

AGENDA



Parks & Recreation Commission November 2, 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, on Facebook at facebook.com/northliberty or on YouTube at youtube.com/c/northliberty. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

- 1. Call to Order
- 2. Approval of Minutes
 - a. No minutes for Oct 5th meeting due to no quorum.
- 3. Fox Run Playground Presentation/Renderings
- 4. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions, Concerns, Updates
- 5. Community Input / Ideas to Share
- 6. Upcoming Events
 - a. WS Activity Guide; Registration begins Dec 4th.
- 7. New Business
 - a. Board resignation Jamie's last mtg; begin process to fill.
- 8. Old Business
- 9. Next Meeting
 - a. Thursday, December 7, 2023, at 7:00pm.
- 10. Adjourn



MEMORANDUM

To Park & Recreation Commission Board Members

CC Mayor, City Council, City Administrator

From **Shelly Simpson**Date **October 31, 2023**

Re Monthly Report – October 2023

In October, Rec Staff are busy with special events including Pumpkin Painting/Carving, the Moonlight Walk and Floating Pumpkin Patch. As the weather turns colder, more patrons will be coming inside the facility. The indoor pool re-opened on October 11. Our pool patrons are extremely happy to return. Rec staff works on planning programs for the WS Activity Guide and registration begins Dec 4.

Upcoming Events:

Nov: Golden Turkey Hunt Nov 8: Turkey Hoop Shoot Nov/Dec: Elf on the Shelf

Dec 2: Vendor Fair & Breakfast With Santa

Dec 11-23: Santa's Workshop

Recdesk Database:

Reviewing our Recdesk database; we have 13,537 residents (60%) and 8,904 non-residents (40%) totaling 22,441 individuals. Increase of 208 from last month.

Aqua Programs:

Aqua classes resumed the Week of Oct 16; including Aqua Boot Camp, Aqua Aerobics & Toning, Water Resistance, easy Does it and Arthritis Aqua - 79 registered, plus drop-ins. Aqua Program revenues totaled \$916.

Swim Lessons:

Swim lessons resumed Week of Oct 16; 248 in group lessons, 39 in private and 4 adults. Rec Swim Team had 12 participants. Swim lesson revenues totaled \$437.25.

Leagues/Sports:

Many sport leagues continued or started this month.

Supreme Leagues continued this month.

Adult Basketball (8 teams) and Co-ed Volleyball (6 teams) continue with games.

Pee Wee Soccer has 57 participants.

Pickleball Lessons continued with 7 participants.

Youth Competitive Leagues began. Gr. 4-8 teams; Gr. 5-6 teams; Gr. 6-8 teams Sport/Leagues Revenues totaled \$-0-.

Recsters BASP Program:

BASP AM – 17 participants, PM – 49 participants All Day (Oct 13 - 21 participants, Oct 16 – 21 participants. Before & After School revenues this month totaled \$17,925.

Classes/Programs:

Various fitness classes continue such as Body Blast, Yoga, Juijitsu, Total Body Sculpt and Zumba. - 22 registered, plus drop-ins.

Tippi Toes Dance classes resumed with 61 dancers.

Senior Connections Lunches served 120 meals for the month: averaging 30 per date.

Club24 began on Monday AM serving 27 participants for the month: averaging 5 per date.

Special Events included - Pumpkin Carving/Painting – 27 participants, Floating Pumpkin Patch – Age 1-5: 60 participants, Ages 6-10: 75 participants – totaling 135 participants. Moonlight Walk offered two sessions: one during the day and one at night. Both were very popular to the point we may have to go for two evenings in the future. Classes/Programs revenue totaled \$16,673.75.

Pools: This month, Season Pool Pass revenues totaled \$2,399; Daily Pool Fees totaled \$530; Pool Rentals totaled \$1,125, and Concessions revenues totaled \$-0-

Weight & Exercise Area / Track:

Weight fee revenues totaled \$14,419.17; Split membership revenues totaled \$2,695. We had 2,951 active memberships for the month. We had 956 point of sale transactions for the month.

Gymnasiums:

Gymnasium Rental revenues totaled \$2,140.

Rentals:

Community Center Rental revenues totaled \$2,893.33; Shelter rental revenues totaled \$55; Field Rental/Tennis Courts revenues totaled \$1,941.25.

Revenues:

Revenues for this month totaled \$63,771.75.

