



**Parks & Recreation Commission**  
**March 3, 2022, 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](http://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](http://northlibertyiowa.org).

1. Call to Order
2. Approval of Minutes
  - a. January 6, 2022
  - b. No February meeting
3. Welcome New Board Member
  - a. Laura Olds
4. Reports
  - a. Parks Report
  - b. Recreation/Pool Report
  - c. Questions, Concerns, Updates
5. New Business
6. Old Business
  - a. Community Vision  
Keep up to date on community ideas and concerns with City Comprehensive Plan. Visit website at [northlibertyiowa.org/connectedtotomorrow](http://northlibertyiowa.org/connectedtotomorrow).
7. Next Meeting
  - a. Thursday, April 7, 2022 at 7:00pm.
8. Adjourn



## Board Meeting Minutes

Present: Richard Grugin, Shannon Greene, Kevin Stibal, Gwen Johnson

Absent: Jeremy Parrish, Amy Chen

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

Board Meeting Date: January 6, 2022

1. Call to Order
  - a. Call to Order: Chair Grugin called meeting to order.
2. Approval of Minutes
  - a. December 2, 2021 Minutes
    - i. Kevin stated that his name was miss spelled.
    - ii. Motion and second to approve minutes with correction noted.
3. Tobacco/nicotine free Presentation
  - a. Susan Vileta, JCPH Health Educator and members of Troop 270 gave a presentation to board on benefits to eliminating tobacco in parks.
  - b. Motion and second to recommend adoption of a resolution/ordinance for tobacco/nicotine free parks to City Council. Simpson to provide recommendation to city administration.
4. Reports
  - a. Parks Report provided by Guy Goldsmith
    - Guy mentioned they repurposed doors from old pet clinic building for Ranshaw House.
    - Maintaining equipment this time of year; both snow/winter equipment repairs as well as tuning up seasonal equipment.
    - Rebuilt dump truck box for longer use.
    - Snow/ice removal tasks when needed and some time for cleaning and organizing.
    - Clean out fence line on park shop property and conducted annual training.
    - Tree City USA certification submitted; this will be 27<sup>th</sup> year when accepted.
    - Mid American's Trees Please grant for \$1,000 goes to second tree plantings at West Lakes.
    - Ice Skating Rink was installed, filled ready for use. Some vandalism occurred again but no lining damage to report at this time.
    - Forevergreen Trail project walk thru completed. Dubuque Street project reviews began, property abatement and clean up. Project will begin this spring and will impact use of south side of Penn Meadows Park. Board members not aware that Parks Department did such work on city owned property.
    - Budget & Capital Projects proposals submitted and meetings held. Once finalized will provide more details to board.
    - Ice Skating information discussed such as skate rental and status of ice conditions; open/closed.
  - b. Rec & Pool Report provided by Shelly Simpson & Brian Motley
    - December is busy month of registration for programs beginning in January. Continue to roll with waves & changes of pandemic.
    - Indoor Pool opened Dec 13, though the pool heater project is not complete. Change orders possible.
    - Mask policy continues to be challenging for staff. Public asked to be respectful of policy, others and staff.

- Matt Meseck spearheaded and did a great job with various holiday events and lighting displays at Gazebo and Ranshaw House.
- Shelly provided summary of programs/operations.
- Brian provided summary of upcoming youth and adult leagues.
- Board member asked about staffing issues. Shelly reported holding steady, but changes could occur at any time and need to evaluate minimum wage increases locally to remain competitive for quality applicants.
- Rec Center has been busy on no school days.

5. New Business

- a. Chair Grugin thanked Marcia Zeimer for service as she submitted her resignation. Chair Grugin urged candidates to apply.
- b. Chair Grugin mentioned he was serving on Community Vision Plan committee. Shelly shared link and other ways for everyone to be a part of this visioning plan.

6. Old Business

- a. Chair Grugin led discussion on mission/purpose of board. Shelly shared document with all on ways for members to stay engaged with planning and decision-making ideas.

7. Next Meeting

- a. February 3, 2022.

8. Adjourn

- a. Motion and seconded to adjourn meeting.



