



**Parks & Recreation Commission**  
**August 3, 2023, 7:00pm**  
**City Council Chambers, 1 Quail Creek Circle, North Liberty, Iowa**

This meeting may be accessed live by the public in person or on the internet at [northlibertyiowa.org/live](https://northlibertyiowa.org/live), on Facebook at [facebook.com/northliberty](https://facebook.com/northliberty) or on YouTube at [youtube.com/c/northliberty](https://youtube.com/c/northliberty). Meetings are rebroadcast on cable and available on-demand on [northlibertyiowa.org](https://northlibertyiowa.org).

1. Call to Order
2. Approval of Minutes
  - a. July 6, 2023
3. Reports
  - a. Parks Report
  - b. Recreation/Pool Report
  - c. Questions, Concerns, Updates
4. Community Input / Ideas to Share
5. Upcoming Events
  - a. Aug 4 – Dive in Movie
  - b. Aug 6 – Circus/Aerials at Centennial Park
  - c. Aug 11 – Swim Storytime
  - d. Aug 19 – Summer Send-off
6. New Business
7. Old Business
8. Next Meeting
  - a. Thursday, September 7, 2023, at 7:00pm.
9. Adjourn



**Parks & Recreation Commission  
July 6, 2023, 7:00pm  
City Council Chambers, 1 Quail Creek Circle, North Liberty, Iowa**

**1. Call to Order**

**2. Approval of Minutes**

- a. June 1, 2023
- b. Motion by Amy Chen, Second by Gwen Johnson, Unanimous approval

**3. Reports**

- a. Board Member Terms
- b. Re-appointments approved for Richard & Shannon

**4. Parks Report**

1. Guy reports continued maintenance of ball field for tournaments. Mowing and trimming weeds on fields.
2. Two full crews watered landscaping all month long
3. Penn Meadows splash pad is cleaned daily with inspection once per month.
4. City owned retention pods have been treated due to algae blooms in order to neutralize.
5. West Penn St welcome sign has a new logo now.
6. Getting ready for North Penn Meadows parking lot expansion by relocating shelter that is now near the ball fields. Starting on improvements in the coming week. Folks using the playground and splash pad are asked to use the south parking lot. It will continue into the Fall. Trees will be planted. Traffic flow will change in the lot.
7. Memorial bench installed at Beaver Creek Park. Families are able to buy a bench for loved ones through the parks department.
8. Guy has been having many meeting with Shive Hattery on the City Hall building as well as the Centennial Park building.
9. Free fishing day on June 6th occurred.
10. Blues and BBQ event is upcoming on Saturday.
11. Jeremy Parrish asked what chemical is used on splash pad cleaning. Simply green is used along with power washing with only water.
12. Richard complimented the parks staff on clean parks and new signs.
13. Richard asked about the parking lot expansion's accessibility. Guy said it will be completely accessible to the trail to the splash pad and shelter, and will be ADA accessible.
14. Guy mentioned the shelter at Penn Meadows was put up in memory of Marvin Sass, previous Parks employee. Guy called the Sass family to inform them about shelter relocation.

15. Jeremy asked about bench colors. Guy said any green benches will be repainted red, but any new benches are black.
16. Richard urges residents to review the informational packet to view pictures of parks department projects.

## 5. Recreation/Pool Report

1. Brian reports the rec center has been busy with many youth activities and swimming pool use.
2. The pool had to close a day and a half due to air quality concerns from the Canadian wildfires. Area pools also closed during the same days/times. Programming was also canceled during that time air quality was deemed unhealthy.
3. Mermaid swim event happened and approximately 75 people came. It was a free event. July 16th is another day Mermaid swim will be offered.
4. Sensory swim will be coming up later in July.
5. Concession stand is now put in and done.
6. Fall registration is August 7 - 9 for recreation programs.
7. Rec center stays busy with kids out of school, rec programs, and summer lunch programs.
8. Staffing is full, however will change once school is back in session. Pool may have to close.
9. Jeremy asked what Blast Ball is. Brian explained it is a type of baseball game for young children 3 - 5 years old.
10. Brian mentioned tennis programs have been going on. Soccer is over now but will have a session in Fall.
11. Jeremy asked what the process is for starting another sport. Brian said it depends what the sport is. Mentioned a 70/30 split on coaching for outside entities wanting to bring sport to parks and rec facilities. Staff also are able to start new programs on their own. Not many requests/desires for other sports by residents brought to rec staff attention.
12. Temporary disc golf may make an appearance at parks soon.
13. There is a desire for Quail Ridge park to get an outfield fence. It is a field folks can rent as well. The Commission discussed disc golf there. There are plans for parking lot expansion at Quail Ridge.

