



Parks & Recreation Commission
March 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. February 2, 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, April 6, 2023, at 7:00pm.
7. Adjourn



Parks & Recreation Commission Minutes

February 2, 2023, 7:00pm

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

Attending: Gwen Johnson, Richard Grugin, Shannon Greene, Amy Chen, Kevin Stibal, Jamie Gade, Shelly Simpson

Absent: Jeremy Parrish

Others Present: Brian Motley, Tim Hamer, Guy Goldsmith

1. Call to Order
2. Approval of Minutes
 - a. January 5, 2023
 - b. Motion by Gwen Johnson, Second by Amy Chen, Unanimous approval
3. Reports
 - a. Parks Report
 - i. Continuing maintenance at park shop and Babe Ruth building
 - ii. Continuing equipment maintenance of trucks, mowing equipment
 - iii. Continuing snow removal as needed
 - iv. Tim and Guy attended an Iowa Workforce Seminar on current hiring practices. Guy mentioned there are job postings online.
 1. Amy asked what topics the seminar touched on. Guy said workplaces need to offer more flexibility.
 2. Shannon asked if compensation was part of the talk. Guy said it was, and North Liberty is on the low end for recommended compensation. \$15.45 is around where North Liberty hires. Recommended compensation is \$20 per hour.
 - v. Beat the Bitter event went well. Able to use the ice rink on the day of the event as weather allowed.
 - b. Recreation/Pool Report
 - i. January memberships were on the rise. Youth basketball has been happening on Saturdays.
 - ii. Continuing the process of looking for custodial position.
 - iii. New fitness classes have started. Next week there is a coordination balance and strength class starting with a new instructor.
 - iv. Coordinating with Iowa City Senior center on walk with ease class for seniors.
 1. Shannon asked about transportation options. Shelly said seniors get a booklet on the class. Richard mentioned Johnson County SEATS has programs for individuals who qualify for low priced transportation options.
 - v. January swim lessons has 290 participants. Indoor soccer has 52 participants. The soccer league is new and happens on Tuesday nights.
 1. Shannon asked about price rates and how they have been maintained throughout the years. Shelly said prices have stayed the same mostly for classes.

2. Shannon asked about rec center membership prices. Brian said our prices currently are in line and are at a good number.
 - a. Amy asked how prices are figured out based on capacity. Shelly said she configured costs by an estimate on how many estimated times members would come per week.
 - vi. Shelly and Brian explained how basketball leagues work and locations based on ages and grades of kids participating. North Liberty works with Coralville and Tiffin on basketball.
 - vii. Richard mentioned there are about 10,000 school age kids that live in North Liberty.
 - viii. Brian mentioned there is a field baseball lottery at the rec center next week.
 - ix. There is a posting for an intern at the rec center on the IPRA site.
 - x. Ice fishing event is this weekend.
 - xi. Kyle, a rec center staff member of 15 years, is resigning at the end of March.
 1. Shannon asked what his position's hours are. Brian and Shelly mentioned his hours have been flexible. They are currently looking at updating the job description.
- c. Questions, Concerns, Updates
4. New Business
5. Old Business
6. Next Meeting
 - a. Thursday, March 2, 2023, at 7:00pm.
7. Adjourn
 - a. Motion by Amy Chen, second by Kevin Stibal, unanimous approval.



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **February 28, 2023**
Re **Monthly Report – February 2023**

February brought a second posting and round of interviews for our Custodian Maintenance Technician position. We will begin posting and conducting interviews for our revised Recreation Program Supervisor position as Kyle's last day is March 31. Many of our programs continue to be offered month after month, some are listed in report below. Staff began working on the Summer Activity Guide which will promote programs offered May-August 2023.

Recdesk Database:

Reviewing our Recdesk database; we have 12,371 residents (62%) and 7,606 non-residents (38%) totaling 19,977 individuals. Increase of 251 from last month.

Aqua Programs:

Aqua classes continue to have great participation. This session had approximately 72 registered participants, plus daily drop-ins. Arthritis Aqua, Aqua Zumba, Aqua Boot Camp and Easy Does It continue to be the most popular. Aqua Program revenues totaled \$1,924.

Swim Lessons:

Swim lessons continued this month with additions. Swim lesson revenues totaled \$2,316.

