



Parks & Recreation Commission
May 4, 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. April 6, 2023
3. Board Member Terms
 - a. Two terms expiring; Richard Grugin, Shannon Greene
 - b. Applications to CH by May 25, 2023
4. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions, Concerns, Updates
5. Community Soundboard / New Ideas to Share
Fox Run Park update; Teen skate park, outdoor bb courts; Park Amenities (picnic tables, benches); Centennial Park – Next Stage; Penn Meadows Parking Lot update; other topics, open for discussion...
6. Upcoming Events
 - a. Remarkable Rigs – May 13, 10 am, Centennial Park
 - b. Spokes & Scoops – Community Bike Ride – May 17, 6pm, Ranshaw Tunnel to Penn Meadows Park.
 - c. Bike Rodeo – May 18, 6:30pm, Community Center Parking Lot
 - d. Playground Crawl – May 20; various parks
 - e. Outdoor Pool Opening – Memorial Day Weekend, TBD.
 - f. Let Love Fly – June 3, 11 am, Centennial Park
7. New Business
8. Old Business
9. Next Meeting
 - a. Thursday, June 1, 2023, at 7:00pm.
10. Adjourn



Parks & Recreation Commission Minutes

April 6, 2023, 7:00pm

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

Commission Members Present: Richard Grugin, Jeremy Parrish, Gwen Johnson, Amy Chen, Kevin Stibbal, Jamie Gade

1. Call to Order
2. Approval of Minutes
 1. February 2, 2023
 2. March 2 meeting canceled, no minutes.
 3. Motion to approve by Gwen Johnson, Seconded by Shannon Greene, unanimous approval.
3. Centennial Park's Next Stage Presentation
 1. Communications Dept to give update on Centennial Park – Next Stage
4. Northside Park Update
 1. North Liberty approved acquisition through eminent domain to purchase property of 40 acres for Northside Park. Currently land is being used for farming. Land was part of North Liberty's comprehensive plan.
 2. Future plans may include soccer complex, playground, restroom facility.
5. Purpose of Commission – discussion
 1. Richard proposed adding an agenda item of new ideas and community feedback, allowing commission members to discuss topics and questions commission members are hearing in the community. All commission members present were in favor of agenda addition.
6. Reports
 1. Parks Report
 - i. Full report is in information packet.
 - ii. Babe Ruth building remodel has been finished this month. Needing to complete dugout covers, with help from Liberty High class. Installed sunshades over spectator seating.
 - iii. Aeration of turf has begun, with seeding.
 - iv. Spring landscape cleanup has begun to help growth and prevent weed growth.
 - v. Sport field maintenance has begun. Soccer is starting April 18th.
 - vi. Ice skating rink has been taken down, pickle ball resuming.
 - vii. DNR did trout stocking at Liberty Center.
 - viii. Parking lot expansion at Penn Meadows Park plan at 50% completion currently. Expanding green islands with solar lights. Incorporating storm water quality pavers. This coming July parking will be affected by the splash pad and playground. Parking impacts will be communicated prior.
 - ix. Cleanup day happened at Penn Meadows Park in early April with NLCBS ball league.
 - x. Trail cleanup day is Saturday April 8th, meet at North parking lot at the Rec center.
 - xi. Staffing has been going well and all spots have been filled except for two.
 - xii. Amy Chen had a question about the dog park merging the big dog and small dog areas. Guy mentioned a survey was completed and residents were against the idea. It will not be merged.
 2. Recreation/Pool Report

- i. Full report is in information packet.
- ii. Custodial Maintenance Technician has been hired and on boarded. Brian interviewed 6 candidates for Program Recreation Supervisor position. Will decide soon on final candidate to bring to HR for a possible offer early next week.
- iii. Summer activity guide went out to the public in March, and registration went out this week.
- iv. Community center served as storm sheltering in past week due to weather events.
- v. Eggstravaganza events happened over this past weekend. Egg coloring, fairy gardens, petting zoo, and other events happened during the day. Possibly 400 attendees.
- vi. Current Recster participants can sign up for summer camp in March. April is open enrollment for all.
- vii. Roof project completed and held through the storms. Next week will have last walkthrough for roof project.
- viii. Looking at a bid to do north and west sides of rec center wall refinishing.
- ix. Looking to add AC unit over concession stand.
- x. Membership and usage rebounding from COVID. Not quite to pre-COVID levels.
- xi. Brian has been working with Silver Sneakers to create a new membership option.
- xii. Registration for swimming lessons is completed.

