



**Parks & Recreation Commission**  
**February 2, 2023, 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. January 5, 2023
3. Reports
  - a. Parks Report
  - b. Recreation/Pool Report
  - c. Questions, Concerns, Updates
4. New Business
5. Old Business
6. Next Meeting
  - a. Thursday, March 2, 2023, at 7:00pm.
7. Adjourn



## Parks & Recreation Commission Minutes

January 5, 2023, 7:00pm

City Council Chambers, 1 Quail Creek Circle, North Liberty, Iowa

1. Call to Order
2. Approval of Minutes
  - a. December 1, 2022
  - b. Motion: Gwen Johnson, Second: Kevin Stibal, Unanimous approval
3. Reports
  - a. Parks Report
    - i. Continuing maintenance: Replaced park heater, continuing with Babe Ruth field building renovation, working on summer machinery
    - ii. Ice rink filled, but weather conditions continue to affect it. Snow made it slushy recently.
    - iii. Continuing to work on budget and will present it to the city council.
      1. Asking for a new FTE this year
      2. Budget increasing due to increasing prices
      3. Fox Run pond paved trails are included in the budget
    - iv. Question on Kirkwood student internship opportunities. Guy mentioned every year the Parks and Rec department takes interns.
  - b. Recreation/Pool Report
    - i. Busy with registrations in December for January - April programming. Monthly revenue:\$89,229
    - ii. Searching for a new aerobic instructor and conducting custodial interviews.
    - iii. Shelly was the city's United Way champion this year for fundraising for staff.
    - iv. Increased approx. 335 individuals in the database. Mostly residents of North Liberty.
    - v. Question on refunds in budget. Refunds are issued in cases of class cancellations, weather and other reasons.
    - vi. Breakfast with Santa event was a popular event in December.
    - vii. Question on weekend rentals for tournaments (limited open gym time). Some months are busy with rec programming and there are no spots for tournaments.
    - viii. United Action for Youth in communication with rec department on use of open gyms, etc.
    - ix. Aerobic class descriptions can be found on Rec desk and on other fliers at the rec center.
    - x. Pool roof is not completely finished yet due to ordering issues.
    - xi. Santa Workshop event was new this year. Thinking of doing a similar event for Easter if weather conditions do not support outside programming.
  - c. Questions, Concerns, Updates
    - i. Gwen mentioned pedestrian walking alongside road leading to dog park was almost hit by a vehicle and if there are plans for a paved trail alongside road. It is in the works for 2024.
4. New Business
5. Old Business
6. Next Meeting

- a. Thursday, February 2, 2023, at 7:00pm.
- 7. Adjourn
  - a. Motion: Jeremy Parrish, Second: Shannon Greene, Unanimous approval



To **Park & Recreation Commission Board Members**  
CC **Mayor, City Council, City Administrator**  
From **Shelly Simpson**  
Date **January 31, 2023**  
Re **Monthly Report – January 2023**

January brings in those looking to start New Year's resolutions and our Youth Supreme Basketball league starts play, using all local gymnasiums on Saturdays. We were unsuccessful in filling our custodian position so we re-posted the position and are accepting applications through Feb 1<sup>st</sup>. We continue to search for more class instructors, and plan around city holidays, time off requests, and weather- related closings.

**Recdesk Database:**

Reviewing our Recdesk database; we have 12,242 residents (62%) and 7,484 non-residents (38%) totaling 19,726 individuals. Increase of 326 from last month.

**Aqua Programs:**

Aqua classes continue to have great participation. This session had approximately 84 registered participants, plus daily drop-ins. Arthritis Aqua, Aqua Zumba, Aqua Aerobics/Toning and Water Resistance continue to be the most popular. Aqua Program revenues totaled \$2,801. Rec Swim Team has 12 participants.

**Swim Lessons:**

Swim lessons restarted this month, serving approximately 290 participants. Swim lesson revenues totaled \$3,708.

