



**Parks & Recreation Commission**  
**May 5, 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. April 7, 2022
3. Reports
  - a. Parks Report
  - b. Recreation/Pool Report
  - c. Questions, Concerns, Updates
4. New Business
5. Old Business
  - a. Board Terms expiring – reminder
  - b. Community VisionKeep up to date on community ideas and concerns with City Comprehensive Plan. Visit website at [northlibertyiowa.org/connectedtomorrow](http://northlibertyiowa.org/connectedtomorrow).
6. Next Meeting
  - a. Thursday, June 2, 2022 at 7:00pm.
7. Adjourn



## Board Meeting Minutes – April 7, 2022

Present: Richard Grugin, Laura Olds, Amy Chen, Kevin Stibal, Jeremy Parrish

Absent: Shannon Greene, Gwen Johnson

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

1. Approval of the March 3 Minutes
  - a. Motion: Kevin Stibal
  - b. Second: Jeremy Parrish
2. Expiring Terms
  - a. Jeremy Parrish and Laura Olds' terms are expiring on 30 June
  - b. Apply online beforehand
  - c. Current board members will have to reapply if they wish to return
3. Parks Report: Guy
  - a. Weather slowdown for preparation
  - b. Fertilizer and seed and mulch down
    - i. Starting aeration
    - ii. Fertilizer prices doubled, looking into alternatives and prioritizes
  - c. Building maintenance
    - i. Parking lot light issue due to asphalt repaving
  - d. Trail survey
    - i. Will need to fix more after this winter
    - ii. Hire out more major repairs
  - e. Snow removal on March 7
    - i. Hopefully done for the season
  - f. Removed ice skating court
    - i. Now available for tennis and pickleball
  - g. Training
  - h. Meetings
    - i. 3 March: Community Kick Off Meeting
    - ii. 4 March: Run (24 April) Preparation
    - iii. 7 March: Charlie Colwell re: City Comprehensive Master Plan
    - iv. 8 March: Hodge Construction at Liberty Center Pond
      1. Stormwater goes to Liberty Center Pond
      2. Need to limit damage from Field House Brewery
    - v. 9 March: Community Center Roof Replacement Bids
    - vi. 16 March: Ranshaw Way Pedestrian Tunnel Wall Samples
      1. Summer construction
      2. Will have lights installed
    - vii. 22 March: Blues and BBQ Kickoff Planning Meeting
      1. Held on 9 July
    - viii. 23 March: Iowa Natural Resource released 2,000 trout at Liberty Center
      1. Allows fishers an option locally
      2. Free program; payment comes from trout stamp/fishing license
      3. One pond chosen intentionally to make it as accessible as possible

- 4. Need a trout stamp and fishing license to enjoy
- ix. 27 March: Ball Field Cleanup Day
  - 1. Thankful to volunteers who came out on Sunday
- x. 28 March: First Dubuque Street Meeting
  - 1. Interchange torn out to replace diagonal with 90 degree
  - 2. New parking lot to be installed
  - 3. Removed the legion flagpole and the old town clock
  - 4. Clock will be mothballed
  - 5. Will use flagpole to the dog park
- xi. 1 April: 965 project restarted
- i. Seasonal employee interviewing
  - i. Interviewed 2, hired 2
  - ii. Need to hire 12, 3-4 returning from last year
  - iii. Still looking for 5-6 positions to fill
  - iv. Need to be at least 18 due to driving vehicles and equipment
- j. Baseball fields
  - i. Ball fields maintained daily, when it's dry, lines will go down
  - ii. New ball diamond surface machines
  - iii. Made in house because the previous one no longer sold
  - iv. At paint shop currently
  - v. New tractor on order to have two to use simultaneously
- k. Dog Park
  - i. Looking bad due to the wet weather
  - ii. Wanted turf grass but need alternative options, perhaps mulch
  - iii. Getting soil samples to see if the dirt interfering with growth
  - iv. Deter unregistered people through lock codes
  - v. If you register your dog, you'll get the lock code
  - vi. Grass grew 2 years ago, then 2 hot summers that killed it
  - vii. Plenty of mulch due to the derecho
- l. Creek Cleanup
  - i. 9 April, 9-11:30 AM
  - ii. Volunteers coming and welcome
  - iii. Meet at the Rec Center in the North side parking lot
  - iv. Two staff to meet volunteers
- m. Trash Cans in Parks
  - i. Option to do Recycling to manage
  - ii. People don't observe which bin for which
  - iii. Photos of what goes where at the community center doesn't help
- 4. Community Center: Shelly Simpson
  - a. March Madness! = Increased use and inquiries
  - b. Optimist Club had pancake breakfast after two-year hiatus
  - c. Outdoor building projects continue
    - i. Plan to have snow rails and gas lines completed in a few weeks
    - ii. Bid opening for roof replacement project: 9 bidders
    - iii. Roof replacement bidding came in lower than expected
    - iv. Award at the end of April at the city council meeting
      - 1. Time if need to order materials or start immediately (June-July)
      - 2. Fasteners roof membrane hard to find
  - d. Pool manager working on preparing for summer season
    - i. Interviews, hiring, checking on returners for employees
  - e. Summer guide published in March