## 6. Questions, Concerns, Updates

### 7. Community Input / Ideas to Share

- a. Guy mentioned there is no ordinance for bike paths in North Liberty and will likely default to state code. Richard read the following:

Per state law, E-bikes can go anywhere bikes can go but they may qualify as mobility vehicles. The law includes self balancing in the definition as well. Nothing is in North Liberty code for preventing e-bikes and scooters on North Liberty trails. They need to be limited to 20 mph and need to have a light when operating at night.

- b. Gwen asked if golf carts are able to be on the trail. Guy mentioned there is a golf cart ordinance.
- c. Richard asked if there would be a trail connecting underpass to a trail by Golfview. Guy said there may be plans for that. Gwen asked if the trail would also link up to the new hospital. Guy was unsure.
- d. Gwen asked about new equipment at Fox Run park. Guy said they are working on the layout with the trail right now. Shive Hattery did a survey already. The playground equipment hasn't been decided. In the winter Guy will go through proposals and bring it to the Commission.

e. The dog park was discussed and Gwen feels many folks using the park understand the different areas and there is a generally positive dog handling culture now. Guy mentioned there will be a lot of dirt from penn meadows and the ravine at the end of the parking lot at the dog park will be filled in.

#### **8. Upcoming Events**

- a. Friday night Ranshaw Concerts – continues
- b. Blues & BBQ – July 8
- c. Swimming with Island/Mermaid – July 16
- d. Swimming Storytime – July 28

#### **9. New Business**

- a. Richard selected for chair.
- b. Shannon selected for vice chair. Unanimous approval.
- c. Jamie was selected for secretary. Nominated by Gwen, Second by Amy. Unanimous approval.

#### **10. Old Business**

#### **11. Next Meeting**

- a. Thursday, August 3, 2023, at 7:00pm. (Shelly absent)

#### **12. Adjourn**

- a. Motion: Jeremy Parrish Second: Amy Chen Unanimous Approval



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

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

Date **Aug 1, 2023**

Re **Monthly Report**

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We performed various building maintenance tasks as needed this month. We finished the siding and stone veneer on the Koser storage building and the Owen Skelley press box/restroom building.

We maintained equipment as needed this month, performing preventative maintenance and repairing 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.

Our sports field maintenance team continues to provide weekly field maintenance.

The Penn Meadows splash pad continues to be very popular. We clean and tidy the area daily.

We continue to mow and trim our parks and grounds. In addition, we trimmed the entire length of Ranshaw Way on both sides.

Our two landscaping crews have been very busy with weeding and watering this past month. We continue to water all new plants and trees daily as well as other landscaping areas that require more frequent watering.

Our forestry crew continues to remove dead and declining trees.

We added playground safety surface to the Centennial Park rock climbing area ahead of Blues & BBQ and at the Rec Center playground.

Park staff treated all the city owned ponds with beneficial pond bacteria as a preventive to help reduce algae blooms and maintain water clarity. This is our second round of treatment for the season.

I attended multiple meetings with Shive Hattery this past month. City Admin building construction, Penn Meadows Park north Parking Lot Improvement Project and Centennial Park "Next Stage" planning.

Parks Staff spent a great deal of time preparing for the July 7<sup>th</sup> & 8<sup>th</sup> North Liberty Pig & Pint & Blues & BBQ annual celebration. All Parks Department staff worked at the event and most of our time was spent setting up, parking cars, cleanup afterwards and Sunday tear down. I would like to thank everyone who volunteered their time. It was a very successful Blues & BBQ celebration this year.