Leagues/Sports:

Adult leagues and Competitive Leagues continued this month.
Pee Wee Soccer had 12 morning participants and 35 evening participants.
Rookie Basketball continued.
Supreme Basketball for Grades 1-6 continued.
Youth Competitive Basketball continued
Adult Co-ed Volleyball and Men's Basketball leagues continued.
NL Wrestling: Feb session has 38 participants.
Leagues revenues totaled \$-0-

Recsters BASP Program:

BASP (Feb) numbers are AM – 18 participants, PM – 45 participants.
All Days: Feb 17 had 22 participants.
Before & After School revenues this month totaled \$11,790.

Classes/Programs:

We had approximately 21 registered participants in various rec classes, plus daily drop-ins. Coordination, Balance, Strength, and Total Body Sculpt are popular. We continue to search for new aerobics instructors.

Tippi Toes Dance classes continue.

Senior Connections Lunches continued serving 74 meals.
Classes/Programs revenue totaled \$3,062.70.

Pools: Indoor pool continues to be busy with lap swimmers, exercise class participants and open swim. This month, Season Pool Pass revenues totaled \$3,760; Daily Pool Fees totaled \$2,798; Pool Rentals totaled \$875 and Concessions revenues totaled \$0.

Weight & Exercise Area / Track:

Weight fee revenues totaled \$14,784; Split membership revenues totaled \$4,592.75.

We had 3,267 active memberships for the month.

We had 1,657 point of sale transactions for the month.

Gymnasiums:

Gymnasium Rental revenues totaled \$2,110.

Rentals:

Community Center Rental revenues totaled \$2,073.75; Shelter rental revenues totaled \$42.50;

Field Rental revenues totaled \$37.50.

Revenues:

Revenues for this month totaled \$50,665.87.

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

Revenue By Period - GL Account Summary

Start Date: **2/1/2023 12:00 AM** End Date: **2/28/2023 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>
000 - Household Credit Account												
412.67	412.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,463.34	0.00	-1,050.67
001-0000-4310-01 - Pool Rentals												
875.00	848.75	0.00	0.00	875.00	848.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-02 - Community Center Rentals (Room Rental)												
2,073.75	2,023.82	332.50	52.50	1,663.75	1,613.82	0.00	0.00	0.00	25.00	0.00	0.00	0.00
001-0000-4310-03 - Gymnasium Rentals												
2,110.00	2,046.70	0.00	40.00	2,110.00	2,046.70	0.00	0.00	0.00	0.00	0.00	-40.00	0.00
001-0000-4310-04 - Shleter Rental												
42.50	41.23	0.00	0.00	42.50	41.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-05 - Field Rentals/Tennis Courts												
37.50	36.38	0.00	0.00	37.50	36.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-10 - Weight Fees												
14,784.00	14,458.68	3,583.00	352.00	10,886.87	10,561.55	0.00	0.00	0.00	58.13	0.00	-96.00	0.00
001-0000-4500-11 - Class/Programs												
3,062.70	2,972.93	375.00	213.75	2,992.00	2,902.23	0.00	0.00	0.00	28.50	0.00	-546.55	0.00
001-0000-4500-13 - Before/After School												
11,790.00	11,425.50	0.00	0.00	12,150.00	11,785.50	0.00	0.00	0.00	50.00	0.00	-410.00	0.00
001-0000-4500-19 - Season Pool Pass												
3,760.00	3,670.76	60.00	445.00	2,974.50	2,885.26	0.00	0.00	0.00	280.50	0.00	0.00	0.00

Revenue By Period - GL Account Summary

Start Date: **2/1/2023 12:00 AM** End Date: **2/28/2023 11:59 PM**

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

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

001-0000-4500-20 - Daily Pool Fees												
2,798.00	2,751.53	861.00	385.00	1,549.00	1,502.53	0.00	0.00	0.00	3.00	0.00	0.00	0.00
001-0000-4500-21 - Swim Lessons												
2,316.00	2,233.06	150.00	0.00	2,764.50	2,681.56	0.00	0.00	0.00	42.50	0.00	-641.00	0.00
001-0000-4500-22 - Aquatic Program/Classes												
1,924.00	1,874.22	476.00	28.00	1,650.50	1,600.72	0.00	0.00	0.00	34.50	0.00	-265.00	0.00
NONE - Unassigned												
-13.00	-13.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-13.00	0.00
Split - Membership - Black & Gold												
4,692.75	4,537.97	45.00	0.00	5,159.25	5,004.47	0.00	0.00	0.00	0.00	0.00	-511.50	0.00
50,665.87	49,321.19	5,882.50	1,516.25	44,855.37	43,510.69	0.00	0.00	\$0.00	522.13	1,463.34	-2,523.05	-1,050.67