To **Park & Recreation Commission Board Members**  
CC **Mayor, City Council, City Administrator**  
From **Shelly Simpson**  
Date **March 1, 2022**  
Re **Monthly Report – February 2022**

February is the shortest month in days but seems to be the longest on one's mind and body. Outdoor building maintenance projects were halted due to the weather. We continue with the increase in patron usage, cover short-staffed situations & vacations, and the Recreation side stayed open for newest city holiday – President's Day. We tried to offer a second "Snow Much Fun" Friday but there was no interest. Weather leading up to the event was warm, with very limited snow for the event. The snow we did get the day prior turned out to be too light and non-compactable, fun to build snow opportunity. The City halted its mask policy on Feb 25; it will be interesting to see if usage continues to rise and we are planning to re-open the Kids Campsite Area.

**Recdesk Database:**

Reviewing our Recdesk database; we have 10,133 residents (64%) and 5,782 non-residents (36%) totaling 15,915 individuals. Increase of 275 from last month.

**Aqua Programs:**

With the new year, many Aqua classes returned with good participation. February sessions had approximately 67 registered participants, plus daily drop-ins. Arthritis Aqua, Aqua Zumba, Aqua Bootcamp and Easy Does It had the most attendance. Aqua Program revenues totaled \$1,265.

**Swim Lessons:**

Swim lesson Feb session had 87 registered participants. Private lessons continue to be most popular. Swim lesson revenues totaled \$1,685.

**Leagues/Sports:**

Most youth and adult sports continue through the month of February. This includes our largest youth basketball program. This is a cooperative league with Coralville and Tiffin and utilizes numerous local gymnasiums on Saturdays. Youth Competitive league play continued along with Adult Co-ed Volleyball and Men's Basketball

Pee Wee Sports (Soccer) totaled 40 participants.  
Sport/Leagues revenues were collected in December.

**BASP:** Before School – 16; After School – 50 participants. This month, BASP revenues totaled \$14,735.

**Rec Programs:**

Some fitness aerobic classes returned with positive participation. We had approximately 25 registered participants, plus daily drop-ins. Body Blast, Body Sculpt, Bootcamp, Cardio Pump and Senior CBS continue to be mainstays and we added a Gentle Yoga class.

Tippi Toes Dance classes continued with approximately 34 participants. Baby Ballet, Ballet Tap Jazz, and Hip Hop Jazz seem to be most popular.

Senior Connections Lunches, continued in February with 70 meals provided. Classes/Programs revenue totaled \$4,990.75.

**Pools:**

We continue to do our best in meeting various needs of lap swimmers, water fitness classes, open swim time and swim lessons in the Indoor Pool. This month, Season Pool Pass revenues totaled \$2,857; Daily Pool Fees totaled \$2,483; Pool Rentals totaled \$1,080 and Concessions revenues totaled - \$0.

**Weight & Exercise Area / Track:**

This month; Weight fee revenues totaled - \$13,037; Split membership revenues totaled \$3,859.

**Gymnasiums:**

This month; Gymnasium Rental revenues totaled \$1,435.

**Rentals:**

This month; Community Center Rental revenues totaled \$1,648.33; Shelter rental revenues totaled \$-0- ; Field Rental revenues totaled \$0

