



**Parks & Recreation Commission
December 1, 2022, 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. November 3, 2022
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 5, 2023, at 7:00pm.
7. Adjourn



Board Meeting Minutes – November 3, 2022

1. Call to Order

2. Approval of Minutes October 6, 2022 Motion: Amy Chen, 2nd: Gwen Johnson, Unanimous approval

3. Reports

Parks Report

Community center parking lot lights working

Work continues on Babe Ruth field. Turf is looking good.

Maintenance teams continue to provide field maintenance. Soccer continues until Saturday.

Concession stand will be winterized next week.

Mowing and trimming mostly come to halt with drier weather. Keeping up on watering landscaping and pruning trees. Cutting down ash trees.

Finished annual tree wrapping of younger maple trees for the winter.

Splash pad is closed and winterized as well as liberty center fountain.

Parks staff attended Aquatic, Forest, and Roadside Pest Management Recertification Applicator Class on October 19

Parks Staff assisted the IDNR Fishery Management team with the release of 2000 rainbow trout at Liberty Centre Pond on October 21st.

Concrete footings poured at Red Fern Dog Park for info kiosk.

Attending progress meetings on Dubuque St Project. New landscaping and concrete area with safer intersection.

Working on FY23 and FY24 budget. Asking for new FTE to help with landscaping.

Bumped Fox Run Park playground, trail and neighborhood park and trail in budgeting sooner.

Centennial Park grant and funding still in progress. Work will start once grant funds are received. Smaller things like bike racks are possible to start one before grant funds are received.

Recreation/Pool Report

Busy month at Rec Center for events like Moonlight walk which was October 21st. Est 1500 - 2000 individuals came to the event.

Pumpkin Creations had 30 participants.

Haunted Happenings had about 575 participants between the 3 events.

Photos are on the North Liberty website.

Dale Leonard, Head Custodial Supervisor is retiring at the end of the year. Dale has been there 23 years. Interviews will begin next week.

New fitness classes start when instructors request to do specific programs and it fits into the schedule. Popularity determines continuing classes.

4. Questions, Concerns, Updates

Volunteering for Beat the Bitter: There is a volunteer sign up through City Slate. Individuals can contact the city Communications staff members for more information. City Slate is a combination of the Library, Rec and Communications.

No school days - how are we accommodating North Liberty residents that attend Clear Creek's no school days. Over 1,000 Clear Creek Amana students live in North Liberty. Rec counselors mostly cover the Iowa City School District schedule. Many Clear Creek students come during open gym time on early out Wednesdays.

Updates (Continued) Roof - waiting on materials to finish.

5. New Business

6. Old Business

7. Next Meeting Thursday, December 1, 2022, at 7:00pm

8. Adjourn Motion: Jeremy Parrish, 2nd: Amy Chen



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **November 29, 2022**
Re **Monthly Report – November 2022**

November is a busy time spent working on next FY budgets & CIP projects. We look at last FY year-end totals, any amendments, inflation on pricing and our wish list of capitals projects. Budget submittals must be turned in right after Thanksgiving and meetings will take place in December with City Administration. Last spring, we conducted a Community Center Facility Condition Assessment report which lists building improvements as Priority 1-4. Priority 1s are identified as immediate to first year improvements. Some of these projects could be covered in operating budgets while some will be quite expensive such as our recent roof replacement project. It is hard to believe that the original facility is going on 25 years old; the pools are 18 years old. These projects need to be addressed to keep this facility the heart of the community.

As mentioned last month, Dale Leonard has given notice of retirement as Custodian/Maintenance Supervisor. We advertised his position and promoted Mark Wingert from within the department to step into this role. In doing so, we have his current Custodian/Maintenance Technician position to fill. This advertisement went out and we are accepting applications and will be interviewing in December to have someone on board in January 2023.

Recdesk Database:

Reviewing our Recdesk database; we have 11,873 residents (62%) and 7,192 non-residents (38%) totaling 19,065 individuals. Increase of 226 from last month.

Aqua Programs:

Aqua classes continue to be our most popular programs. This session had approximately 73 registered participants, plus daily drop-ins. Arthritis Aqua, Aqua Zumba, and Water Resistance continue to be the most popular. Aqua Program revenues totaled \$1,171.50

Swim Lessons:

Another session of swim lessons began this month with 145 participants and revenues totaling \$2,297.50.

Leagues/Sports:

Adult leagues came to an end this month. Youth Competitive Basketball continues. We are offering another session of NL Wrestling Club with 41 participants. Pee Wee Basketball classes totaled 68 participants. Leagues revenues totaled \$ 950 this month.

Recsters BASP Program:

BASP numbers are AM – 18 participants, PM – 44 participants.
All Days: Nov 8 – 16 participants; Nov 18 - 25 participants.
Before & After School revenues this month totaled \$11,620.

Classes/Programs:

Some new classes such as Hapkido JiuJitsu, HIIT 30 min, and Taiji are being offered. We had approximately 28 registered participants, plus daily drop-ins. Unfortunately, we have heard from one of our long term instructors, Renee Manders, that she will be ending her classes at the end of December. She has been with us 25 + years.