For safety reasons, we immediately repaired several concrete trails and sidewalks at various locations that had lifted and buckled during the extreme heat this past month.

The Tree & Storm Water Advisory Board met on July 12<sup>th</sup>.

We installed two AEDs at Penn Meadows Park. One at the north concessions/restroom facility and the second at the Tennis/pickleball courts.

Six Parks Department employees assisted the Coralville Parks Department with RV camper parking during the Ragbrai event held on July 28<sup>th</sup> in Coralville. This was a request for additional help from Coralville. We enjoyed our time working with them.



Koser Park building stone veneer and siding completion by the Parks Department



Owen Skelley Field Press Box/Restroom facility siding repaired using the Koser Park building's old siding.





Tree work completed by the Parks Department this past month.



We continue to add additional playground safety surface to our playground areas.



2<sup>nd</sup> round of Pond treatment added to all City owned ponds for algae blooms and water clarity.





Examples of Park staff duties for Blues & BBQ were setting up for the event and parking cars.

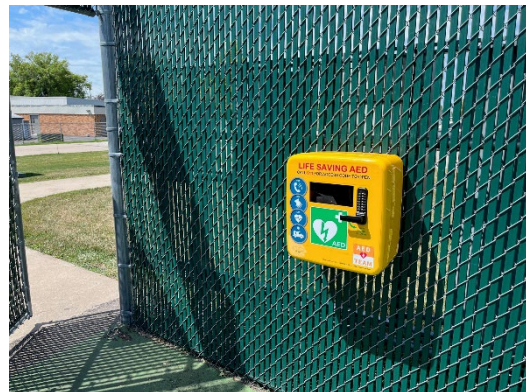


(Before repair)



(After repair)

Trail & sidewalk repairs that were completed at various locations due to heat expansion.



Penn Meadows Park new AEDs installed at the north restroom/concession facility and the tennis/pickleball courts.





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

Summer Fun continued with outdoor pool operations, swim lessons, Summer Camp, Knight Riders, Tennis, Swimming with Mermaid, Ranshaw Friday Night Concerts, Summer Lunch & Fun - all which made the month go by fast.

**Recdesk Database:**

Reviewing our Recdesk database; we have 13,181 residents (61%) and 8,487 non-residents (39%) totaling 21,668 individuals. Increase of 307 from last month.

**Aqua Programs:**

Aqua classes continue with 55 registered participants, plus daily drop-ins. Arthritis Aqua, Aqua Zumba, Aqua Boot Camp and Easy Does It continue to be the most popular. Other classes held include Lifeguard and CPR/AED classes. Aqua Program revenues totaled \$459.

**Swim Lessons:**

We had approximately 543 participants in July sessions of swim lessons. Rec Swim Team had 20 participants. Swim lesson revenues totaled \$1,311.

**Leagues/Sports:**

Tennis Lessons had 62 participants.  
Soccer Shooting/Goalkeeping had 11 participants.  
Leagues revenues totaled \$2,310.

**Recsters BASP Program:**

Summer Camp & Knight Riders, all-day supervision began this month.

Program	Week 4	Week 5	Week 6	Week 7	Week 8
Knight Riders	9	14	14	16	17
Summer Camp	48	50	49	51	50
Summer Camp Jr	6	6	5	6	5
<b>Totaling</b>	<b>346 participants</b>				

Before & After School revenues this month totaled \$620.

**Classes/Programs:**

We had approximately 32 registered participants in various rec classes, plus daily drop-ins. Coordination, Balance, Strength, and Total Body Sculpt are popular. A new Zumba class began. Tippi Toes Dance classes (July session) have 47 participants. Senior Connections Lunches served 98 meals for the month. Classes/Programs revenue totaled \$6,112.76.

**Pools:** Outdoor pool operations continued to be strong due to high temperatures. This month, Season Pool Pass revenues totaled \$7,714; Daily Pool Fees totaled \$37,740; Pool Rentals totaled \$1,875, and Concessions revenues totaled \$19,012.25.