- i. Programs for Summer Slate resulted in several meetings
  - f. Iowa Association Conference in Dubuque
  - g. Children's Events
    - i. 9 April: Bunny Hunt, Liberty Center, 10-Noon, No registration
    - ii. 9 April: Take-A-Kid Outdoors (TAKO): Creekside Common Park, 1-3 PM
    - iii. 10 April: Egg-stravaganza, needed pre-registration and already full
  - h. Swim Lessons
    - i. Hot commodity, spots fill fast, already have a waitlist
    - ii. Filled by before 6:30 AM on the open day
    - iii. Had to manage with short staffing and lack of space
    - iv. Swim lessons offered year around and max out
    - v. Suggest to go to other cities or Di Ventures
    - vi. Need to offer both private and group lessons
    - vii. 2004 pool added from 1997 building
  - i. Vision
    - i. Keeping on agenda as it is an ongoing process
    - ii. Welcome community member feedback
    - iii. Workshops coming up: 21 April is the next one
      - 1. RDG has two times for maximum accessibility
      - 2. North liberty website has questionnaire on front page
      - 3. Where do you want parks and recreation facilities
      - 4. What industry and business do we want to attract
      - 5. Not sitting but rather drop-in
      - 6. Day at library, night at rec center
- 5. Next Meeting: 5 May
  - a. Shelley Simpson to be absent
- 6. Meeting Adjourned
  - a. Motion: Jeremy Parrish
  - b. Second: Laura Olds



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

Work on outdoor building maintenance projects resumed and halted dependent upon the weather rollercoaster; ongoing projects include the pool water heaters & roof gas lines. The roof snow rails work is complete. T&K Roofing was awarded the bid to perform our roof replacement project and will share the timeline once determined. April is a busy month of registration for summer programs and you can see that in the monthly revenue report. Need to give a shout-out to both Rec& Pool Staff who assisted with our new Eggs-travaganza Events; Matt Meseck created the (12) bunny clue stations and nature themed succulent giveaways. Thanks to the Optimist Club for their continued support as well. Pool staff handled the Underwater Easter Egg Hunt and Matt Fielder & Library staff managed the egg coloring and craft projects; photos are included at end of report. Another shout-out goes to our custodial/maintenance staff and pool staff as the outdoor pool prepares for opening. The outdoor pool was power-washed and filling began. Various meetings and trainings were held this month such as Drug & Alcohol Awareness and ALICE - (Active Shooter) Training.

**Recdesk Database:**

Reviewing our Recdesk database; we have 10,625 residents (63%) and 6,211 non-residents (37%) totaling 16,836 individuals. Increase of 646 from last month.

**Aqua Programs:**

Aqua classes continue to show a strong return in participation. April sessions had approximately 73 registered participants, plus daily drop-ins. Arthritis Aqua, Aqua Zumba, Aqua Bootcamp and Easy Does It had the most attendance. Aqua Program revenues totaled \$5,012.50.

**Swim Lessons:**

Swim lessons had 96 registered participants for current session. Private lessons continue to be most popular. Swim lesson revenues totaled \$32,550.50 which is for the June sessions.