Tippi Toes Dance classes continue with 66 participants.

Senior Connections Lunches continued with 69 meals for the month. This was 3 versus 4 dates due to holiday.

Classes/Programs revenue totaled \$7,210.66.

Pools: Indoor pool continues to be busy with lap swimmers, exercise class participants and open swim. This month, Season Pool Pass revenues totaled \$4,694; Daily Pool Fees totaled \$2,123; Pool Rentals totaled \$644 and Concessions revenues totaled \$0.

Weight & Exercise Area / Track:

Weight fee revenues totaled \$15,083; Split membership revenues totaled \$2,448.

We had 2,787 active memberships for the month.

We had 1,458 point of sale transactions for month.

Gymnasiums:

Gymnasium Rental revenues totaled \$2,365.15.

Rentals:

Community Center Rental revenues totaled \$1,984.85; Shelter rental revenues totaled \$0;

Field Rental revenues totaled \$1,061.25.

Revenues:

Revenues (Nov 1-28) totaled \$53,618.16

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

Revenue By Period - GL Account Summary

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

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

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

001-0000-4500-20 - Daily Pool Fees												
2,123.00	2,094.26	811.00	358.00	958.00	929.26	0.00	0.00	0.00	0.00	0.00	-4.00	0.00
001-0000-4500-21 - Swim Lessons												
2,297.50	2,229.76	390.00	0.00	2,256.25	2,188.51	0.00	0.00	0.00	23.75	0.00	-372.50	0.00
001-0000-4500-22 - Aquatic Program/Classes												
1,171.50	1,144.03	566.00	0.00	910.50	883.03	0.00	0.00	0.00	3.50	0.00	-308.50	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												
2,448.00	2,374.56	0.00	0.00	2,448.00	2,374.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53,618.16	52,215.87	5,512.00	2,796.91	46,747.75	45,345.46	0.00	0.00	\$0.00	160.75	131.00	-1,569.50	-160.75

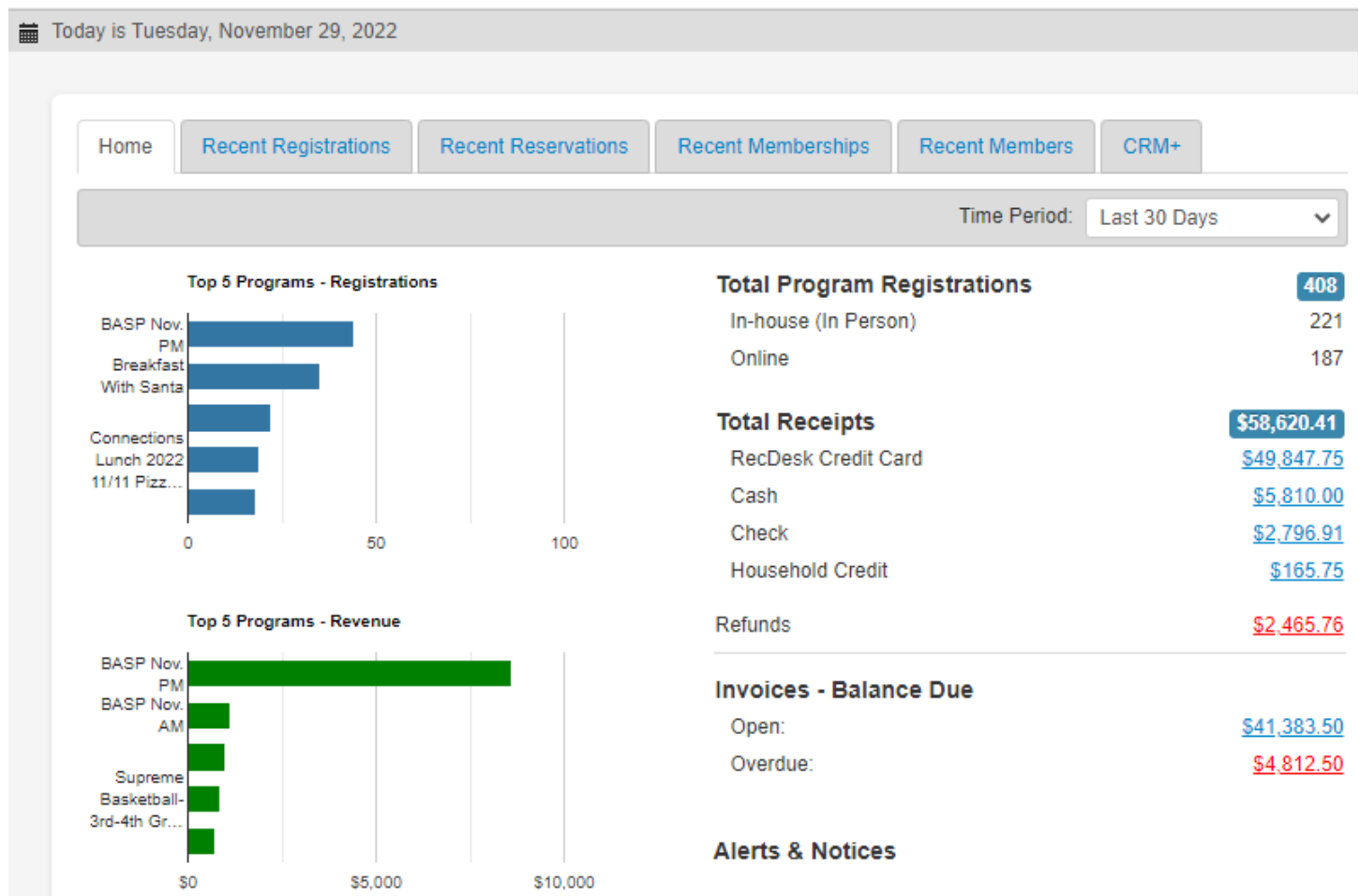
** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