**Weight & Exercise Area / Track:**

Weight fee revenues totaled \$11,372; Split membership revenues totaled \$6,747.

We had 3,575 active memberships for the month.

We had 10,979 point of sale transactions for the month.

**Gymnasiums:**

Gymnasium Rental revenues totaled \$1,540.

**Rentals:**

Community Center Rental revenues totaled \$2,365; Shelter rental revenues totaled \$330;

Field Rental/Tennis Courts revenues totaled \$4,971.50.

**Revenues:**

Revenues for this month (July 1-30) totaled \$104,091.75.

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

# Revenue By Period - GL Account Summary

Start Date: **7/1/2023 12:00 AM**      End Date: **7/30/2023 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>
<b>000 - Household Credit Account</b>												
<b>-707.25</b>	<b>-707.25</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,358.50	0.00	-2,065.75
<b>001-0000-4310-01 - Pool Rentals</b>												
<b>1,875.00</b>	<b>1,818.75</b>	0.00	0.00	1,875.00	1,818.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4310-02 - Community Center Rentals (Room Rental)</b>												
<b>2,365.00</b>	<b>2,294.65</b>	20.00	0.00	2,345.00	2,274.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4310-03 - Gymnasium Rentals</b>												
<b>1,540.00</b>	<b>1,511.20</b>	0.00	720.00	960.00	931.20	0.00	0.00	0.00	80.00	0.00	-220.00	0.00
<b>001-0000-4310-04 - Park/Special Event Fees</b>												
<b>322.50</b>	<b>312.82</b>	0.00	0.00	322.50	312.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4310-04 - Shleter Rental</b>												
<b>330.00</b>	<b>320.10</b>	15.00	0.00	330.00	320.10	0.00	0.00	0.00	0.00	0.00	-15.00	0.00
<b>001-0000-4310-05 - Field Rentals/Tennis Courts</b>												
<b>4,971.50</b>	<b>4,862.25</b>	22.50	135.00	3,641.50	3,532.25	0.00	0.00	0.00	1,172.50	0.00	0.00	0.00
<b>001-0000-4500-10 - Weight Fees</b>												
<b>11,372.00</b>	<b>11,124.03</b>	2,978.00	76.00	8,265.50	8,017.53	0.00	0.00	0.00	52.50	0.00	0.00	0.00
<b>001-0000-4500-11 - Class/Programs</b>												
<b>6,112.76</b>	<b>5,904.34</b>	568.00	32.00	6,945.26	6,736.84	0.00	0.00	0.00	75.00	0.00	-1,507.50	0.00
<b>001-0000-4500-12 - League Fees</b>												
<b>2,310.00</b>	<b>2,230.80</b>	60.00	0.00	2,576.25	2,497.05	0.00	0.00	0.00	183.75	0.00	-510.00	0.00

# Revenue By Period - GL Account Summary

Start Date: **7/1/2023 12:00 AM** End Date: **7/30/2023 11:59 PM**

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

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

<b>001-0000-4500-13 - Before/After School</b>													
<b>620.00</b>	<b>527.90</b>	0.00	0.00	3,070.00	2,977.90	0.00	0.00	0.00	0.00	0.00	0.00	<b>-2,450.00</b>	<b>0.00</b>
<b>001-0000-4500-19 - Season Pool Pass</b>													
<b>7,714.00</b>	<b>7,494.19</b>	197.00	90.00	7,327.00	7,107.19	0.00	0.00	0.00	100.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>
<b>001-0000-4500-20 - Daily Pool Fees</b>													
<b>37,740.00</b>	<b>37,158.96</b>	18,158.00	216.00	19,368.00	18,786.96	0.00	0.00	0.00	3.00	0.00	0.00	<b>-5.00</b>	<b>0.00</b>
<b>001-0000-4500-21 - Swim Lessons</b>													
<b>1,311.00</b>	<b>1,170.88</b>	300.00	0.00	4,656.50	4,516.38	0.00	0.00	0.00	116.50	0.00	0.00	<b>-3,762.00</b>	<b>0.00</b>
<b>001-0000-4500-22 - Aquatic Program/Classes</b>													
<b>459.00</b>	<b>436.07</b>	160.00	0.00	759.50	736.57	0.00	0.00	0.00	24.50	0.00	0.00	<b>-485.00</b>	<b>0.00</b>
<b>001-0000-4760 - Pool Concessions</b>													
<b>19,012.25</b>	<b>18,829.69</b>	12,988.25	0.00	6,024.00	5,841.44	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>
<b>NONE - Unassigned</b>													
<b>-3.00</b>	<b>-3.00</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>-3.00</b>	<b>0.00</b>
<b>Split - Membership - Black &amp; Gold</b>													
<b>6,747.00</b>	<b>6,552.69</b>	0.00	270.00	6,477.00	6,282.69	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>
<b>104,091.76</b>	<b>101,839.07</b>	35,466.75	1,539.00	74,943.01	72,690.32	0.00	0.00	\$0.00	1,807.75	1,358.50		<b>-8,957.50</b>	<b>-2,065.75</b>

