



Parks & Recreation Commission
June 1, 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. May 4, 2023
3. Board Member Terms
 - a. (4) applications turned in; Mayor appointments on June 27th.
4. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions, Concerns, Updates
5. Community Input / New Ideas to Share
6. Upcoming Events
 - a. Free Fishing Weekend & Let Love Fly events - June 3
 - b. Friday night Ranshaw Concerts – begin June 2
 - c. Camp NL – June 23
 - d. Joy Riders Jubilee – June 30
7. New Business
8. Old Business
9. Next Meeting
 - a. Thursday, July 6, 2023, at 7:00pm. (Shelly absent)
10. Adjourn



Parks & Recreation Commission Minutes

May 4, 2023, 7:00pm

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

Commission Members Present: Amy Chen, Richard Grugin, Gwen Johnson, Jeremy Parrish, and Kevin Stibal.

Members absent: Shannon Greene and Jamie Gade.

Staff Present: Shelly Simpson and Tim Hamer

1. Meeting called to order at 7:00 p.m. by Richard Grugin.
2. Approval of May 4 Meeting Minutes Motion to approve by Ken Stibbal, Seconded by Gwen Johnson, unanimous approval.
3. Board Member Terms: It was noted that the terms of Richard Grugin and Shannon Greene are expiring. Applications from anyone interested in joining the Commission are due by May 25

4. Reports

Tim Hamer, Assistant Parks Director gave the monthly Parks, Building, and Grounds report.

Highlights included the regular clean up and equipment maintenance, as well as seasonal mowing and landscape care. Tim also reported that the sports maintenance team is busy with baseball and soccer field caretaking. He also reported that all of the Community Garden plot have been rented and readied for the season.

Other items of note was the success of the April 8 Muddy Creek cleanup with special thanks to the Boy Scouts, Cub Scouts, Green Castle 4-H Club, Tree and Storm Water Board, City Council, City Staff, and North Liberty residents that participated. Tim reported that the City-wide Clean Up day at the Public Works facility was very successful. Also, derecho mulch was donated to Squire Point Nature Trail to support their improvement project. Along with positive general training and meetings, Tim reported the unfortunate event of graffiti on the bike trail and new pedestrian tunnel. Staff time and effort has to be spent removing this, but appropriate materials made the removal successful.

Full Parks/Building and Grounds report is included in monthly information packet.

Shelly Simpson provided the monthly Recreation/Pool report.

Shelly noted that April revenue for summer program registration totaled \$116,469.05 and all general revenue for ongoing activities was very positive this month. She noted the success of the annual Eggstravaganza Events with an estimated 400 attendance. Along with the general class and league positive numbers report, Shelly noted that the Recdesk database currently has 12,708 residents and 7,929 nonresidents which is an overall increase of 247 registrants.

It was noted that the outdoor pool is being readied for opening Memorial weekend and then only weekends until Iowa City Schools are out for the summer. This is due to the available staffing, but things are a full go for the summer.

Full Rec/Pool report is included in the monthly information packet.

5. Community Soundboard/New Ideas to Share

Several items were brought up for discussion, clarification, and future consideration.

Fox Run Park: Clarification about what was being done this year for that park and the status of the proposed playground that had been presented to the commission at a prior meeting.

Other amenities not included in the Centennial Park Next Stage project have been mentioned by the public such as a skate park, improved outdoor basketball courts, benches at other parks and trails, and more individual picnic tables.

A facility for the sport of curling was also mentioned.

It was agreed that ongoing discussion of these and other items brought from the public can be a part of future meetings.

6. Upcoming Events

The following upcoming events were noted, and the Commission expressed appreciation and excitement for all of the activities that are afforded North Liberty residents by our Parks and Rec Department and The Great Slate.

Remarkable Rigs – May 13, 10 am, Centennial Park

Spokes & Scoops – Community Bike Ride – May 17, 6pm, Ranshaw Tunnel to Penn Meadows Park.

Playground Crawl – May 20; various parks

Outdoor Pool Opening – Memorial Day Weekend, TBD.

Let Love Fly – June 3, 11 am, Centennial Park

The next Commission meeting will be Thursday, June 1 at 7:00 p.m.

There being no further business, Jeremy Parrish moved for adjournment; Gwen Johnson seconded; unanimous approval to adjourn at 7:50 p.m.



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

May is the huge month of summer prep work which includes hiring summer staff, outdoor pool operations, summer camp and various upcoming special event planning.