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; Nov 1-28, 2022:



Membership Counts; Nov 1-28, 2022:

Membership Counts (By Period)

Time Range	From Date	To Date
Custom Date Range	11/1/2022	11/28/2022

Summary By Month

Nov 01, 2022 to Nov 28, 2022	
New Primaries	354
All New	466
Primary Renewals	84
All Renewals	109
Active Primaries	2048
All Active	2787

Organization Activity; Nov 1-18, 2022:

Today is Tuesday, November 29, 2022

Time Period: Last 30 Days

Export to Excel

Organization Activity

From 10/30/2022 to 11/29/2022

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	406	56	608	6248	291	1458
Resident	274	30	411	4296	163	
Non-Resident	132	25	197	1952	128	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	250	2	164	965	73	
18 - 65	72	49	347	3411	183	
65+	84	2	97	1872	35	
Male	182	24	349	4029	144	
Female	224	31	259	2208	146	
Other Genders	0	0	0	11	1	
Online vs In-House						
Online	185	0	42	N/A	147	
In-Person	221	55	566	N/A	144	

Database Breakdown:

Residents: 11,873
 Non-residents: 7,192
 Total Database: 19,065

North Liberty (Residents) 11,112; (Outside city limits – 761)
 Iowa City 1,692
 Coralville 1,632
 Tiffin 770
 Solon 684
 Other 1,653



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

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

Date **December 1, 2022**

Re **Monthly Report**

We performed various building maintenance tasks as needed this month. We finished winterizing all park facilities. We repaired three trail lights at Liberty Centre Pond/Park.

Park staff completed trail & sidewalk concrete crack sealing at Liberty Centre Park/Pond and Penn Meadows Park.

We continue to make improvements at the Babe Ruth baseball field. We installed brick on the bottom of the press box & restroom facility. This now matches the new storage shed we just finished last month.

We prepared and installed all winter snow removal equipment. We installed trail and sidewalk markers in preparation of snow removal.

We maintained equipment as needed this month. We performed preventative maintenance and repaired winter equipment as time permitted. We continue to prepare for the next year growing season by performing preventative maintenance and repairs to sports field maintenance, mowing, trimming, and landscaping equipment.

We continue to pick up park/trail trash receptacles and pet waste stations daily.

We finished mowing and trimming all City parks and grounds for the season. All native prairie areas have been cut down for the season. All landscaping areas have been winterized for the season. It takes staff approximately 4 weeks to cut down and winterize roundabouts and all other landscaping areas due to increasing inventory of landscaping.

We winterized all the ball fields and soccer fields by removing and storing all related equipment.

Park staff continues to organize the cold storage building as time permits.

We cleared snow & ice from parking lots, sidewalks & trails on November 16th, 17th & 18th.

Parks Staff attended the Ornamental, Turf, and Pest Management Re-Certification Applicator Class on November 9th at the Johnson County Extension Office. This is required annually to maintain our state pesticide and herbicide licenses.

Information signs were placed on the newly installed kiosks at Red Fern Dog Park.

We completed and submitted the *Trees Please* Grant from MidAmerica Energy. If awarded, we will receive \$1000 to plant additional trees at the Community Center next season.

We continue to attend progress meetings with City Staff, All American Concrete & Shive Hattery regarding the Dubuque Street project Phase 1 project. There was a final Dubuque Street Project Phase 1 punch list walk through on November 17th and site furnishings placement review and install on November 21st.

We continue to make progress on the FY2324 Parks operating budget and the 5-year capital improvements plan in preparation of the next fiscal year.



Park staff at Babe Ruth field installing brick on the press box/restroom facility.



Park staff cutting down and winterizing Dubuque Street roundabout.



Park staff cutting down and winterizing Ranshaw Way bio-swale areas.



New site furnishings installed near Sugar Bottom Bikes and Heyn's Ice Cream.



New information signs installed on the kiosks at Red Fern Dog Park.



Happy Holidays to everyone!!!