**Leagues/Sports:**

Adult leagues and Competitive Leagues started this month.  
Youth Indoor Soccer has 52 participants.  
Pee Wee Basketball has 48 participants.  
Rookie Basketball has 72 participants.  
Supreme Basketball for Grades 1-6 has 474 participants.  
Youth Competitive Basketball – grade 5 has 8 teams.  
Adult Co-ed Volleyball has 9 teams and Men's Basketball has 8 teams.  
Leagues revenues totaled \$400.

**Recsters BASP Program:**

BASP (Jan) numbers are AM – 20 participants, PM – 45 participants.  
All Days; Jan 3-6 averaged 20 participants per day; Jan 23 had 19 participants.  
Before & After School revenues this month totaled \$16,120.

**Classes/Programs:**

We had approximately 21 registered participants in various rec classes, plus daily drop-ins. We continue to search for new aerobic instructors.  
Tippi Toes Dance classes began with 71 participants.

Senior Connections Lunches continued serving 75 meals.  
Classes/Programs revenue totaled \$8,655.

**Pools:** Indoor pool continues to be busy with lap swimmers, exercise class participants and open swim. This month, Season Pool Pass revenues totaled \$6,185; Daily Pool Fees totaled \$2,091; Pool Rentals totaled \$1,239 and Concessions revenues totaled \$0.

**Weight & Exercise Area / Track:**

Weight fee revenues totaled \$22,190; Split membership revenues totaled \$6,855.

We had 3,196 active memberships for the month.

We had 1,808 point of sale transactions for the month.

**Gymnasiums:**

Gymnasium Rental revenues totaled \$340.

**Rentals:**

Community Center Rental revenues totaled \$3,132; Shelter rental revenues totaled \$0;

Field Rental revenues totaled \$0.

**Revenues:**

Revenues for this month totaled \$74,386.16

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



# Revenue By Period - GL Account Summary

Start Date: 1/1/2023 12:00 AM End Date: 1/30/2023 11:59 PM

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

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

001-0000-4500-21 - Swim Lessons												
3,708.00	3,584.70	420.00	0.00	4,097.00	3,973.70	0.00	0.00	0.00	13.00	0.00	-822.00	0.00
001-0000-4500-22 - Aquatic Program/Classes												
2,801.92	2,730.74	659.92	129.00	2,308.00	2,236.82	0.00	0.00	0.00	86.50	0.00	-381.50	0.00
NONE - Unassigned												
-18.00	-18.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-18.00	0.00
Split - Membership - Black & Gold												
6,855.00	6,674.19	270.00	0.00	6,027.00	5,846.19	0.00	0.00	0.00	558.00	0.00	0.00	0.00
<b>74,386.16</b>	<b>72,388.39</b>	7,834.92	855.45	66,517.79	64,520.02	0.00	0.00	\$0.00	1,156.21	1,861.21	-2,663.21	-1,176.21

\*\* 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; Jan 1-30, 2023:

Today is Tuesday, January 31, 2023

Home Recent Registrations Recent Reservations Recent Memberships Recent Members CRM+

Time Period: Last 30 Days

**Top 5 Programs - Registrations**

Program	Registrations
BASP Jan. PM	45
NL Wrestling Club	25
Beginners...	20
Connections Lunch 2023 01/20	15
BASP Jan. AM	10

**Top 5 Programs - Revenue**

Program	Revenue
BASP Jan. PM	\$9,000
BASP Jan. AM	\$2,000
BASP Spring Break Camp 14th	\$1,500
BASP Jan. PM	\$1,000
BASP Spring Break Camp 14th	\$1,000

**Total Program Registrations** **529**

- Online: 291
- In-house (In Person): 238

**Total Receipts** **\$76,770.37**

- RecDesk Credit Card: [\\$66,914.79](#)
- Cash: [\\$7,843.92](#)
- Household Credit: [\\$1,156.21](#)
- Check: [\\$855.45](#)

Refunds: [\\$2,663.21](#)