Recdesk Database:

Reviewing our Recdesk database; we have 12,831 residents (61%) and 8,082 non-residents (39%) totaling 20,913 individuals. Increase of 271 from last month.

Aqua Programs:

Aqua classes continue with 69 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 \$1,786.

Swim Lessons:

Registration for summer swim lessons continues. Swim lesson revenues totaled \$3,146.50.

Leagues/Sports:

Various summer leagues will begin. Leagues revenues totaled \$1,860.

Recsters BASP Program:

BASP (May) numbers are AM – 13 participants, PM – 41 participants. Summer Camp preparations took place this month. Before & After School revenues this month totaled \$14,479.35.

Classes/Programs:

We had approximately 13 registered participants in various rec classes, plus daily drop-ins. Coordination, Balance, Strength, and Total Body Sculpt are popular. Tippi Toes Dance classes (June session) have 36 participants. Senior Connections Lunches served 96 meals for the month. Classes/Programs revenue totaled \$5,766.95.

Pools: Most staff time is spent on preparing the outdoor pool for opening. This month, Season Pool Pass revenues totaled \$10,772; Daily Pool Fees totaled \$7,424; Pool Rentals totaled \$2,125.71 and Concessions revenues totaled \$2,699.25.

Memorial Day Opening Weekend Summary:

| | 5/27 | 5/28 | 5/29 | Total |
|--------------------|---------|---------|---------|----------------|
| Season Pool Passes | \$1,820 | \$937 | \$2,422 | \$5,719 |
| Daily Pool Fees | \$1201 | \$1,749 | \$2,835 | \$5,785 |
| Concessions | \$479 | \$895 | \$1,325 | <u>\$2,699</u> |
| | | | | \$13,663 |

Weight & Exercise Area / Track:

Weight fee revenues totaled \$11,467; Split membership revenues totaled \$6,432.

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 \$1,365.54.

Rentals:

Community Center Rental revenues totaled \$4,112.71; Shelter rental revenues totaled \$342.50;

Field Rental revenues totaled \$9,592.

Revenues:

Revenues for this month (May1-30) totaled \$84,032.45.

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

Revenue By Period - GL Account Summary

Start Date: **5/1/2023 12:00 AM** End Date: **5/30/2023 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 | | | | | | | | | | | | |
| 216.00 | 216.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,794.50 | 0.00 | -2,578.50 |
| 001-0000-4310-01 - Pool Rentals | | | | | | | | | | | | |
| 2,125.00 | 2,061.25 | 0.00 | 0.00 | 2,125.00 | 2,061.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-0000-4310-02 - Community Center Rentals (Room Rental) | | | | | | | | | | | | |
| 4,112.71 | 4,064.20 | 360.00 | 2,218.96 | 1,616.25 | 1,567.74 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -82.50 | 0.00 |
| 001-0000-4310-03 - Gymnasium Rentals | | | | | | | | | | | | |
| 1,365.54 | 1,325.19 | 0.00 | 20.54 | 1,345.00 | 1,304.65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-0000-4310-04 - Shleter Rental | | | | | | | | | | | | |
| 342.50 | 335.29 | 102.50 | 0.00 | 240.00 | 232.79 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-0000-4310-05 - Field Rentals/Tennis Courts | | | | | | | | | | | | |
| 9,592.00 | 9,379.84 | 0.00 | 2,970.00 | 7,072.00 | 6,859.84 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -450.00 | 0.00 |
| 001-0000-4500-10 - Weight Fees | | | | | | | | | | | | |
| 11,467.00 | 11,211.37 | 2,875.00 | 219.00 | 8,521.00 | 8,265.37 | 0.00 | 0.00 | 0.00 | 15.00 | 0.00 | -163.00 | 0.00 |
| 001-0000-4500-11 - Class/Programs | | | | | | | | | | | | |
| 5,766.95 | 5,608.26 | 511.00 | 115.70 | 5,234.00 | 5,075.31 | 0.00 | 0.00 | 0.00 | 80.25 | 0.00 | -174.00 | 0.00 |
| 001-0000-4500-12 - League Fees | | | | | | | | | | | | |
| 1,860.00 | 1,802.40 | 0.00 | 0.00 | 1,920.00 | 1,862.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -60.00 | 0.00 |
| 001-0000-4500-13 - Before/After School | | | | | | | | | | | | |
| 14,955.00 | 14,479.35 | 0.00 | 1,475.00 | 15,855.00 | 15,379.35 | 0.00 | 0.00 | 0.00 | 155.00 | 0.00 | -2,530.00 | 0.00 |