3. Questions, Concerns, Updates

7. New Business

8. Old Business

9. Next Meeting

1. Thursday, May 4, 2023, at 7:00pm.

10. Adjourn

1. Motioned by Jeremy Parish, seconded by Gwen Johnson, unanimous approval.



o **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **May 1, 2023**
Re **Monthly Report – April 2023**

April is a big registration month for summer programs and can be seen in our monthly revenue report totaling \$116,469.05. Our Annual Eggstravaganza Events took place with the Bunny Clue Trail and inflatables moving inside, along with the addition of a petting zoo set up outside the Gerdin CC doors, and an estimated 400 in attendance. The Underwater Egg Hunt in the Indoor Pool had 136 participants. Various summer event planning meetings (Summer Lunch & Fun, Let Love Fly, were held.

Recdesk Database:

Reviewing our Recdesk database; we have 12,708 residents (62%) and 7,929 non-residents (38%) totaling 20,637 individuals. Increase of 247 from last month.

Aqua Programs:

Aqua classes continue to have great participation. This session had approximately 87 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 \$6,381.50.

Swim Lessons:

Registration for summer swim lessons began. Swim lesson revenues totaled \$33,303.

Leagues/Sports:

Spring Outdoor Soccer was offered in two forms; Hybrid & Recreation play totaling 93 participants. Leagues revenues totaled \$5,940.

Recsters BASP Program:

BASP (April) numbers are AM – 15 participants, PM – 41 participants.

All Days: April 21 – 17 participants, April 24 - 20 participants.

Spring Break Week (March 13-17) averaged 20 participants.

Enrollment for Summer Camp continued this month.

Before & After School revenues this month totaled \$26,160.

Classes/Programs:

We had approximately 19 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 class instructors.

Tippi Toes Dance classes (March session) has 68 participants, plus registration began for summer classes.

Senior Connections Lunches served 90 meals for the month.

Classes/Programs revenue totaled \$14,898.55.

Pools: Indoor pool continues to be busy with lap swimmers, exercise class participants and open swim. This month, Season Pool Pass revenues totaled \$4,002; Daily Pool Fees totaled \$2,728; Pool Rentals totaled \$4,285.71 and Concessions revenues totaled \$0.

Weight & Exercise Area / Track:

Weight fee revenues totaled \$10,540; Split membership revenues totaled \$2,111.

We had 2,951 active memberships for the month.

We had 1,185 point of sale transactions for the month.

Gymnasiums:

Gymnasium Rental revenues totaled \$2,555.

Rentals:

Community Center Rental revenues totaled \$2,973.04; Shelter rental revenues totaled \$97.50;

Field Rental revenues totaled \$1,676.50

Revenues:

Revenues for this month totaled \$116,469.05.