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

## Sales Tax



# Revenue By Period - GL Account Summary

Start Date: **7/1/2023 12:00 AM**      End Date: **7/30/2023 11:59 PM**

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

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

		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; July 1-30, 2023:

Today is Monday, July 31, 2023

Home Recent Registrations Recent Reservations Recent Memberships Recent Members CRM+

Time Period: Last 30 Days

**Top 5 Programs - Registrations**

Program	Registrations
Swim with Island and Mermaid P...	~150
Supreme Volleyball (3rd-4th Gr...)	~30
Connections Lunch 2023 07/28	~20
Supreme Volleyball (5th-6th Gr...)	~15
Other	~10

**Top 5 Programs - Revenue**

Program	Revenue
Recsters Summer Camp WK 9	~\$1,150
Fall Outdoor Soccer-Hybrid 1st-...	~\$950
Supreme Volleyball (5th-6th Gr...)	~\$400
Other	~\$300
Other	~\$200

**Total Program Registrations** **513**

- Online: 335
- In-house (In Person): 178

**Total Receipts** **\$115,148.01**

- RecDesk Credit Card: [\\$76,149.51](#)
- Cash: [\\$35,648.75](#)
- Household Credit: [\\$1,810.75](#)
- Check: [\\$1,539.00](#)
- Refunds: [\\$8,957.50](#)

**Invoices - Balance Due**

- Open: [\\$35,422.68](#)
- Overdue: [\\$5,469.00](#)

**Alerts & Notices**

Membership Counts; July 1-30,2023:

**Membership Counts (By Period)**

Time Range	From Date	To Date
This Month <span style="float: right;">▼</span>	7/1/2023	7/31/2023

**Summary By Month**

	Jul, 2023
New Primaries	252
All New	401
Primary Renewals	131
All Renewals	209
Active Primaries	2344
All Active	3575

Organization Activity; July 1-30, 2023:

## Organization Activity

From 7/1/2023 to 7/31/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
<b>All</b>	511	68	594	7855	297	10979
<b>Resident</b>	343	41	440	5410	146	
<b>Non-Resident</b>	168	27	154	2445	151	
<b>No Residency Set</b>	0	0	0	0	0	
<b>Demographics</b>						
<b>&lt; 18</b>	366	0	202	2085	118	
<b>18 - 65</b>	42	66	315	3811	157	
<b>65+</b>	103	2	76	1947	21	
<b>Male</b>	192	38	319	4699	117	
<b>Female</b>	319	30	275	3154	180	
<b>Other Genders</b>	0	0	0	2	0	
<b>Online vs In-House</b>						
<b>Online</b>	333	0	28	N/A	217	
<b>In-Person</b>	178	68	566	N/A	80	

### Database Breakdown:

Residents: 13,181  
 Non-residents: 8,487  
 Total Database: 21,668

North Liberty (Residents) 13,177; (Outside city limits – 886)  
 Iowa City 1,984  
 Coralville 1,868  
 Tiffin 938  
 Solon 780  
 Other 2,031