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

Revenue By Period - GL Account Summary

Start Date: 10/1/2023 12:00 AM End Date: 10/31/2023 11:59 PM

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

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

Regular Revenue

						DEBITS					CREDI	тѕ
Gross	<u>Net</u>	<u>Cash</u>	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	<u>Other</u>	<u>Refunds</u>	<u>Other</u>
000 - Household C	redit Account											
-263.00	-263.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	644.50	0.00	-907.50
001-0000-4310-01 -	Pool Rentals											
1,125.00	1,095.00	0.00	125.00	1,000.00	970.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-02 -	Community Ce	nter Rentals (Ro	oom Rental)									
2,893.33	2,828.83	200.00	722.50	2,149.58	2,085.08	0.00	0.00	0.00	0.00	0.00	-178.75	0.00
001-0000-4310-03 -	Gymnasium Re	entals										
2,140.00	2,105.57	0.00	940.00	1,147.50	1,113.07	0.00	0.00	0.00	60.00	0.00	-7.50	0.00
001-0000-4310-04 -	Shleter Rental											
55.00	54.10	25.00	0.00	30.00	29.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-05 -	Field Rentals/T	ennis Courts										
1,941.25	1,903.58	0.00	686.25	1,255.00	1,217.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-10 -	Weight Fees											
14,419.17	14,072.73	2,688.00	76.00	11,548.00	11,201.56	0.00	0.00	0.00	210.00	0.00	-102.83	0.00
001-0000-4500-11 -	· Class/Program	s										
16,673.75	16,178.86	846.00	90.00	16,495.25	16,000.36	0.00	0.00	0.00	323.50	0.00	-1,081.00	0.00
001-0000-4500-13 -	Before/After So	chool										
17,925.00	17,380.05	0.00	0.00	18,165.00	17,620.05	0.00	0.00	0.00	0.00	0.00	-240.00	0.00
001-0000-4500-19 -	Season Pool Pa	ass										
2,359.00	2,288.23	0.00	0.00	2,359.00	2,288.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Revenue By Period - GL Account Summary

Start Date: 10/1/2023 12:00 AM End Date: 10/31/2023 11:59 PM

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

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

` '	` '												
001-0000-45	500-20 - Da	aily Pool Fees											
53	30.00	522.77	303.00	0.00	241.00	233.77	0.00	0.00	0.00	0.00	0.00	-14.00	0.00
001-0000-45	500-21 - Sv	wim Lessons											
43	37.25	407.00	0.00	0.00	1,008.25	978.00	0.00	0.00	0.00	62.50	0.00	-633.50	0.00
001-0000-45	500-22 - Ad	quatic Prograr	m/Classes										
91	16.00	888.37	378.00	0.00	919.50	891.87	0.00	0.00	0.00	26.50	0.00	-408.00	0.00
NONE - Una	assigned												
-7	75.00	-75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-75.00	0.00
Split - Mem	bership - E	Black & Gold											
2,69	95.00	2,623.87	0.00	324.00	2,371.00	2,299.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63.77	71.75	62.010.96	4.440.00	2.963.75	58.689.08	56.928.29	0.00	0.00	\$0.00	682.50	644.50	-2.740.58	-907.50

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

Sales Tax

		DEBITS						CREI	DITS			
**Gross	**Net	<u>Cash</u>	<u>Check</u>	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	<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

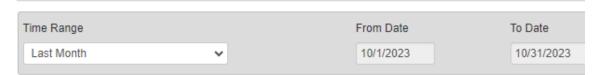
^{**} Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Dashboard Summary: October 2023



Membership Counts; October 2023:

Membership Counts (By Period)



≣ Summary By Month

	Oct, 2023
New Primaries	256
All New	299
Primary Renewals	114
All Renewals	136
Active Primaries	2132
All Active	2951

Organization Activity; October 2023:



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Organization Activity

From 10/2/2023 to 11/1/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions				
All	736	76	445	5986	260	956				
Resident	496	45	288	3854	126					
Non-Resident	240	31	157	2132	134					
No Residency Set	0	0	0	0	0					
			Demographics							
< 18	495	1	107	834	90					
18 - 65	74	74	225	3027	135					
65+	167	0	112	2119	35					
Male	382	32	244	3883	125					
Female	354	44	201	2102	134					
Other Genders	0	0	0	1	1					
	Online vs In-House									
Online	470	0	32	N/A	166					
In-Person	266	76	413	N/A	94					

Database Breakdown:

Residents: 13,537 Non-residents: 8,904 Total Database: 22,441

North Liberty (Residents) 13,537 (Outside city limits – 921)

 Iowa City
 2,057

 Coralville
 1,994

 Tiffin
 997

 Solon
 830

 Other
 7,654



MEMORANDUM

To Mayor and City Council

Parks and Recreation Commission

City Administrator

From Guy Goldsmith, Director of Parks, Building and Grounds

Date November 1, 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 mowing, trimming, and landscaping equipment.

