



**Parks & Recreation Commission**  
**October 5, 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. September 7, 2023
3. Reports
  - a. Parks Report
  - b. Recreation/Pool Report
  - c. Questions, Concerns, Updates
4. Community Input / Ideas to Share
5. Upcoming Events
  - Oct 13: Moonlight Halloween Walk/Trunk or Treat Combo
  - Oct 18: Pumpkin Painting/Carving
  - Oct 22 Floating Pumpkin Patch
6. New Business
7. Old Business
8. Next Meeting
  - a. Thursday, November 2, 2023, at 7:00pm.
9. Adjourn



**Parks & Recreation Commission**  
**September 7, 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](http://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](http://northlibertyiowa.org).

1. Call to Order

2. Approval of Minutes

a. August 3, 2023

Motion: Jeremy Parrish, Second: Jamie Gade, Unanimous approval

3. Reports

a. Parks Report

- Seasonal staff are now done.
- Manhole and frame on
- Continuing to pick up pet waste bags. Currently going through 10,000 bags per month. Reminder to residents to only use bags they use in our parks and trails.
- Fall soccer has begun. Fields have been lined and markers are on.
- Penn Meadows Splash Pad is still open until the weather gets colder.
- Continuing to mow and trim weeds and aerating areas where they can. Overseeded by an outdoor pool.
- Safety surface at Quail Ridge is completed.
- Weeding and watering has been ongoing.
- Continuing to take down declining trees, especially trees close to homes by Beaver Kreek and the fire station.
- Red Fern dog park has had a few trees removed as well.
- Playground safety inspections are done monthly.
- Meetings with Shive Hattery for Admin Building, Penn Meadows parking lot ongoing
- Owen Skelley Field had new signage installation in preparation of the August 19 the field dedication
- Installation of mural at library August 17th.
- Penn Meadows parking lot project is underway. A few change orders were made due to lack of factoring in the unevenness of the old parking lot. A lot more of the parking lot had to be torn out than originally planned.
- All the fill was taken out by the dog park to fill in the berm.
- Fox Run improvement project consists of a trail around the pond leading to the playground area. Fox Run neighborhood will be able to choose some options on playground equipment.

b. Recreation/Pool Report

- Rec center getting busier with cooler weather.

- First football games, co-ed volleyball, basketball starting Sunday
- September 10 - October 8 indoor pool will be closed for painting. Hoping the painting will be done before October 8th.
- Classes such as Zumba and Tippi Toes are starting.
- Hy-Vee is doing meals 2 weeks in a row due to the closing of Pizza Ranch for senior program. 32 seniors are part of the program.
- Pickleball courts are very busy right now.
  - City of Tiffin putting in pickleball courts.
  - Jeremy asked what supply and demand of pickleball is. Brian said he has quite a few people renting courts. Guy has requests for keeping the lights on past 11 in outdoor courts. A park ordinance would need to be changed to allow lights on past 11.
  - Shannon asked about expense of building a new outdoor court. Guy mentioned a tennis court was \$80,000 in 2006.
  - Jeremy asked if we could partner with schools on this.
  - Guy mentioned there is a backlog of nets for pickleball currently.
  - Shannon asked about a pickleball league. This is being considered.

#### c. Questions, Concerns, Updates

- Jeremy mentioned updated microsite for next stage giving sight and \$500 or more could get folks recognized in some way. Folks can visit the site here:  
<https://northlibertyiowa.org/departments/parks/next-stage-centennial-park-north-liberty-iowa/next-stage-donor-levels/>

#### 4. Community Input / Ideas to Share

#### 5. Upcoming Events

- a. Sept 9 – Messy Playdate
- b. Sept 10-Oct 8 – Indoor Pool Closed
- c. Sept 14 – NLCC Open House
- d. Sept 15 – Mystery Murder Dinner – ticket event
- e. Sept 23 – Star Party with TAKO

#### 6. New Business

#### 7. Old Business

#### 8. Next Meeting

- a. Thursday, October 5, 2023, at 7:00pm.