**Revenues:**

Revenues (February) totaled \$49,454.08

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

# Revenue By Period - GL Account Summary

Start Date: **2/1/2022 12:00 AM**      End Date: **2/28/2022 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>
<b>000 - Household Credit Account</b>												
<b>447.00</b>	<b>447.00</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,018.75	0.00	-571.75
<b>001-0000-4310-01 - Pool Rentals</b>												
<b>1,080.00</b>	<b>1,051.39</b>	90.00	0.00	953.75	925.14	0.00	0.00	0.00	36.25	0.00	0.00	0.00
<b>001-0000-4310-02 - Community Center Rentals (Room Rental)</b>												
<b>1,648.33</b>	<b>1,605.77</b>	92.50	175.00	1,418.33	1,375.77	0.00	0.00	0.00	0.00	0.00	-37.50	0.00
<b>001-0000-4310-03 - Gymnasium Rentals</b>												
<b>1,435.00</b>	<b>1,412.35</b>	0.00	680.00	755.00	732.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4500-10 - Weight Fees</b>												
<b>13,037.00</b>	<b>12,738.92</b>	3,205.00	143.00	9,927.00	9,628.92	0.00	0.00	0.00	61.00	0.00	-299.00	0.00
<b>001-0000-4500-11 - Class/Programs</b>												
<b>4,990.75</b>	<b>4,842.20</b>	339.00	0.00	4,929.50	4,780.95	0.00	0.00	0.00	76.00	0.00	-353.75	0.00
<b>001-0000-4500-13 - Before/After School</b>												
<b>14,735.00</b>	<b>14,292.95</b>	0.00	0.00	14,712.50	14,270.45	0.00	0.00	0.00	22.50	0.00	0.00	0.00
<b>001-0000-4500-19 - Season Pool Pass</b>												
<b>2,857.00</b>	<b>2,792.20</b>	0.00	680.00	2,160.00	2,095.20	0.00	0.00	0.00	287.00	0.00	-270.00	0.00
<b>001-0000-4500-20 - Daily Pool Fees</b>												
<b>2,483.00</b>	<b>2,451.77</b>	1,186.00	260.00	1,041.00	1,009.77	0.00	0.00	0.00	0.00	0.00	-4.00	0.00
<b>001-0000-4500-21 - Swim Lessons</b>												
<b>1,685.00</b>	<b>1,633.29</b>	225.00	0.00	1,722.50	1,670.79	0.00	0.00	0.00	0.00	0.00	-262.50	0.00

# Revenue By Period - GL Account Summary

Start Date: **2/1/2022 12:00 AM** End Date: **2/28/2022 11:59 PM**

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

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

001-0000-4500-22 - Aquatic Program/Classes												
1,265.00	1,223.00	191.00	0.00	1,374.00	1,332.00	0.00	0.00	0.00	55.00	0.00	-355.00	0.00
NONE - Unassigned												
-68.00	-68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-68.00	0.00
Split - Membership - Black & Gold												
3,859.00	3,743.23	0.00	0.00	3,859.00	3,743.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>49,454.08</b>	<b>48,166.07</b>	5,328.50	1,938.00	42,852.58	41,564.57	0.00	0.00	\$0.00	537.75	1,018.75	-1,649.75	-571.75