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

Revenue By Period - GL Account Summary

Start Date: **4/1/2023 12:00 AM** End Date: **4/30/2023 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												
-162.75	-162.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,204.00	0.00	-1,366.75
001-0000-4310-01 - Pool Rentals												
4,285.71	4,156.76	0.00	0.00	4,298.21	4,169.26	0.00	0.00	0.00	0.00	0.00	-12.50	0.00
001-0000-4310-02 - Community Center Rentals (Room Rental)												
2,973.04	2,910.61	862.50	0.00	2,080.54	2,018.11	0.00	0.00	0.00	30.00	0.00	0.00	0.00
001-0000-4310-03 - Gymnasium Rentals												
2,555.00	2,506.70	145.00	800.00	1,610.00	1,561.70	0.00	0.00	0.00	180.00	0.00	-180.00	0.00
001-0000-4310-04 - Shleter Rental												
97.50	95.17	20.00	0.00	77.50	75.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-05 - Field Rentals/Tennis Courts												
1,676.50	1,626.88	0.00	0.00	1,654.00	1,604.38	0.00	0.00	0.00	22.50	0.00	0.00	0.00
001-0000-4500-10 - Weight Fees												
10,540.00	10,305.52	2,349.00	355.00	7,816.00	7,581.52	0.00	0.00	0.00	55.00	0.00	-35.00	0.00
001-0000-4500-11 - Class/Programs												
14,898.55	14,469.42	601.00	238.30	14,231.75	13,802.62	0.00	0.00	0.00	252.50	0.00	-425.00	0.00
001-0000-4500-12 - League Fees												
5,940.00	5,757.30	150.00	0.00	6,045.00	5,862.30	0.00	0.00	0.00	285.00	0.00	-540.00	0.00
001-0000-4500-13 - Before/After School												
25,160.00	24,363.80	0.00	0.00	26,540.00	25,743.80	0.00	0.00	0.00	0.00	0.00	-1,380.00	0.00

Revenue By Period - GL Account Summary

Start Date: **4/1/2023 12:00 AM** End Date: **4/30/2023 11:59 PM**

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

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

001-0000-4500-19 - Season Pool Pass												
4,002.00	3,882.04	0.00	0.00	3,998.50	3,878.54	0.00	0.00	0.00	3.50	0.00	0.00	0.00
001-0000-4500-20 - Daily Pool Fees												
2,728.00	2,681.47	1,051.00	126.00	1,551.00	1,504.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-21 - Swim Lessons												
33,303.00	32,256.87	270.00	0.00	34,821.75	33,775.62	0.00	0.00	0.00	264.25	0.00	-2,053.00	0.00
001-0000-4500-22 - Aquatic Program/Classes												
6,381.50	6,201.69	409.00	0.00	5,837.00	5,657.19	0.00	0.00	0.00	249.00	0.00	-113.50	0.00
NONE - Unassigned												
-20.00	-20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-20.00	0.00
Split - Membership - Black & Gold												
2,111.00	2,050.04	54.00	0.00	2,032.00	1,971.04	0.00	0.00	0.00	25.00	0.00	0.00	0.00
116,469.05	113,081.52	5,911.50	1,519.30	112,593.25	109,205.72	0.00	0.00	\$0.00	1,366.75	1,204.00	-4,759.00	-1,366.75

** 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; April-2023:

Today is Monday, May 1, 2023

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

Time Period: Last 30 Days

Top 5 Programs - Registrations

Program	Registrations
Blastball	~65
BASP April PM	~45
BASP May PM	~45
Connections	~35
Lunch 2023 04/21	~25

Total Program Registrations

1894

- Online: 1497
- In-house (In Person): 397

Top 5 Programs - Revenue

Program	Revenue
BASP April PM	~\$8,000
BASP May PM	~\$7,500
Fall Outdoor Soccer	~\$3,500
Hybrid 1st-...	~\$3,000

Total Receipts

\$129,975.30

- RecDesk Credit Card: [\\$121,102.25](#)
- Cash: [\\$5,983.50](#)
- Check: [\\$1,519.30](#)
- Household Credit: [\\$1,370.25](#)

Refunds: [\\$5,220.50](#)

Invoices - Balance Due

- Open: [\\$68,111.50](#)
- Overdue: [\\$7,329.00](#)

Alerts & Notices

Membership Counts; April-2023:

Membership Counts (By Period)

Time Range	From Date	To Date
Last Month	4/1/2023	4/30/2023

Summary By Month

	Apr, 2023
New Primaries	221
All New	285
Primary Renewals	93
All Renewals	120
Active Primaries	2173
All Active	2951

Organization Activity; April -2023:

Today is Monday, May 1, 2023

Time Period: Last 30 Days ▼

[Export to Excel](#)