**Leagues/Sports:**

Outdoor Soccer began this month with 156 participants of various ages.  
Youth baseball/softball programs are run through NLCBS, using city fields.  
Tennis lessons will begin in June; sport/Leagues revenues totaled \$1,890.

**BASP:** Before School – 13; After School – 46 participants; This month, BASP revenues totaled \$56,390 many registering for upcoming Summer Camp weeks.

**Classes/Programs:**

Fitness aerobic classes resumed but participation has not been as high for these classes to date. We had approximately 21 registered participants, plus daily drop-ins. Body Blast, Body Sculpt, Bootcamp, Cardio Pump and Senior CBS continue to be mainstays.

Tippi Toes Dance classes continued with approximately 38 participants. Baby Ballet, Ballet Tap Jazz, and Hip Hop Jazz seem to be most popular.

Senior Connections Lunches, continued this month on Fridays with 100 meals provided. Classes/Programs revenue totaled \$18,560.

**Pools:**

As mentioned in summary, we are assisting Ben and other part-time staff with pool operations as Ashley is on maternity leave. 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 \$2,118; Daily Pool Fees totaled \$2,989; Pool Rentals totaled \$4,235 and Concessions revenues totaled - \$0.

**Weight & Exercise Area / Track:**

This month; Weight fee revenues totaled - \$12,209; Split membership revenues totaled \$6,002. Active memberships for the month was 2,592. Point of sale transactions for month was 1,364.

**Gymnasiums:**

This month; Gymnasium Rental revenues totaled \$1,207.50.

**Rentals:**

This month; Community Center Rental revenues totaled \$3,357.50; Shelter rental revenues totaled \$67.50; Field Rental revenues totaled \$2,274.75.

**Revenues:**

Revenues (April) totaled \$148,374.25

**Special Events:**

Eggs-travaganza Events; see attached photos at end of report.

Bunny Clue Trail – Close to 500 candy bags and succulents were handed out.

Underwater Egg Hunt – Approximately 100 participants had fun in indoor pool.

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

# Revenue By Period - GL Account Summary

Start Date: **4/1/2022 12:00 AM**      End Date: **4/30/2022 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>-450.00</b>	<b>-450.00</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,483.75	0.00	-1,933.75
<b>001-0000-4310-01 - Pool Rentals</b>												
<b>4,235.00</b>	<b>4,116.53</b>	0.00	250.00	3,949.00	3,830.53	0.00	0.00	0.00	36.00	0.00	0.00	0.00
<b>001-0000-4310-02 - Community Center Rentals (Room Rental)</b>												
<b>3,357.50</b>	<b>3,286.76</b>	280.00	720.00	2,357.50	2,286.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4310-03 - Gymnasium Rentals</b>												
<b>1,207.50</b>	<b>1,171.27</b>	0.00	0.00	1,207.50	1,171.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4310-04 - Shleter Rental</b>												
<b>67.50</b>	<b>65.48</b>	0.00	0.00	67.25	65.23	0.00	0.00	0.00	0.25	0.00	0.00	0.00
<b>001-0000-4310-05 - Field Rentals/Tennis Courts</b>												
<b>2,274.75</b>	<b>2,206.51</b>	0.00	0.00	2,274.75	2,206.51	0.00	0.00	0.00	450.00	0.00	-450.00	0.00
<b>001-0000-4500-10 - Weight Fees</b>												
<b>12,209.00</b>	<b>11,925.49</b>	2,400.00	450.00	9,450.25	9,166.74	0.00	0.00	0.00	72.75	0.00	-164.00	0.00
<b>001-0000-4500-11 - Class/Programs</b>												
<b>18,560.00</b>	<b>18,003.26</b>	902.50	80.00	18,445.25	17,888.51	0.00	0.00	0.00	202.75	0.00	-1,070.50	0.00
<b>001-0000-4500-12 - League Fees</b>												
<b>1,890.00</b>	<b>1,833.36</b>	0.00	0.00	1,867.50	1,810.86	0.00	0.00	0.00	22.50	0.00	0.00	0.00
<b>001-0000-4500-13 - Before/After School</b>												
<b>56,390.00</b>	<b>54,647.15</b>	0.00	0.00	58,095.00	56,352.15	0.00	0.00	0.00	280.00	0.00	-1,985.00	0.00