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

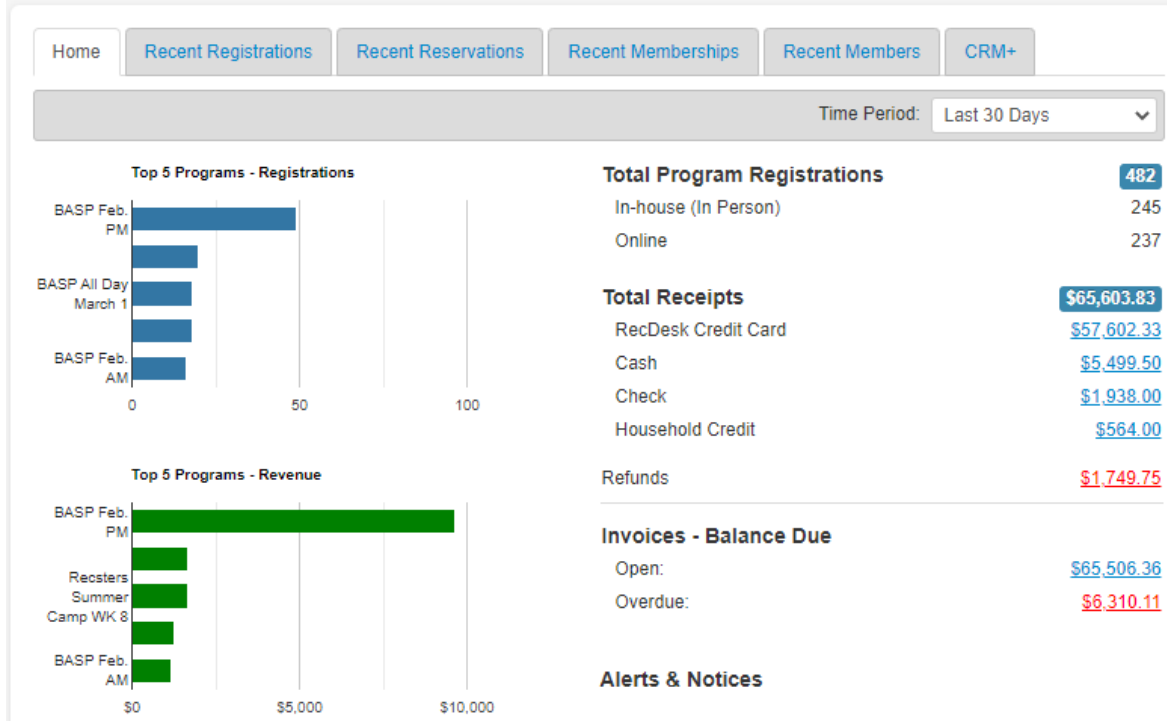
## Sales Tax

	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; February 2022:

Today is Tuesday, March 1, 2022



## Membership Counts; February 2022:

### Membership Counts (By Period)

Time Range	From Date	To Date
<span style="border: 1px solid #ccc; padding: 2px;">Custom Date Range</span> ▼	<span style="border: 1px solid #ccc; padding: 2px;">02/01/2022</span>	<span style="border: 1px solid #ccc; padding: 2px;">02/28/2022</span>

#### ☰ Summary By Month

	Feb, 2022
New Primaries	317
All New	430
Primary Renewals	109
All Renewals	151
Active Primaries	1888
All Active	2644



Organization Activity; February 2022:

## Organization Activity

From 1/30/2022 to 3/1/2022

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	481	58	623	6751	338	1234
Resident	369	36	432	4440	186	
Non-Resident	112	22	191	2311	152	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	352	0	145	612	99	
18 - 65	50	56	398	4199	220	
65+	79	2	80	1940	19	
Male	189	26	340	3833	155	
Female	292	31	283	2916	181	
Other Genders	0	1	0	2	2	
Online vs In-House						
Online	236	0	77	N/A	213	
In-Person	245	58	546	N/A	125	



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

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

Date **March 1, 2022**

Re **Monthly Report**

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We performed various building maintenance tasks as needed this month. We continue to work with Shive Hattery and Contractors regarding the Pool Heater Project and the Community Center future Roof Replacement Project.

We maintained equipment as needed this month. We performed preventative maintenance and repaired winter equipment as time permitted. We continue to prepare for the upcoming growing season by performing preventative maintenance and repairing of ball field maintenance, mowing, trimming, landscaping and forestry equipment.

We removed snow and ice from city parking lots, sidewalks and trails this past month.

Park staff resurfaced the ice rink at the tennis courts on a weekly basis. However, the rink is currently closed due to warmer weather. More than likely we will be disassembling the rink for the season and preparing the tennis court for tennis and pickleball users.

We continue to organize and clean-up our shop as time allows.

Parks staff continue to prepare for the upcoming season by determining what supplies are needed and placing orders. Trees have been ordered in preparation of an early spring tree planting day.

Park staff completed more annual training requirements through Target Solutions.

Parks staff performed playground safety inspections of all play equipment in preparation of the upcoming season. Needed replacement parts have been ordered.

We continue to review plans for the upcoming Dubuque Street Phase 1 Improvements Project. Parks staff removed the AC units and furnace from 405 & 407 North Front Street and 430 North Dubuque Street property. The demolition of the property was completed on February 18<sup>th</sup> in preparation of the upcoming Dubuque Street Phase 1 project.

Park Staff fabricated two Information Center signs that will be installed at Red Fern Dog Park. This saved the city \$5,500.

On March 1<sup>st</sup> City staff attended a preconstruction meeting for the Dubuque Street Phase 1 Improvements Project. We met with Shive Hattery and project Contractors.

We continue to meet with NLCBS ball club regarding field usage and future improvements at the Babe Ruth field for this upcoming season.

Department heads participated in a goal setting session on February 23<sup>rd</sup> for future city planning and growth.



Park Staff fabricated two Information Center signs that will be installed at Red Fern Dog Park.

