Weight & Exercise Area / Track:

Weight fee revenue this month: \$7,682; Split membership revenue for the month: \$1,103.

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

Gymnasiums:

Gymnasium Rentals revenue this month: \$160.

Rentals:

Community Center Rental revenue this month: \$1,020; Shelter rental revenue this month: \$15.

Field Rental revenue this month: \$675.

Revenues:

Revenue for the month totaled \$35,512.25

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

Time Period: ▼ Last 30 Days

Top 5 Programs - Registrations

Program	Registrations
BASP Oct PM	~45
NLCT	~35
Basketball-3rd-4th Gr...	~30
NLCT	~25
Basketball-1st-2nd Gr...	~20

Top 5 Programs - Revenue

Program	Revenue
BASP Oct PM	~\$9,500
NLCT	~\$2,500
Basketball-3rd-4th Gr...	~\$2,000
BASP Oct AM	~\$1,500
Basketball-1st-2nd Gr...	~\$1,000

Total Program Registrations **570**

- Online 373
- In-house (In Person) 197

Total Receipts **\$42,884.50**

- RecDesk Credit Card [\\$38,695.45](#)
- Cash [\\$2,142.00](#)
- Household Credit [\\$1,382.05](#)
- Check [\\$665.00](#)
- Refunds [\\$4,699.00](#)

Invoices - Balance Due

- Open: [\\$76,625.86](#)
- Overdue: [\\$7,374.61](#)

Alerts & Notices

Membership Counts (By Period)

Time Range	From Date	To Date
▼ Last Month	9/1/2021	9/30/2021

☰ Summary By Month

	Sep, 2021
New Primaries	98
All New	120
Primary Renewals	42
All Renewals	52
Active Primaries	1227
All Active	1799

Time Period: Last 30 Days

Export to Excel

Organization Activity

From 9/5/2021 to 10/5/2021

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	570	55	176	2443	217	456
Resident	394	30	144	1836	135	
Non-Resident	176	25	32	607	82	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	339	0	22	198	86	
18 - 65	67	53	133	1552	113	
65+	163	2	21	689	18	
Male	220	31	110	1592	109	
Female	350	24	66	851	108	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	373	0	27	N/A	160	
In-Person	197	55	149	N/A	57	

Revenue By Period - GL Account Summary

Start Date: **9/1/2021 12:00 AM** End Date: **9/30/2021 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												
-1,340.25	-1,340.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	331.50	0.00	-1,671.75
001-0000-4310-01 - Pool Rentals												
180.00	174.60	0.00	0.00	180.00	174.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-02 - Community Center Rentals (Room Rental)												
1,020.00	992.17	92.50	0.00	927.50	899.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-03 - Gymnasium Rentals												
160.00	155.20	0.00	0.00	160.00	155.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-04 - Park/Special Event Fees												
15.00	14.55	0.00	0.00	15.00	14.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-04 - Shleter Rental												
152.50	147.17	0.00	0.00	177.50	172.17	0.00	0.00	0.00	0.00	0.00	-25.00	0.00
001-0000-4310-05 - Field Rentals/Tennis Courts												
675.00	675.00	0.00	225.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00	0.00	0.00
001-0000-4500-10 - Weight Fees												
7,682.00	7,473.80	742.00	0.00	6,940.00	6,731.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-11 - Class/Programs												
6,743.50	6,523.94	322.00	15.00	7,268.50	7,048.94	0.00	0.00	0.00	155.00	0.00	-1,017.00	0.00
001-0000-4500-12 - League Fees												
-1,000.00	-1,043.50	0.00	350.00	1,450.00	1,406.50	0.00	0.00	0.00	0.00	0.00	-2,800.00	0.00

Revenue By Period - GL Account Summary

Start Date: **9/1/2021 12:00 AM** End Date: **9/30/2021 11:59 PM**

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

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

001-0000-4500-13 - Before/After School												
10,465.00	10,156.45	40.00	0.00	10,285.00	9,976.45	0.00	0.00	0.00	420.00	0.00	-280.00	0.00
001-0000-4500-19 - Season Pool Pass												
290.00	282.44	0.00	38.00	252.00	244.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-20 - Daily Pool Fees												
1,441.00	1,425.34	912.00	14.00	522.00	506.34	0.00	0.00	0.00	0.00	0.00	-7.00	0.00
001-0000-4500-21 - Swim Lessons												
4,272.00	4,149.18	0.00	0.00	4,057.75	3,934.93	0.00	0.00	0.00	304.25	0.00	-90.00	0.00
001-0000-4500-22 - Aquatic Program/Classes												
3,450.50	3,347.04	152.00	0.00	3,401.50	3,298.04	0.00	0.00	0.00	117.50	0.00	-220.50	0.00
001-0000-4760 - Pool Concessions												
210.00	209.32	187.50	0.00	22.50	21.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NONE - Unassigned												
-7.00	-7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7.00	0.00
Split - Membership - Black & Gold												
1,103.00	1,063.16	0.00	0.00	1,328.00	1,288.16	0.00	0.00	0.00	225.00	0.00	-450.00	0.00
35,512.25	34,398.61	2,448.00	642.00	36,987.25	35,873.61	0.00	0.00	\$0.00	1,671.75	331.50	-4,896.50	-1,671.75

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

Sales Tax

Revenue By Period - GL Account Summary

Start Date: **9/1/2021 12:00 AM** End Date: **9/30/2021 11:59 PM**

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

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

		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*