** 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; Feb 1-28, 2023:

Today is Tuesday, February 28, 2023

Home **Recent Registrations** Recent Reservations Recent Memberships Recent Members CRM+

Time Period: Last 30 Days

Top 5 Programs - Registrations

Program	Registrations
BASP Feb. PM	~45
BASP All Day March 3	~25
BASP Feb. AM	~20
BASP All Day March 3	~15
BASP All Day Feb. 17	~10

Top 5 Programs - Revenue

Program	Revenue
BASP Feb. PM	~\$9,000
BASP Feb. AM	~\$1,500
BASP All Day March 3	~\$1,000
BASP All Day Feb. 17	~\$500
Easy Does It (Mar)	~\$500

Total Program Registrations **373**

- In-house (In Person) 216
- Online 157

Total Receipts **\$59,448.75**

- RecDesk Credit Card [\\$50,556.87](#)
- Cash [\\$6,590.50](#)
- Check [\\$1,766.25](#)
- Household Credit [\\$535.13](#)
- Refunds [\\$2,831.05](#)

Invoices - Balance Due

- Open: [\\$52,075.25](#)
- Overdue: [\\$5,343.50](#)

Alerts & Notices

Membership Counts; Feb 1-28, 2023:

Membership Counts (By Period)

Time Range: From Date: To Date:

Summary By Month

	Feb, 2023
New Primaries	365
All New	482
Primary Renewals	102
All Renewals	146
Active Primaries	2379
All Active	3267

Organization Activity; Feb 1-28, 2023:

Time Period: Last 30 Days ▼

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Organization Activity

From 1/29/2023 to 2/28/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transac
All	372	100	724	8899	312	1657
Resident	248	59	526	5874	172	
Non-Resident	124	40	198	3025	140	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	200	0	170	999	65	
18 - 65	70	94	439	5256	208	
65+	102	3	115	2642	39	
Male	135	51	395	5352	129	
Female	237	48	327	3544	182	
Other Genders	0	0	2	3	1	
Online vs In-House						
Online	157	0	51	N/A	170	
In-Person	215	99	673	N/A	142	

Database Breakdown:

Residents: 12,367
 Non-residents: 7,606
 Total Database: 19,977

North Liberty (Residents) 12,367; (Outside city limits – 805)
 Iowa City 1,769
 Coralville 1,705
 Tiffin 834
 Solon 715
 Other 1,778



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

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

Date **March 1, 2023**

Re **Monthly Report**

We performed various building maintenance tasks as needed this month. We repaired a leaky roof at the Parks maintenance facility.

We continue to make improvements at the Babe Ruth baseball field press box/restrooms facility. We are currently installing the inside wallboard.

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

Parks staff continue to prepare for the upcoming season by ordering and securing supplies needed.

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. Along with snow removal we spent some time repairing turf grass along the edges of trails and sidewalks due to snowplow damage. The main cause was due to the soft/unfrozen turf grass along the trail edges at the time of removing the snow as well as the quantity of snow we received. We will fine tune the repairs as we enter the growing season.

Park staff resurfaced the ice rink one time this month. 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 meet with NLCBS ball club regarding field usage and future improvements at Penn Meadows ball complex for this upcoming season.

The green tri-bench at Centennial Park parklet was vandalized this past month. Someone attempted to unbolt and remove the bench. Luckily two anchor bolts could not be removed so the bench was not taken. Unfortunately, the bench was damaged in the attempt. We repaired the bench and secured it back in place with new anchors with thread locker.

Park staff completed annual fire extinguisher training requirements through Target Solutions.

The Parks Department forestry staff attended the 67th annual Shade Tree Short Course at ISU in Ames on February 22nd & 23rd.

We continue to seek seasonal Park Maintenance Worker employees and conducting interviews. It is going quite well compared to last year. We have 6 of the anticipated 12 seasonal employees hired for the season.



Parks facility leaky roof repair.



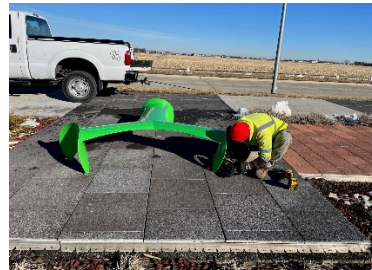
New wall board installation at the Babe Ruth press box facility.



New truck axle bearing and seal replacement.



Snowplow turf damage repair in multiple locations along trails.



Tri-bench vandalism repair at the Centennial Park Parklet.