# Revenue By Period - GL Account Summary

Start Date: **4/1/2022 12:00 AM** End Date: **4/30/2022 11:59 PM**

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

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

001-0000-4500-19 - Season Pool Pass												
2,118.00	2,055.60	0.00	38.00	2,080.00	2,017.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-20 - Daily Pool Fees												
2,989.00	2,938.00	1,281.00	0.00	1,700.00	1,649.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00
001-0000-4500-21 - Swim Lessons												
32,550.50	31,535.57	523.50	90.00	33,752.25	32,737.32	0.00	0.00	0.00	427.50	0.00	-2,242.75	0.00
001-0000-4500-22 - Aquatic Program/Classes												
5,012.50	4,872.39	451.00	0.00	4,460.00	4,319.89	0.00	0.00	0.00	332.50	0.00	-231.00	0.00
NONE - Unassigned												
-39.00	-39.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-39.00	0.00
Split - Membership - Black & Gold												
6,002.00	5,832.98	362.00	0.00	5,634.00	5,464.98	0.00	0.00	0.00	6.00	0.00	0.00	0.00
<b>148,374.25</b>	<b>144,001.35</b>	<b>6,200.00</b>	<b>1,628.00</b>	<b>145,340.25</b>	<b>140,967.35</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>1,838.25</b>	<b>1,483.75</b>	<b>-6,182.25</b>	<b>-1,933.75</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; April 2022:

Home
Recent Registrations
Recent Reservations
Recent Memberships
Recent Members
CRM+

Time Period: Last 30 Days

**Top 5 Programs - Registrations**

Program	Registrations
BASP April PM	45
Blastball Community Gardens 2022	35
Connections Lunch 2022	25
04/29 Sug...	20

**Total Program Registrations** 2036

- Online 1698
- In-house (In Person) 338

**Total Receipts** \$155,673.50

- RecDesk Credit Card [\\$145,857.25](#)
- Cash [\\$6,242.00](#)
- Household Credit [\\$1,838.25](#)
- Check [\\$1,736.00](#)
- Refunds [\\$6,192.25](#)

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**Invoices - Balance Due**

- Open: [\\$74,958.86](#)
- Overdue: [\\$6,182.36](#)

**Alerts & Notices**

**Top 5 Programs - Revenue**

Program	Revenue
BASP April PM	\$8,500
Recsters Summer	\$6,500
Camp WK 2	\$5,500
Recsters Summer	\$5,000
Camp WK 5	\$4,500

Membership Counts; April 2022:

**Summary By Month**

	Apr, 2022
<b>New Primaries</b>	217
<b>All New</b>	316
<b>Primary Renewals</b>	105
<b>All Renewals</b>	139
<b>Active Primaries</b>	1855
<b>All Active</b>	2592

Organization Activity; April 2022:

Time Period: Last 30 Days

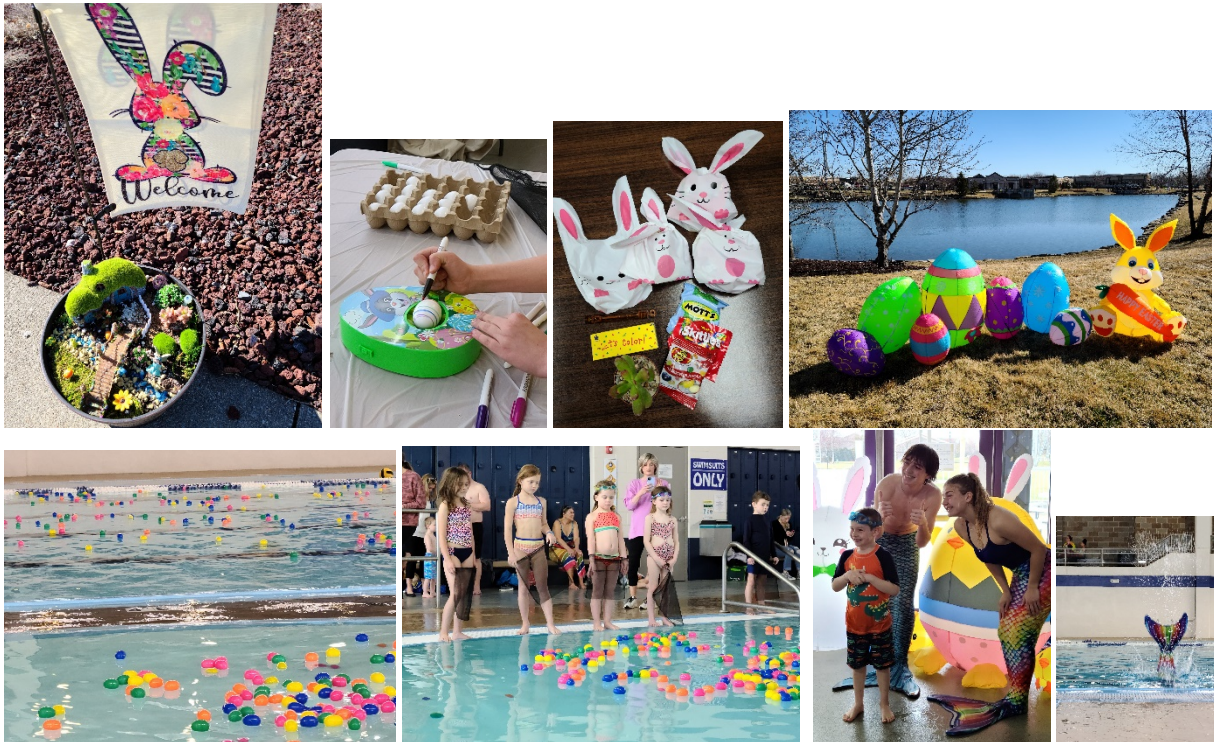
Export to Excel

## Organization Activity

From 4/1/2022 to 5/1/2022

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	1773	109	472	5930	749	1364
Resident	1359	72	359	4038	412	
Non-Resident	414	37	113	1891	337	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	1434	1	126	543	359	
18 - 65	134	105	290	3557	370	
65+	205	2	56	1829	20	
Male	860	46	252	3498	331	
Female	913	63	219	2431	415	
Other Genders	0	0	1	0	3	
Online vs In-House						
Online	1504	0	43	N/A	574	
In-Person	269	109	429	N/A	175	

### Eggs-travaganza Event Photos:





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

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

Date **May 3, 2022**

Re **Monthly Report**

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We performed various building maintenance tasks as needed this month. We repaired a defective photo eye at the Liberty Centre trail lighting control box. We had an electrician install extra power outlets at the Ranshaw house located on the north porch. The extra power outlets will be utilized for the upcoming North Liberty's Summer Slate concert series. I assisted Rec Staff with troubleshooting possible causes of an outdoor pool leak. The pool is losing considerable amounts of water. This will throw off water chemistry due to the constant flow of fresh water to replenish. No real answers to speak of yet but have contacted a pool leak specialist to investigate as soon as their schedule allows. We speculate joint seal failure.

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

The ball field surfacing machine that the Parks Dept. built over winter has been painted and assembled. It is ready to be utilized for the season.

We continue to pick up park/trail trash receptacles and pet waste stations as needed this month. Usage has picked up due to residents getting out and utilizing our parks system now that spring has arrived.

We performed ground and landscape maintenance. We have trimmed and pruned trees. We applied turf grass fertilizer and landscaping pre-emergent as needed. We have been very busy with round-a-bout and streetscape maintenance. We applied Emerald Ash Borer (EAB) insecticide treatment to city owned ash trees. The EAB infestation is very prevalent in North Liberty now.

We have begun mowing and trimming for the season.

Ball season is here and the fields have been very busy during the week and on weekend with scheduled tournaments. Our sports field maintenance team continues to provide weekly field maintenance as well as soccer field maintenance and line painting.

Park staff prepared and tilled the Community Gardens site located at the northeast corner of Penn Meadows Park next to the barn in preparation of the May 1<sup>st</sup> garden plot renters.

This program still remains a great success. All garden plots have been rented for the season.

Muddy Creek clean-up was held on April 9<sup>th</sup>. A huge thank you goes out to the Boy Scouts, Cub Scouts, Tree & Storm Water Board, City Council, residents and City Staff who participated in this effort. Much appreciated!