Revenue By Period - GL Account Summary

Start Date: **5/1/2023 12:00 AM** End Date: **5/30/2023 11:59 PM**

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

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

| 001-0000-4500-19 - Season Pool Pass | | | | | | | | | | | | |
|--|------------------|----------|----------|-----------|-----------|------|------|--------|--------|----------|-----------|-----------|
| 10,772.00 | 10,452.78 | 128.00 | 0.00 | 10,623.00 | 10,303.78 | 0.00 | 0.00 | 0.00 | 21.00 | 0.00 | 0.00 | 0.00 |
| 001-0000-4500-20 - Daily Pool Fees | | | | | | | | | | | | |
| 7,424.00 | 7,300.97 | 3,323.00 | 0.00 | 4,101.00 | 3,977.97 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-0000-4500-21 - Swim Lessons | | | | | | | | | | | | |
| 3,146.50 | 3,018.72 | 130.00 | 0.00 | 4,217.75 | 4,089.97 | 0.00 | 0.00 | 0.00 | 234.25 | 0.00 | -1,435.50 | 0.00 |
| 001-0000-4500-22 - Aquatic Program/Classes | | | | | | | | | | | | |
| 1,786.00 | 1,733.55 | 407.00 | 0.00 | 1,736.00 | 1,683.55 | 0.00 | 0.00 | 0.00 | 34.00 | 0.00 | -391.00 | 0.00 |
| 001-0000-4760 - Pool Concessions | | | | | | | | | | | | |
| 2,699.25 | 2,673.44 | 1,845.00 | 0.00 | 854.25 | 828.44 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NONE - Unassigned | | | | | | | | | | | | |
| -30.00 | -30.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -30.00 | 0.00 |
| Split - Membership - Black & Gold | | | | | | | | | | | | |
| 6,432.00 | 6,239.04 | 0.00 | 0.00 | 6,432.00 | 6,239.04 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 84,032.45 | 81,871.65 | 9,681.50 | 7,019.20 | 71,892.25 | 69,731.45 | 0.00 | 0.00 | \$0.00 | 539.50 | 2,794.50 | -5,316.00 | -2,578.50 |

** 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; May 1-30, 2023:

Today is Wednesday, May 31, 2023

Home Recent Registrations Recent Reservations Recent Memberships Recent Members CRM+

Time Period: Last 30 Days

Top 5 Programs - Registrations

| Program | Registrations |
|------------------------------|---------------|
| BASP May PM | 45 |
| Connections Lunch 2023 05/05 | 30 |
| Connections Lunch 2023 05/19 | 25 |
| Connections Lunch 2023 05/05 | 20 |
| Connections Lunch 2023 05/19 | 15 |

Top 5 Programs - Revenue

| Program | Revenue |
|-----------------|---------|
| BASP May PM | \$8,000 |
| Recsters Summer | \$2,500 |
| Camp WK 8 | \$2,000 |
| Recsters Summer | \$1,500 |
| Camp WK 1 | \$1,000 |

Total Program Registrations 485

- Online: 248
- In-house (In Person): 237

Total Receipts \$89,203.45

- RecDesk Credit Card: [\\$71,901.25](#)
- Cash: [\\$9,743.50](#)
- Check: [\\$7,019.20](#)
- Household Credit: [\\$539.50](#)

Refunds: \$5,796.00

Invoices - Balance Due

- Open: [\\$60,319.50](#)
- Overdue: \$2,865.50

Alerts & Notices

Membership Counts; May 1-30,2023:

Time Range: This Month (dropdown) From Date: 5/1/2023 To Date: 5/31/2023

Summary By Month

| | May, 2023 |
|------------------|-----------|
| New Primaries | 282 |
| All New | 413 |
| Primary Renewals | 87 |
| All Renewals | 114 |
| Active Primaries | 2093 |
| All Active | 2884 |

Organization Activity; May1-30, 2023:

