



**Parks & Recreation Commission  
November 4, 2021, 7:00pm  
City Council Chambers, 1 Quail Creek Circle, North Liberty, Iowa**

This meeting may be accessed live by the public in person or on the internet at [northlibertyiowa.org/live](https://northlibertyiowa.org/live), on Facebook at [facebook.com/northliberty](https://facebook.com/northliberty) or on YouTube at [youtube.com/c/northliberty](https://youtube.com/c/northliberty). Meetings are rebroadcast on cable and available on-demand on [northlibertyiowa.org](https://northlibertyiowa.org).

1. Call to Order
2. Welcome newest board member, Gwen Johnson
3. Approval of Minutes
  - a. October 7, 2021
4. Reports
  - a. Parks Report
  - b. Recreation/Pool Report
  - c. Questions, Concerns, Updates
5. New Business
6. Old Business
7. Next Meeting
  - a. Thursday, December 2, 2021 at 7:00pm.  
**Shelly will be absent; Guy/Brian to lead meeting.**
8. Adjourn



## **Board Meeting Minutes**

Date: October 7, 2021

Present: Amy Chen, Kevin Stibal, Jeremy Parrish

Absent: Richard and Marcia

Others Present: Shelly Simpson, Brian Motley, Tim Hamer

1. Call to Order
2. Approval of Minutes
  - a. September 2, 2021
  - b. Motion to approve minutes: Kevin Stibal
  - c. Second to approve minutes: Jeremy Parrish
3. Reports
  - a. Parks Report
    1. Ranshaw House close to completion
      1. Turf grass required supplemental watering
    2. Picked up trash receptacles and pet stations weekly
    3. Maintained equipment, starting on winter soon
    4. Performed ground and landscape maintenance
    5. Planted a bunch of new trees last week
      1. Supported by a \$5k derecho grant
    6. Turf grass mowing minimal due to dry weather
    7. Continued ballfield maintenance
    8. Painted soccer lines and program about to conclude
    9. Additional seeding in Forevergreen Rd
    10. Centennial Park loop road
      1. New road will blend in nicely post-grading
      2. South side residents concerned about traffic and speed
      3. Considered speed bumps but engineering said not advisable
      4. Paving will start next week
      5. Dormant seed (for extra spring boost) and grading later this fall
      6. Loop road will be a two-way with roll-over curb for events
      7. Sidewalks will be connected into the park
      8. No lights on the loop road due to resident concerns
      9. Future plans: performance hall, splash pad, 3 shelters (2 South/1 North), gazebo near pod with a possible veteran's memorial, ADA-style swing set

1. Timing depends on fundraising
2. Amphitheatre and splash pad will be going first together (one building; provides restrooms)
3. Plan is not yet available to the public

11. New LED lights at tennis court

12. PrideFest support in Coralville

13. Tennis court project nearing completion

1. Surface done, lines next week, then will cure
2. West side is where the ice-skating rink will go
3. Relocate ice skating this year due to warranty

14. Iowa Fishery management: 100s of new catfish on September 22

1. Redone every two years
2. Catfish do not reproduce well in a pond

b. Recreation/Pool Report

1. September is busy for sports
2. Staffing is lower after summer staff to year-around staff + pandemic issues, still a little short-handed
3. Pools shut down for pool heater replacement project
  1. Closed September 10 for pool heater replacement project
  2. Will open first week in November or late October
4. Building maintenance issues
  1. Approved gas line
    1. Fix will hopefully will go forward soon
  2. Snow rails
    1. Due back on October 15, then award
    2. Snow gems faulty
  3. Library north gutter
    1. Sent out 5 RFPs, only got one back
    2. Need more than one bid for the price
    3. Will ask the pool heater company to provide a quote
5. Rec desk database
  1. +214 people
6. Aqua programs
  1. Shut down since September 10
  2. Registration for programs in November
  3. Staff shortage with swim lessons
7. League sports
  1. Three weeks of flag football and volleyball left
  2. No COVID-19 issues