#### 9. Adjourn

- Motion by Jeremy Parrish, Second by Shannon Greene, Unanimous approval



o **Park & Recreation Commission Board Members**  
CC **Mayor, City Council, City Administrator**  
From **Shelly Simpson**  
Date **October 2, 2023**  
Re **Monthly Report – September 2023**

September brings the start of many Fall programs and sport leagues. As the weather turns colder, many more will be coming inside the facility. The indoor pool hopes to re-open Week of October 9<sup>th</sup> or 16<sup>th</sup> after being re-painted. We held a Community Center Open House on Sept 14 offering trial classes and membership discounts. Special events included a Messy Playdate and a Murder Mystery Dinner Night.

**Upcoming Events:**

Oct 13: Moonlight Halloween Walk/Trunk or Treat Combo  
Oct 18: Pumpkin Painting/Carving  
Oct 22 Floating Pumpkin Patch

**Recdesk Database:**

Reviewing our Recdesk database; we have 13,440 residents (60%) and 8,793 non-residents (40%) totaling 22,233 individuals. Increase of 178 from last month.

**Aqua Programs:**

Aqua classes were halted due to the indoor pool being repainted. Aqua Program revenues totaled \$1,252.

**Swim Lessons:**

Summer swim lessons ended and due to indoor pool repainting, lessons will not resume until October. Swim lesson revenues totaled \$541.25.

**Leagues/Sports:**

Many sport leagues continued or started this month. Supreme Leagues are cooperative leagues with CV and Tiffin. Our registration included; Flag Football – 125 participants, Supreme Volleyball – 129 participants, and registration for Supreme Basketball is ongoing with play beginning in January 2024. Adult Basketball (8 teams) and Co-ed Volleyball (6 teams) have begun. Pee Wee Football has 46 participants. Pickleball Lessons began: Beginner had 11 participants and Intermediate had 6 participants. Sport/Leagues Revenues totaled \$4,900.

**Recsters BASP Program:**

BASP AM – 17 participants, PM – 48 participants  
All Day (Sept 25 – 22 participants)  
Before & After School revenues this month totaled \$14,190.

**Classes/Programs:**

Various rec fitness classes take place.

Tippi Toes Dance classes continues.

Senior Connections Lunches served 138 meals for the month.

Classes/Programs revenue totaled \$11,507.50.

**Pools:** This month, Season Pool Pass revenues totaled \$1,247; Daily Pool Fees totaled \$1,574; Pool Rentals totaled \$375, and Concessions revenues totaled \$-0-

**Weight & Exercise Area / Track:**

Weight fee revenues totaled \$13,138.75; Split membership revenues totaled \$5,054.

We had 2,911 active memberships for the month.

We had 708 point of sale transactions for the month.

**Gymnasiums:**

Gymnasium Rental revenues totaled \$370.

**Rentals:**

Community Center Rental revenues totaled \$3,538.33; Shelter rental revenues totaled \$137.50;

Field Rental/Tennis Courts revenues totaled \$624.

**Revenues:**

Revenues for this month (September 1-30) totaled \$58,933.58.

