



**Parks & Recreation Commission**  
**December 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. October 7, 2021 with corrections
  - b. November 4, 2021
3. Reports
  - a. Parks Report
  - b. Recreation/Pool Report
  - c. Questions, Concerns, Updates
4. New Business
5. Old Business
6. Next Meeting
  - a. Thursday, January 7, 2022 at 7:00pm.
7. Adjourn



## Board Meeting Minutes

Date: November 4, 2021

Present: Gwen Johnson, Kevin Stibal, Amy Chen, Shannon Greene, Richard Grugin, Guy Goldsmith, Tim Hamer, Shelly Simpson, Brain Motley

Absent: Jeremy Parrish

1. Call to Order
  - a. Richard Grugin
2. Welcome newest board member, Gwen Johnson
3. Approval of Minutes
  - a. October 7, 2021 with change of Shannon Greene attended
  - b. Motion to approve: Richard Grugin
  - c. Motion second: Kevin Stibal
4. Reports
  - a. Parks Report
    - i. Maintenance
      1. Pool maintenance getting closer to completion
      2. Beginning winter equipment work to prepare for snow
      3. Ballfield maintenance once the season closed
      4. Winterization on buildings and fountains completed
      5. Finished mowing but may have to collect leaves
      6. Prairie mowed annually
      7. Landscape maintenance completed but takes 3 weeks to winterize
        - viii. Centennial Loop Road
          1. Pavers installed
        - ix. Dubuque Street Project
          1. Pet clinic, salon, and chiropractor will be demolished
          2. Realigned to be a 90-degree angle for safety
          3. New streetscapes by Naomi's kitchen
          4. New parking lot in area
          5. Starting in spring, with prep work starting now
      - x. Changed snowmobile route as a compromise for safety
      - xi. Iowa Department of Natural Resource stocked 2k rainbow trout in pond
      - xii. Hosted pre-care workshop at Centennial Park
        1. 5k grant from Iowa Department of Natural Resources
        2. DNR met with local residents then 32 trees planted in various parks
      - xiii. Aquatic recertification with herbicide license
      - xiv. Worked on budget
        1. Will be submitted shortly to city administration
        2. Will ask for another FT staff member (asked last year, did not receive)
        3. Currently, have 6 FT and no seasonal staff (limited to summer, 12 PT)
      - xv. Tennis court complete but nets on backorder; pickle ball active
      - xvi. Ice skating rink cannot go on the tennis court due to cure time requirements
        1. Will be moved to Penn Meadows Park

2. Needs to installed in later November because it must be filled ASAP
3. 110 feet by 110 feet
4. Prefer fenced-in areas due to safety concerns
5. Skates will be available for check out at the Rec Center

xvii. 965 planned to re-open in mid-November

1. Paving machine broke down and kept 10 concrete trucks waiting

b. Recreation/Pool Report

i. October Special Events

1. Pumpkin carving/painting
2. Moonlight walk around Liberty Center Pond
3. Revamp of Haunted Happenings for COVID-19 protocol
4. Libraries had a Treat Trail
5. All events well-attended and appreciated

ii. Indoor Pool

1. Remains shut down
2. Water exchange unit now in the US and shipping to IA next week
3. Anticipating opening on December 6
4. Will have to cancel next session of swim lessons

iii. Building Maintenance

1. Library exterior improvements: delayed, now week of 12/13
2. Roof gas lines: to start Monday, delays in roof anchors
3. Snow rails: no timeline from the company

iv. Other

1. Staff received flu shots
2. Started planning 2022 activities
3. Membership: 14k+ in database, up 200 from last month
4. No aqua programs or swim lessons due to pool closure
5. Leagues are ongoing; next session has high enrollment and waitlists
6. Senior Connections: 15-24 attendees

ix. Permanent, PT aquatics coordinator

1. Current pool manager accepted the position

c. Questions, Concerns, Updates

i. Pool employees

1. Hope they will be able to wait until January

ii. Officials and Rec Center employees

1. Insufficient staffing continues
2. North Liberty pays \$13 vs. Iowa City \$15 as starting wage

iii. Budget discussion

1. North Liberty Road trail by dog park sidewalk dangerous
2. Frontage sidewalk
3. Could share 5-year Capital Improvement Projects plan
4. New Business

a. JMI Labs acquired by Element

- i. Commitment to keeping North Liberty base

b. New fitness equipment

- i. Technically used, 2007 equipment, but looks brand new
- ii. New dumbbells and rack too