3. Youth competitive basketball starts next week
4. Co-ed volleyball and men's basketball going forward
5. Official shortage
  1. Some long-timers lowering commitment
  2. Raised pay doesn't work
  3. Need certification
  4. Three cities all pulling from the same pool of candidates
8. Before and after school program
  1. Morning has low enrollment
  2. Evening at regular level
9. Land fitness classes ongoing
  1. Not as popular as aquatic exercise classes
  2. Contract instructors use this as a part-time job
10. Peewee sports programs
  1. Football past month, good turnout, had a waitlist
11. Senior Connections lunches every Friday
  1. Rec and library staff assist
  2. 3 dates in September, hit max of 24 participants once
  3. Following social distancing guidelines
- c. Questions, Concerns, Updates
  1. No unexpected repairs with pool
  2. Did not have to drain the entire pool
  3. Excited to see disc golf program
4. New Business
  - a. No new business
5. Old Business
  - a. Board Vacancy
    1. Appointment at October city council meeting
    2. Application form submitted to mayor and then the mayor chooses
6. Next Meeting
  - a. Thursday, November 4, 2021 at 7:00 PM
7. Adjourn
  - a. Motion to Adjourn: Jeremy Parrish
  - b. Second: Amy Chen



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

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

Date **October 30, 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 Pool Heater Project.

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

We performed equipment repair and preventative maintenance on equipment as needed this month. We have begun servicing and installing winter equipment as time permits preparing for the upcoming season.

We maintained ball fields, soccer fields and facilities at Penn Meadows Park this month. The season has recently ended so we have winterizing all park facilities including all turf irrigation systems.

We winterized the water fountain at Liberty Centre Pond/Park.

We finished mowing and trimming all City parks and grounds for the season. All native prairie areas have been cut down for the season.

We performed ground and landscaping maintenance. All landscaping areas have been winterized for the season. It now takes staff approximately three weeks to cut down and winterize roundabouts and all other landscaping areas due to increasing inventory of landscaping.

We prepared and painted soccer lines at Penn Meadows Park in support of the soccer program. The season is now over.

We continue to meet with Shive Hattery regarding the Centennial Park Loop Road Project and Forevergreen Road Trail Improvement Project. We reviewed plans for the upcoming Dubuque Street Improvements Project as well as the future City Administration building plans. We continue to move forward with asbestos and hazardous material testing and future demolition of the property associated with the Dubuque Street Project. Park staff removed landscaping and other items called out to be removed ahead of the Dubuque Street Project.

We met with the Snowdrifters snowmobile club on multiple occasions to address concerns with the old route and helped establish a safer alternative route in North Liberty.

On October 2<sup>nd</sup> the Parks Department along with the IDNR hosted a free tree care workshop at Centennial Park. Residents learned about tree selection, how to plant a tree, care for new trees and common tree ailments, including the Emerald Ash Borer. After the workshop residents along with the IDNR and Parks Staff planted trees at Centennial Park, Broadmoor Pond, Penn Meadows Park, Beaver Creek Park, Fox Run Pond and the Meade Barn property. The city received 32 trees through an Iowa Department of Natural Resources grant to help replace trees destroyed or seriously damaged by the August 10, 2020, Derecho.

Parks Staff attended the Aquatic, Forest, and Roadside Pest Management Re-Certification Applicator Class on October 20<sup>th</sup> at the Johnson County Extension Office. This is required annually to maintain our state pesticide and herbicide licenses.

We assisted the IDNR Fishery Management team with the release of 2000 rainbow trout on October 27<sup>th</sup> at Liberty Centre Pond. The trout arrived from the state hatchery near Manchester, Iowa. The trout stocking will give anglers winter long fishing opportunities at Liberty Centre Pond. All IDNR fishing regulations will be enforced.

We continue to work on the proposed FY2223 Parks operating budget and capital improvement plan to prepare for the next fiscal year.

The last of our Seasonal Park Maintenance Workers have finished working for the season. We had a great seasonal crew this year and couldn't have accomplished what we do without them.



Derecho Community Forestry Grant trees.



October 2<sup>nd</sup> tree care work shop and tree plant.



October 27<sup>th</sup> Rainbow trout delivery.



October 27<sup>th</sup> Rainbow trout delivery.



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

October is a busy month for special events. We offered Pumpkin Carving/Painting, Halloween Moonlight Walk and 3 Halloween Walk-throughs; a revamp to Haunted Happenings. Sport leagues for both kids and adults continued. The Indoor Pool remains shut down as a key part, the water exchange unit has been delayed enroute. We do not have a re-opening date at this time. We also continue to try to complete many building maintenance projects such as Library gutter, fascia, downspouts; roof gas line replacement and snow rails prior to first snow fall. Staff flu shots were provided on Oct 18 and we are busy planning programs for January-April, 2022.