Organization Activity

From 4/1/2023 to 5/1/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	1892	147	410	6380	475	1185
Resident	1491	93	290	4102	277	
Non-Resident	401	54	120	2278	198	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	1548	3	96	675	220	
18 - 65	130	140	242	3530	236	
65+	214	3	72	2173	18	
Male	853	53	239	3888	203	
Female	1039	94	171	2490	272	
Other Genders	0	0	0	2	0	
Online vs In-House						
Online	1495	0	24	N/A	367	
In-Person	397	147	386	N/A	108	

Database Breakdown:

Residents: 12,708
 Non-residents: 7,929
 Total Database: 20,637

North Liberty (Residents) 13,497; (Outside city limits – 846)
 Iowa City 1,838
 Coralville 1,768
 Tiffin 879
 Solon 743
 Other 1,912



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

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

Date **May 1, 2023**

Re **Monthly Report**

We performed various building maintenance tasks as needed this month. Park staff repaired a wall crack at the outdoor pool. We installed new dugout benches at the Babe Ruth field.

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 maintained equipment as needed this month. 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.

Ball season is here, and the fields have been busy during the week with the NLCBS club and on weekends 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 tilled and prepared the Community Gardens site located at the northeast corner of Penn Meadows Park next to the barn in preparation for the May 1st Garden plot renters. This program remains a great success. All garden plots have been rented for the season.

We performed ground and landscape maintenance. We 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.

We have begun mowing and trimming for the season.

Park staff completed a final site grading at the Dubuque Street project area in preparation for final seeding. We hauled in 100 tons of topsoil to accomplish this.

The Parks Department along with Storm Water Coordinator, Mike Wolfe and the Fire Department coordinated a 1st annual prairie burn at the Centennial Park bio-swales on April 7th. Burning is the best option for maintaining control of invasive plants and general health of the prairie. The burn was a success and went very well.

We assisted the Mid-American forestry crew and helped plant three new trees at Fox Valley pond on April 28th. The trees were donated by Mid-American.

The Muddy Creek clean-up was held on April 8th. A huge thank you goes out to the Boy Scouts, Cub Scouts, Green Castle 4-H Club, Tree & Storm Water Board, City Council, residents, and City Staff who participated in this effort. We hauled away three truckloads of collected trash. Much appreciated!

We continue to meet with Shive Hattery, Contractors, and City staff regarding the new City Administration Building project, Rec Center roof final punch list, Dubuque Street final punch list, and the Penn Meadows north parking lot improvements project.

The Tree & Storm Water Board met on April 12th. We discussed tree grants, Tree City USA status (28 years now), recapped the Muddy Creek and Trail Clean-up Day on April 8th as well as other storm water related items.

We assisted the Cedar Springs and Quail Creek Ambassador's program by picking up trash bags and garbage collected by the residents on April 15th and 22nd. Thank you to all that helped with the clean-up efforts.

Park staff completed additional training requirements through Target Solutions. We also attended Excavator training, Confined space, and Flagger Safety training on April 13th.

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 29th. Many residents were able to utilize the clean-up program.

We donated free derecho mulch to the Squire Point wood chip trail project. This project will help stabilize and improve the trail system at Squire Point. We were happy to provide our excess mulch for this local trail improvement project.

We have been dealing with graffiti bandits on three separate occasions this past month. The main bike trail and the new pedestrian tunnel were targeted to name a few. Staff time was spent removing the so-called artwork.

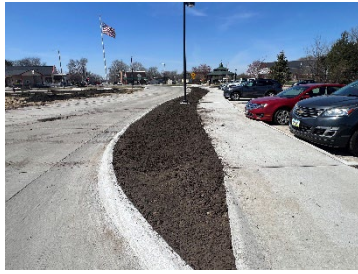


Outdoor Pool wall repair.



New dugout benches installed at the Babe Ruth field.





Dubuque Street Project final grading near Penn Elementary and the Babe Ruth Field.



1st annual prairie burn at the Centennial Park bio-swales.



Mid-American and Parks Department tree planting at Fox Valley pond.



Muddy Creek Clean-up on April 8th with the Boy Scouts, Cub Scouts, Green Castle 4-H club, Tree & Storm Water board members, Council members and City Parks Staff.



Graffiti vandalism at the new pedestrian tunnel.



Graffiti vandalism along the main bike trail.