6. Old Business

7. Next Meeting

a. Thursday, December 2, 2021 at 7:00pm

b. Shelly Simpson/Brian Motley will be absent; Guy Goldsmith to lead meeting

8. Adjourn
  - a. Motion to adjourn: Gwen Johnson
  - b. Second: Amy Chen

Date: October 7, 2021

Present: Amy Chen, Kevin Stibal, Jeremy Parrish, Shannon Green

Absent: Richard and Marcia

Others Present: Shelley Simpson, Brian Motley, Tim Hamer

### **October 7, 2021 – Board Meeting Minutes with corrections**

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 dec 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 **Park & Recreation Commission Board Members**  
CC **Mayor, City Council, City Administrator**  
From **Shelly Simpson**  
Date **November 22, 2021**  
Re **Monthly Report – November 2021**

November is a busy month in working on the Winter/Spring Brochure; planning programs for January thru April. Registration for these programs begins in December. We also met together with Rec/Library /Communications staff to plan year-round 2022 city events. The Indoor Pool remains closed, hoping for re-opening in December. Numerous Ty Beanie Babies were donated, so we offered a free, raffle pick out / take home opportunity. Staff continues to do their best in enforcing the City Mask Policy. This remains challenging, to say the least, as there are differences of opinion and lowering of masks below nose & chin. We continue complete many building maintenance projects such as Library gutter, fascia, downspouts; roof gas line replacement and snow rails prior to first snow fall.

Note the following information dates are Nov 1-21, 2021.

**Recdesk Database:**

Reviewing our Recdesk database; we have 9,625 residents (65%) and 5,342 non-residents (35%) totaling 14,967 individuals. Increase of 260 from last month.

**Aqua Programs:**

Aqua classes continue to be on hold with pool closure. Aqua Program revenues were \$269.

**Swim Lessons:**

Swim lessons (Nov session) was canceled due to pool closure. swim lesson revenues were a loss; (-) \$4,307.

**Leagues/Sports:**

Adult and youth leagues continue this month. This month, league revenues were \$400.

**BASP:** Before School – 13; After School – 50 participants. We also offered an All-Day on Nov 2 & 17. This month, BASP revenues totaled \$12,510.

**Rec Programs:**

Body Blast – 4; Body Sculpt – 3; Bootcamp – 1; Cardio Pump – 2; Senior CBS – 4 participants; plus drop-ins.

Pee Wee Sports – Basketball      Totaled 40 participants

Tippi Toes Dance classes continued Baby Ballet – 6; Ballet Tap Jazz – 12; Hip Hop Jazz – 8 participants.

Senior Connections Lunches, in-person gatherings restarted this month, held every Friday. Nov 5 – 22; Nov 12 – 21; Nov 19 – 22 participants.

This month Classes/Programs revenue totaled \$5,018.50.

**Pools:**

Indoor Pool remains shut down as a key part, the water exchange unit has been delayed enroute. Season Pool Pass revenues - \$270; Daily Pool Fees - \$6; Pool Concessions revenue - \$0; Pool Rentals - \$0.

**Weight & Exercise Area / Track:**

Weight fee revenues - \$6,293; Split membership revenues - \$1,843.

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

**Gymnasiums:**

Gymnasium Rental revenues - \$1,980.

**Rentals:**

Community Center Rental revenues - \$600; Shelter rental revenues - \$0; Field Rental revenues - \$1,792.50

**Revenues:**

Revenues (Nov 1-21) totaled \$26,915.13

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





# Revenue By Period - GL Account Summary

Start Date: 11/1/2021 12:00 AM End Date: 11/21/2021 11:59 PM

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

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

001-0000-4500-20 - Daily Pool Fees													
6.00	6.00	6.00	0.00	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													
-4,307.00	-4,307.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-4,307.00	0.00
001-0000-4500-22 - Aquatic Program/Classes													
269.00	252.40	0.00	0.00	549.50	532.90	0.00	0.00	0.00	10.50	0.00		-291.00	0.00
NONE - Unassigned													
-3.00	-3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		-3.00	0.00
Split - Membership - Black & Gold													
1,843.00	1,787.17	0.00	0.00	1,861.00	1,805.17	0.00	0.00	0.00	0.00	0.00		-18.00	0.00
<b>26,915.13</b>	<b>26,106.82</b>	2,432.50	2,424.50	26,923.88	26,115.57	0.00	0.00	\$0.00	148.62	391.75		<b>-5,257.50</b>	<b>-148.62</b>