**Recdesk Database:**

Reviewing our Recdesk database; we have 9,494 residents (65%) and 5,213 non-residents (35%) totaling 14,707 individuals. Increase of 193 from last month.

**Aqua Programs:**

November class session will not be held due to the delay of the water exchanger, we will most likely have to refund class participants. Aqua Program revenue totaled \$667.

**Swim Lessons:**

Swim lessons planned to begin November 15 will mostly likely have to be canceled due to delay in water exchanger, with refunds to follow, swim lesson revenue totaled \$65.

**Leagues/Sports:**

Some adult and youth leagues continue this month  
Youth Competitive Basketball Leagues began in October.  
This month, no league revenue was collected.

**BASP:** We are back offering both Before and After School program. Before School – 13 participants, After School – 50 participants. We also offered an All-Day on Oct 4<sup>th</sup>.  
This month, BASP revenue totaled \$10,625.40.

**Rec Programs:**

Body Blast – 4 participants; Body Sculpt – 2 participants; Bootcamp – 1 participant; Cardio Pump – 6 participants; Senior CBS – 5 participants.

Pee Wee Sports – Soccer                      Kyle continues to conduct these classes.  
AM class had 10 participants; PM classes totaled 30 participants

Tippi Toes Dance classes include Baby Ballet - 6 participants; Ballet Tap Jazz – 12 participants, and Hip Hop Jazz – 8 participants.

Senior Connections Lunches, in-person gatherings restarted this month, held every Friday.  
Oct 1 – 20 participants; Oct 8 – 14 participants; Oct 15 – 15 participants; Oct 22 – 13 participants; Oct 29 – 17 participants.  
This month Classes/Programs revenue totaled \$9,222.

**Pools:**

Indoor Pool remains shut down as a key part, the water exchange unit has been delayed enroute. Re-opening delayed, water exercise classes canceled and November swim lessons may need to be canceled as well – TBD. Ashley and I interviewed two candidates for our PPT, 29 hrs per week Aquatics Coordinator position.

Season Pool Pass revenue this month: \$495; Daily Pool Fees revenue this month: \$4.  
Pool Concessions revenue this month: \$-0-; Pool Rentals revenue for month: \$90.

**Weight & Exercise Area / Track:**

Weight fee revenue this month: \$7,117; Split membership revenue for the month: \$525.

**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: \$1,195.

**Rentals:**

Community Center Rental revenue this month: \$1,885.63; Shelter rental revenue this month: \$155; Field Rental revenue this month: \$1,173.75.

**Revenues:**

Revenue for the month totaled \$33,174.33

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



Revenue By Period - GL Account Summary

Start Date: 10/1/2021 12:00 AM End Date: 10/31/2021 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												
-366.05	-366.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.00	0.00	-455.05
001-0000-4310-01 - Pool Rentals												
90.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00	0.00	0.00	0.00
001-0000-4310-02 - Community Center Rentals (Room Rental)												
1,885.63	1,839.79	175.63	182.50	1,527.50	1,481.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-03 - Gymnasium Rentals												
1,195.00	1,166.34	0.00	240.00	955.00	926.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-04 - Park/Special Event Fees												
15.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	0.00	0.00	0.00
001-0000-4310-04 - Shleter Rental												
140.00	135.95	0.00	0.00	135.00	130.95	0.00	0.00	0.00	5.00	0.00	0.00	0.00
001-0000-4310-05 - Field Rentals/Tennis Courts												
1,173.75	1,167.78	22.50	952.50	198.75	192.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-10 - Weight Fees												
7,117.00	6,941.77	1,046.00	234.00	5,841.00	5,665.77	0.00	0.00	0.00	45.00	0.00	-49.00	0.00
001-0000-4500-11 - Class/Programs												
9,222.00	8,941.99	528.00	82.00	9,262.25	8,982.24	0.00	0.00	0.00	184.75	0.00	-835.00	0.00
001-0000-4500-13 - Before/After School												
10,951.00	10,625.40	0.00	0.00	10,853.20	10,527.60	0.00	0.00	0.00	97.80	0.00	0.00	0.00