Organization Activity

From 5/1/2023 to 5/31/2023

| | Registrations | Reservations | Memberships | Check-Ins | Profiles Created | POS Transactions |
|--------------------|---------------|--------------|-------------|-----------|------------------|------------------|
| All | 482 | 95 | 573 | 5519 | 335 | 2463 |
| Resident | 324 | 61 | 438 | 3658 | 163 | |
| Non-Resident | 158 | 33 | 135 | 1861 | 172 | |
| No Residency Set | 0 | 0 | 0 | 0 | 0 | |
| Demographics | | | | | | |
| < 18 | 319 | 3 | 196 | 760 | 131 | |
| 18 - 65 | 51 | 90 | 316 | 3058 | 174 | |
| 65+ | 112 | 0 | 61 | 1701 | 28 | |
| Male | 198 | 42 | 317 | 3519 | 149 | |
| Female | 284 | 52 | 254 | 1993 | 185 | |
| Other Genders | 0 | 0 | 2 | 7 | 1 | |
| Online vs In-House | | | | | | |
| Online | 245 | 0 | 22 | N/A | 203 | |
| In-Person | 237 | 94 | 551 | N/A | 132 | |

Database Breakdown:

Residents: 12,831
Non-residents: 8,082
Total Database: 20,913

North Liberty (Residents) 12,831; (Outside city limits – 848)
Iowa City 1,872
Coralville 1,801
Tiffin 894
Solon 752
Other 1,915



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

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

Date **June 1, 2023**

Re **Monthly Report**

We performed various building maintenance tasks as needed this month. We repaired the soffit at the Ranshaw house and Quail Ridge Park shelter due to squirrels chewing through them. We also repaired a crack in the outdoor pool wall prior to Rec staff filling it with water.

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

We continue to pick up park/trail trash receptacles and pet waste stations as needed this month. Usage remains high due to residents getting out and utilizing our parks system.

We continue to maintain ball fields and facilities. Fields have been very busy during the week 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.

Mowing and trimming continues. We mow approximately 275 acres weekly; some areas require a second weekly mowing.

Most of our staff time was spent on landscape maintenance this past month. This is the time of the year when weed pressure in our landscape areas require additional time and effort to maintain. The 92 planter boxes at Liberty Centre Pond have been planted with flowers and hand watered daily. Due to the lack of rain, we have begun weekly watering on all the new Ranshaw Way landscaping areas.

In addition to landscaping maintenance, Park staff cleaned up truck loads of cornstalks from many of our parks and ponds due to the storm and high wind event we had on May 7th.

Park Staff removed the old city logo from the West Penn Street welcome sign in preparation for the upcoming installation of the new city logo. If everything goes as planned, the project should be finished by mid-June.

I attended multiple meetings with Shive Hattery this past month. City Admin building construction, upcoming Penn Meadows Park north parking lot improvement project and Centennial Park "Next Stage" planning.

Park staff completed additional training requirements through Target Solutions as well as IAMU Chainsaw, brush cutter safety and Emergency Preparedness on May 9th.

I would like to thank Heritage Christian School and students for their service work completed in our parks on May 5th. Students & teachers assisted Parks Staff with mulching trees at Penn Meadows Park, Centennial Park and removing sticks and limbs at Cornerstone Park. Much appreciation goes out to the students & teachers for their “Service Day of Work”.

Assistant Parks Director Tim Hamer, hosted Grant Elementary 1st grade students on May 5th at Penn Meadows Park. Students asked questions and were given a brief snapshot of what we do here in the Parks Department. Everyone had a great time.

We installed the Liberty Centre Pond fountain and completed preventive maintenance to the waterfall area.

Parks staff completed preventive maintenance to the Penn Meadows Splash Pad in preparation of the Memorial Day Opening. Everything is working great.

Parks staff participated in the Remarkable Rigs event on May 13th. The kids enjoyed sitting on the equipment. We all had a great time showcasing our equipment.

Parks staff inspected and added new safety wood chips to our playground areas in preparation of the “Playground Crawl” event held on May 20th.

Planning and preparation continue for the July 8th Blues & BBQ celebration.



92 planter boxes planted with annual petunias at Liberty Centre Pond.



Ranshaw Way planter boxes planted with annuals and weekly watering of streetscapes.



Cornstalk debris clean-up at our Parks and Ponds from the May 7th storm.



Cornstalk debris clean-up at our Parks and Ponds from the May 7th storm.



West Penn Street Welcome Sign prep for new logo.



Penn Meadows Park splash pad and Liberty Centre Pond fountain start-up for the season.



Heritage Christian students "Service Day of Work" at Cornerstone Park.



Playground safety woodchips were added to many of our playgrounds in preparation of the “Playground Crawl” on May 20th.



Grant Elementary 1st grade Students learning about the Parks Department on May 5th.



Parks Department staff & equipment at the “Remarkable Rigs” event at Centennial Park.