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

# Revenue By Period - GL Account Summary

Start Date: **9/1/2023 12:00 AM**      End Date: **9/30/2023 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>384.25</b>	<b>384.25</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	620.25	0.00	-236.00
<b>001-0000-4310-01 - Pool Rentals</b>												
<b>375.00</b>	<b>363.75</b>	0.00	0.00	375.00	363.75	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>3,638.33</b>	<b>3,534.26</b>	0.00	170.00	3,468.33	3,364.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4310-03 - Gymnasium Rentals</b>												
<b>370.00</b>	<b>357.10</b>	0.00	0.00	430.00	417.10	0.00	0.00	0.00	0.00	0.00	-60.00	0.00
<b>001-0000-4310-04 - Shleter Rental</b>												
<b>137.50</b>	<b>133.37</b>	0.00	0.00	137.50	133.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4310-05 - Field Rentals/Tennis Courts</b>												
<b>624.00</b>	<b>605.27</b>	0.00	0.00	624.00	605.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4500-10 - Weight Fees</b>												
<b>13,138.75</b>	<b>12,857.42</b>	1,785.00	1,983.00	9,377.75	9,096.42	0.00	0.00	0.00	131.25	0.00	-138.25	0.00
<b>001-0000-4500-11 - Class/Programs</b>												
<b>11,507.50</b>	<b>11,153.37</b>	754.00	110.00	11,804.00	11,449.87	0.00	0.00	0.00	26.50	0.00	-1,187.00	0.00
<b>001-0000-4500-12 - League Fees</b>												
<b>4,900.00</b>	<b>4,705.30</b>	0.00	0.00	6,490.00	6,295.30	0.00	0.00	0.00	0.00	0.00	-1,590.00	0.00
<b>001-0000-4500-13 - Before/After School</b>												
<b>14,190.00</b>	<b>13,758.30</b>	0.00	0.00	14,390.00	13,958.30	0.00	0.00	0.00	40.00	0.00	-240.00	0.00

# Revenue By Period - GL Account Summary

Start Date: **9/1/2023 12:00 AM** End Date: **9/30/2023 11:59 PM**

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

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

001-0000-4500-19 - Season Pool Pass												
1,247.00	1,216.34	225.00	0.00	1,022.00	991.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-20 - Daily Pool Fees												
1,574.00	1,565.06	232.00	1,044.00	298.00	289.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-21 - Swim Lessons												
541.25	525.01	30.00	0.00	541.25	525.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-22 - Aquatic Program/Classes												
1,252.00	1,227.02	382.50	0.00	831.25	806.27	0.00	0.00	0.00	38.25	0.00	0.00	0.00
Split - Membership - Black & Gold												
5,054.00	4,897.31	0.00	0.00	5,223.00	5,066.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>58,933.58</b>	<b>57,283.13</b>	<b>3,408.50</b>	<b>3,307.00</b>	<b>55,012.08</b>	<b>53,361.63</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>236.00</b>	<b>620.25</b>	<b>-3,414.25</b>	<b>-236.00</b>

\*\* 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: September 2023

Today is Monday, October 2, 2023

[Home](#)
[Recent Registrations](#)
[Recent Reservations](#)
[Recent Memberships](#)
[Recent Members](#)
[CRM+](#)

Time Period: Last 30 Days

### Top 5 Programs - Registrations

Program	Registrations
BASP Oct. PM	50
Supreme Basketball-1st-2nd Gr...	45
Connections Lunch 2023 09/08	25
BASP Oct. PM	20
Supreme Basketball-3rd-4th Gr...	15

### Top 5 Programs - Revenue

Program	Revenue
BASP Oct. PM	\$10,000
Supreme Basketball-1st-2nd Gr...	\$3,000
Supreme Basketball-3rd-4th Gr...	\$2,000
BASP Oct. PM	\$1,500
Supreme Basketball-1st-2nd Gr...	\$1,000

### Total Program Registrations

**562**

- In-house (In Person): 286
- Online: 276

### Total Receipts

**\$63,059.58**

- RecDesk Credit Card: [\\$57,218.08](#)
- Cash: [\\$3,343.50](#)
- Check: [\\$2,302.00](#)
- Household Credit: [\\$196.00](#)

Refunds: [\\$3,245.75](#)

### Invoices - Balance Due

- Open: [\\$37,067.72](#)
- Overdue: [\\$5,855.00](#)

### Alerts & Notices

## Membership Counts; September 2023:

### Membership Counts (By Period)

Time Range	From Date	To Date
<span>Last Month</span>	<span>9/1/2023</span>	<span>9/30/2023</span>

#### Summary By Month

	Sep, 2023
New Primaries	174
All New	210
Primary Renewals	72
All Renewals	98
Active Primaries	2042
All Active	2911