Revenue By Period - GL Account Summary

Start Date: 10/1/2021 12:00 AM End Date: 10/31/2021 11:59 PM

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

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

001-0000-4500-19 - Season Pool Pass												
495.00	480.15	0.00	0.00	495.00	480.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-20 - Daily Pool Fees												
4.00	4.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-21 - Swim Lessons												
65.00	63.05	0.00	0.00	65.00	63.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-22 - Aquatic Program/Classes												
667.00	646.94	0.00	0.00	667.50	647.44	0.00	0.00	0.00	17.50	0.00	-18.00	0.00
NONE - Unassigned												
-5.00	-5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5.00	0.00
Split - Membership - Black & Gold												
525.00	509.25	0.00	0.00	525.00	509.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33,174.33	32,256.36	1,776.13	1,691.00	30,525.20	29,607.23	0.00	0.00	\$0.00	455.05	89.00	-907.00	-455.05

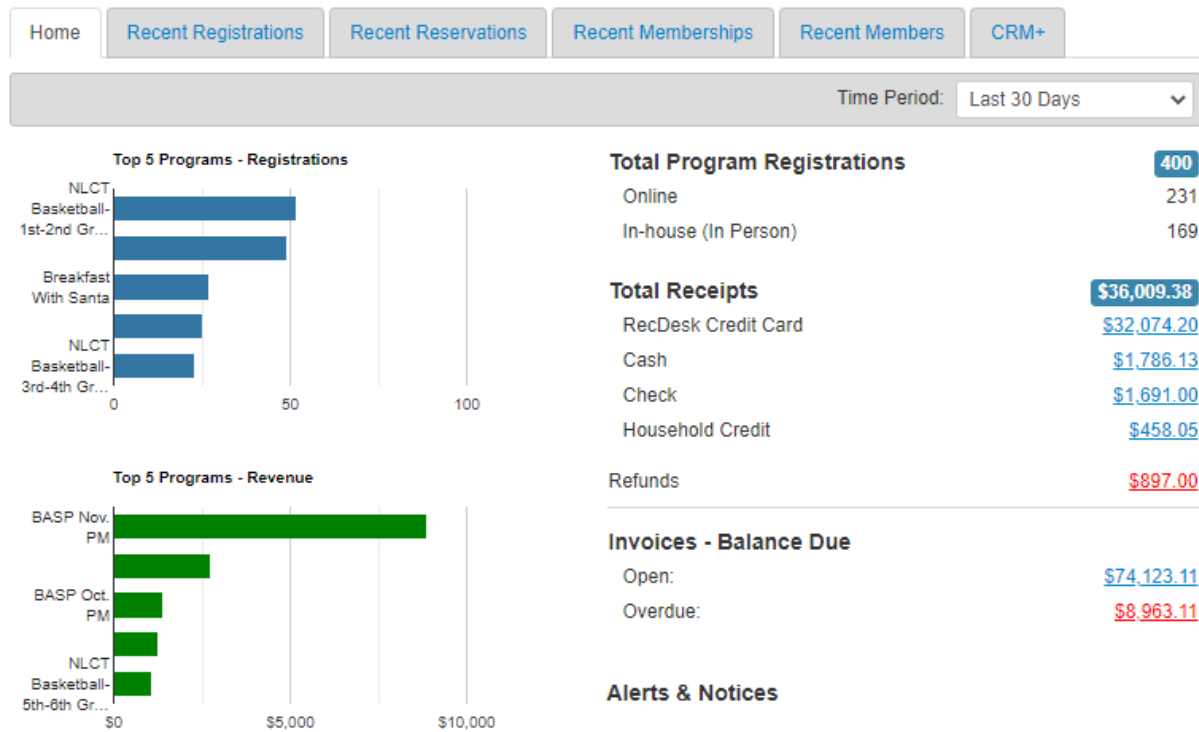
\*\* Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

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; October, 2021:



## Organization Activity; October, 2021:

Time Period: Last 30 Days

Export to Excel

### Organization Activity

From 10/2/2021 to 11/1/2021

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	396	54	260	2757	259	264
Resident	269	32	188	2021	149	
Non-Resident	127	22	72	736	110	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	280	1	67	326	113	
18 - 65	48	50	165	1565	134	
65+	68	3	28	864	12	
Male	198	17	154	1896	119	
Female	198	37	106	861	139	
Other Genders	0	0	0	0	1	
Online vs In-House						
Online	227	0	38	N/A	194	
In-Person	169	54	222	N/A	65	

Memberships Counts; October, 2021:

## Membership Counts (By Period)

Time Range	From Date	To Date
Custom Date Range ▼	10/01/2021	10/31/2021

### ☰ Summary By Month

Oct, 2021	
New Primaries	136
All New	176
Primary Renewals	57
All Renewals	84
Active Primaries	1200
All Active	1726