The Tree & Storm Water Board met on April 13<sup>th</sup>. We discussed tree grants, Tree City USA status (27 years now), recapped the Muddy Creek and Trail Clean-up day on April 9<sup>th</sup> as well as other storm water related items. I have included the approved January Tree & Storm Water Board minutes for your reading pleasure.

We assisted the Cedar Springs Ambassador's program by picking up trash bags and garbage collected by the residents on April 9<sup>th</sup>.

Park staff completed additional training requirements through Target Solutions. We attended IAMU Drug & Alcohol, Respirator Protection Awareness and Flagger Safety training on April 12<sup>th</sup>.

On April 1<sup>st</sup> staff met with Shive Hattery to discuss the future Penn Meadows north parking lot improvement project.

Parks staff participated in ALICE training facilitated by the North Liberty's Police Department on April 20<sup>th</sup>. We learned a lot from the exercise and a big thank you goes out to Lieutenant Tyson Landsguard and his crew for all their time and effort providing us this very important training.

On April 20<sup>th</sup> I attended a Department head Comprehensive planning design Workshop. The design workshop was a hands-on look with RDG Consulting's planning design team. Items discussed were future land use, identify growth and enhancements to mobility, plan for future parks and trails and to give input on many other planning elements including housing, community services and business growth.

Parks staff inspected our trails for any hazardous safety concerns ahead of the April 24<sup>th</sup> "Run Crandic" marathon.

On April 26<sup>th</sup> we met with Shive Hattery to review Ranshaw Way pedestrian tunnel aesthetic wall color samples that will be painted on the walls leading up to the tunnel. Two colors were chosen.

Staff also meet with Shive Hattery on April 28<sup>th</sup> to provide comments on the Community Center's Facility Plan owners review document.

We tested out a Verti-drain deep tine turf aerator at the dog park on April 27<sup>th</sup>. We are planning to purchase a similar machine in the near future to combat soil compaction. However, the availability to purchase isn't very promising at the moment.

The Centennial Park Loop Road project is nearing completion. Parks staff had the opportunity to do a fine-tune grading of the area ahead of the seeding work by the contractor. With the recent rain we should begin to see seed germination soon. We hope to have a well-established turf ahead of Blue & BBQ in July. The project area was seeded on April 29<sup>th</sup>.

Other meetings that we attended this past month are the Penn Street/I-380 interchange with Shive Hattery and the IDOT, Ranshaw Way Progress meetings, Dubuque Street progress meetings, Property owners from 13-47 Heritage Drive meeting. They had concerns about the Ranshaw Way project and how it effects their property. I also attended a "Destination Iowa" grant webinar on April 15<sup>th</sup>.

Johnson County Refuse, the Streets & Parks Department along with other City Staff participated in the annual City-Wide Clean-up effort at the Public Works facility on Saturday April 30<sup>th</sup>. Many residents were able to utilize the clean-up program.

We conducted **no** seasonal employee interviews this past month. We received two applications and no response back after our request for an interview. We lost one returning seasonal employee so now we are at 4 of our 12 seasonal employees hired for the season. It is a problem that I'm not so sure will go away anytime soon. We may have to discuss possible solutions or changes in the near future if we don't begin to see more application. Maybe with warmer weather on the horizon, we will begin to see more applications. Maybe by the time the next Parks monthly report rolls around; all will be good.



Muddy Creek Clean-up efforts on April 9<sup>th</sup>. Boy Scouts, Cub Scouts, City residents and staff.



Muddy Creek Clean-up.



Emerald Ash Bore annual insecticide treatment.



Tree City USA 27 Years.  
tryout.



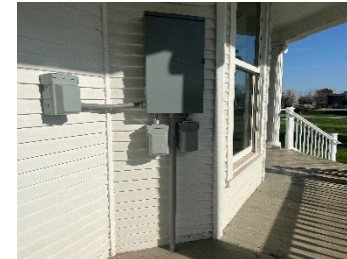
Ball field surfacing machine.



Deep-tine aerator



Park staff fine grading and seeding at Centennial Park.



Ranshaw electrical service.