Organization Activity; September 2023:

Time Period: Last 30 Days

Export to Excel

## Organization Activity

From 9/2/2023 to 10/2/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
<b>All</b>	560	100	315	4567	224	708
<b>Resident</b>	368	48	227	3102	104	
<b>Non-Resident</b>	192	50	88	1465	120	
<b>No Residency Set</b>	0	0	0	0	0	
<b>Demographics</b>						
<b>&lt; 18</b>	358	1	92	673	79	
<b>18 - 65</b>	77	92	166	2408	124	
<b>65+</b>	125	4	57	1486	21	
<b>Male</b>	217	34	187	3015	106	
<b>Female</b>	340	63	128	1552	116	
<b>Other Genders</b>	3	1	0	0	2	
<b>Online vs In-House</b>						
<b>Online</b>	276	0	17	N/A	128	
<b>In-Person</b>	284	98	298	N/A	96	

### Database Breakdown:

Residents: 13,440  
 Non-residents: 8,793  
 Total Database: 22,233

North Liberty (Residents) 13,440 (Outside city limits – 910)  
 Iowa City 2,042  
 Coralville 1,952  
 Tiffin 984  
 Solon 819  
 Other 2,086



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

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

Date **October 3, 2023**

Re **Monthly Report**

---

We performed various building maintenance tasks as needed this month.

We maintained equipment as needed this month by performing preventative maintenance, repairing ball field maintenance, mowing, trimming, and landscaping equipment. We repaired our Case Skid Steer loader.

We continue to pick up park/trail trash receptacles and pet waste stations daily.

Our sports field maintenance team continues to provide weekly field maintenance and field line painting. We continue to have soccer games during the week.

The Penn Meadows splash pad will remain open until cooler weather arrives, which is probably right around the corner. We clean and tidy the area daily.

We continue to mow and trim our parks and grounds. We have been aerating turfgrass areas as time permits. We graded and seeded areas around the outdoor pool.

We continue to be very busy with weeding and watering of landscape areas this past month. We continue to water all new plants and trees daily as well as other landscaping areas that require more frequent watering. We currently have two employees dedicated to landscaping now that our seasonal employees are back in college and finished for the season.

Our forestry crew continues to trim and remove dead and declining trees.

We repaired a few outcropping seat wall stones that had shifted and settled at Liberty Centre Pond. We will continue with other similar problem areas as time permits.

The pickleball courts continue to be in high demand (50 plus pickleball users morning and evening) We ensure nets and use zones are playable daily.

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" building design planning.

The Penn Meadows Park north parking lot project is moving along well. The contractor has also been moving excess fill dirt from the parking lot to the ravine on the north side of Red Fern Dog Park. We continue to enhance the berm between the dog park and our next-door neighbor, Jim Jedlicka. We are currently fine grading the berm in preparation of seeding the area soon.



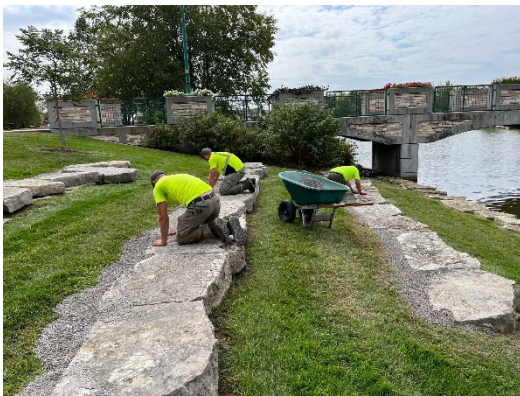
Case Skid Steer repair.



Weekly soccer field line painting.



Tree trimming and removals at Cornerstone Park and Stewart Street right-of-way.



Liberty Centre Pond stone outcropping repair.



Red Fern Dog Park berm enhancements.





Penn Meadows Park parking lot improvements progress.



Penn Meadows Park parking lot improvements progress.