\*\* 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; November, 2021:

Home
Recent Registrations
Recent Reservations
Recent Memberships
Recent Members
CRM+

Time Period: Last 30 Days ▼

**Top 5 Programs - Registrations**

Program	Registrations
Breakfast With Santa	~200
BASP Nov. PM	~50
Holiday Vendor Fair	~20

**Top 5 Programs - Revenue**

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

**Total Program Registrations** **584**

- Online 312
- In-house (In Person) 272

**Total Receipts** **\$38,538.00**

- RecDesk Credit Card [\\$32,314.38](#)
- Check [\\$3,062.00](#)
- Cash [\\$2,999.50](#)
- Household Credit [\\$162.12](#)
- Refunds [\\$5,655.50](#)

**Invoices - Balance Due**

- Open: [\\$68,966.11](#)
- Overdue: [\\$6,003.61](#)

**Alerts & Notices**

Membership Counts; November 2021:

**☰ Summary By Month**

	Nov, 2021
<b>New Primaries</b>	175
<b>All New</b>	240
<b>Primary Renewals</b>	56
<b>All Renewals</b>	83
<b>Active Primaries</b>	1266
<b>All Active</b>	1843

Organization Activity; November, 2021:

Time Period: Last 30 Days ▼

[Export to Excel](#)

### Organization Activity

From 10/23/2021 to 11/22/2021

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
<b>All</b>	582	33	416	3461	379	579
<b>Resident</b>	390	22	305	2504	207	
<b>Non-Resident</b>	192	11	111	957	172	
<b>No Residency Set</b>	0	0	0	0	0	
<b>Demographics</b>						
<b>&lt; 18</b>	353	2	122	525	142	
<b>18 - 65</b>	146	31	243	1849	214	
<b>65+</b>	83	0	51	1085	23	
<b>Male</b>	308	14	241	2197	182	
<b>Female</b>	272	19	175	1264	195	
<b>Other Genders</b>	2	0	0	0	2	
<b>Online vs In-House</b>						
<b>Online</b>	310	0	56	N/A	252	
<b>In-Person</b>	272	33	360	N/A	127	

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

From **Guy Goldsmith, Director of Parks, Building and Grounds**  
Date **November 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. Park Staff repaired the Ranshaw house west entrance door.

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 finished installing our winter equipment preparing for the upcoming winter season. We are ready to go so let it snow.

Parks staff completed our annual tree trunk wrapping of newly planted trees and all young maple trees to protect from winter sunscald and frost cracking. This is caused by fluctuations in temperature that occur during winter months and most often found on the south or west side of trees that are exposed to the sun.

We continue to prune trees in our parks. This is the best time of year to prune trees because they are now dormant. We will continue as long as weather is favorable to do so.

We cleared an overgrown property fence line at Koser Park of tree and brush.

Park staff winterized the Community Garden site by clearing all plant debris and by mowing.

We continue to meet with Shive Hattery regarding the Centennial Park Loop Road Project and Forevergreen Road Trail Improvement Project. Both projects are on schedule. Parks staff assisted TK Concrete, Inc by performing a final grading along the Forevergreen Road trail project in preparation of the dormant turf grass seeding.

We reviewed plans for the upcoming Dubuque Street Improvements Project as well as the future City Administration building plans. The asbestos and hazardous material testing at the property associated with the Dubuque Street Project has been completed. We received bids from asbestos abatement contractors. Work will begin in December to remove the asbestos from the old Pet Clinic building. Demolition contractors have been contacted so we hope to have bids back soon. We anticipate demolition of the entire property to begin in February.

We continue to work on the proposed FY2223 Parks operating budget and 5 year capital improvement plan in preparation of the next fiscal year.



Park staff final grading along the Forevergreen Rd. Trail Project.



Fence line clearing at Koser Park.



Annual winter tree wrapping to prevent winter sunscald.



Community Garden site. Plant debris removed and mowed down for the season.