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**Invoices - Balance Due**

- Open: [\\$46,844.25](#)
- Overdue: [\\$5,434.50](#)

**Alerts & Notices**

Membership Counts; Jan 1-30, 2023:

**Membership Counts (By Period)**

Time Range	From Date	To Date
This Month	1/1/2023	1/31/2023

**Summary By Month**

	Jan, 2023
New Primaries	515
All New	714
Primary Renewals	111
All Renewals	158
Active Primaries	2363
All Active	3196

Organization Activity; Jan 1-30, 2023:

Time Period: Last 30 Days ▼

Export to Excel

## Organization Activity

From 1/1/2023 to 1/31/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
<b>All</b>	529	85	885	8796	406	1808
<b>Resident</b>	381	56	644	5717	221	
<b>Non-Resident</b>	148	29	241	3079	185	
<b>No Residency Set</b>	0	0	0	0	0	
<b>Demographics</b>						
<b>&lt; 18</b>	357	0	208	946	105	
<b>18 - 65</b>	77	82	566	5221	261	
<b>65+</b>	95	2	110	2628	40	
<b>Male</b>	221	42	494	5282	179	
<b>Female</b>	308	43	388	3506	226	
<b>Other Genders</b>	0	0	3	8	1	
<b>Online vs In-House</b>						
<b>Online</b>	291	0	57	N/A	225	
<b>In-Person</b>	238	85	828	N/A	181	

**Database Breakdown:**

Residents: 12,242  
 Non-residents: 7,484  
 Total Database: 19,726

North Liberty (Residents) 11,454; (Outside city limits – 788)  
 Iowa City 1,746  
 Coralville 1,688  
 Tiffin 808  
 Solon 707  
 Other 2,535



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

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

Date **February 1, 2023**

Re **Monthly Report**

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We performed various building maintenance tasks as needed this month. We adjusted a few door closures for proper shutting alignment. Cold weather can influence proper operations. We installed a new facet at the Ranshaw house. We repaired ceiling drywall at the Parks shop where we had a roof leak last fall as well as resurfacing the office and breakroom floors.

We continue to make improvements at the Babe Ruth baseball field press box/restrooms facility. We framed over two upstairs windows that have been eliminated. Minor electrical and plumbing rough in items have been completed. We are currently awaiting the arrival of the interior wallboard.

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 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 cleared snow & ice from parking lots, sidewalks & trails as well as additional areas in preparation of Beat the Bitter.

We continue to attend progress meetings with City Staff, Contractors & Shive Hattery regarding the new City Administration building.

Parks staff assisted the Communications Department with "Beat the Bitter" held over the January 28<sup>th</sup> - 29<sup>th</sup> weekend. We spent the week prior preparing for the event.

Assistant Parks Director Tim Hamer and I attended an Iowa Work Force development seminar on January 27<sup>th</sup>. Topics of discussion were aimed at the practice of hiring employees/seasonal employees, lack of good candidates and how to adapt to the changing times.

I meet with City Administration to discuss the FY2324 Parks operating budget and the 5-year capital improvements plan in preparation of the next fiscal year. We meet with City Council to answer any questions regarding the operating budget and 5-year capital improvements plan.

We continue to work with the Kirkwood Parks and Natural Resource/Horticulture program. Our goal; seek potential employees and internships with students for the upcoming season within the North Liberty Parks Department. We also submitted our Seasonal Parks Worker job opportunity with Iowa, UNI, Iowa State, Coe, Mt. Mercy, and Cornell College.



Staff installing new banners at Liberty Centre.



Staff removing snow from the Ice Rink.



Staff resurfacing the Ice Rink.



Ice skating under the lights during BTB event.



Parks staff assisting with the BTB campfire.



Fireworks at the conclusion of BTB.



Resurfacing of floors at the Parks facility.



Drywall repair at the Parks facility.



Facuet replacement at the Ranshaw House.



Door closures adjustments at various locations.