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

Our sports field maintenance team continues to provide weekly soccer field maintenance. Soccer games continue but will be over soon.

Parks staff mowed and trimmed our parks and grounds as needed. Mowing is now nearing the end. We have aerated and fertilized all high use turfgrass aeras. We finished fall native prairie mowing for the season.

We graded and seeded the expanded berm at Red Fern Dog Park. The seed is beginning to show some signs of growth.

We continue to water all new plants and trees as needed as well as older landscaping areas that require more frequent watering.

We continue to remove dead or declining trees and performed our annual fall tree pruning in our parks. This is the best time of year to prune trees because they are dormant for the season. We will continue pruning as time/weather permits.

The Penn Meadows Park splash pad and all park restrooms have been winterized for the season.

Liberty Centre irrigation and fountain have been winterized for the season.

The outdoor pool irrigation has been winterized for the season.

We have been grinding and leveling out uneven concrete trail and sidewalk lips to prevent trip hazards. We are nearing completion for the season.

Parks Staff attended the Aquatic, Forest, and Roadside Pest Management Re-Certification Applicator Class on October 18th at the Johnson County Extension Office. This is required annually to maintain our state pesticide and herbicide licenses.

Parks Staff assisted the IDNR Fishery Management team with the release of *2000* rainbow trout at Liberty Centre Pond on October 27th. The trout arrived from the state hatchery near Manchester, Iowa. The release of the trout will give anglers local fishing opportunities at Liberty Centre Pond this fall. All IDNR fishing regulations will be enforced. There were many anglers fishing the day of the trout release.

The entire pervious concrete walking trail at Cornerstone Park failed beyond repair and was deemed unsafe to use. Pervious concrete is no longer recommended due to the premature deterioration of the product. We received bids to tear out and replace everything with standard concrete. The work has now been completed and looks great. The Parks Department continues to backfill and grade the trail edges as time permits.

The Penn Meadows Park parking lot project is moving along well. Grading and landscaping are nearing completion. The first layer of asphalt is down on the original parking lot and now waiting for the second and final layer to be applied. The new parking lot paver installation is also underway.

The Parks Department planted new trees at the Community Center which was in part funded by the Mid-American *Trees Please* grant we received this past spring. We waited until fall to plant the trees due to the very dry summer conditions we had.

I attended multiple meetings with Shive Hattery this past month. City Admin building construction, Penn Meadows Park north Parking Lot Improvement Project, Centennial Park "Next Stage" building design planning and the Fox Run Park/Pond trail project scheduled to begin next year. I will be presenting playground options at the November Parks and Recreation Commission meeting for this area as well.

We continue to prepare for the demolition of the old Casey's building. The asbestos and hazardous material survey came back negative, which is great and saved us a lot of time and abatement costs. We received bids from demolition contractors and awarded the bid to Lynch's Excavating, INC out of West Branch. This will be the 4th identical Casey's they have taken down so my hope is that it will go smoothly.



Soccer field maintenance.



Fall prairie mowing.



Red Fern Dog Park berm grading and seeding.



Tree removal continues.



Annual trail & sidewalk trip hazard grinding.



Applying fall turfgrass fertilizer.



DNR Trout stocking on October 21st.





Cornerstone Park concrete trail removal and replacement.





Cornerstone Park concrete trail removal and replacement.





Penn Meadows Park Parking Lot Project preparing for asphalt.





Penn Meadows Park Parking Lot Project landscaping progress.





Mid-American *Trees Please* grant tree planting at the Community Center.





Old Casey's Building and Shive Hattery completing the asbestos and hazardous material survey.





Fox Run Park/Pond Playground option 1. (Multiple color options available)





Fox Run Park/Pond Playground option 2. (Multiple color options available)





Fox Run Park/Pond Playground option 3. (Multiple color options available)

Play-Pro Recreation PO Box 71024 Clive, IA 50325 US office@play-prorec.com

Estimate 1180 Fox Run Park



ADDRESS City of North Liberty 435 South Front Street Fox Run Park North Liberty, Iowa 52317

SHIP TO City of North Liberty

DATE 10/31/2023

TOTAL \$147,872.00

JOB NAME Fox Run Park Option 1 SALES JG

SALES REP

JG

DATE		DESCRIPTION	QTY	RATE	TRUOMA	
	Equipment	Playground Equipment as Drawn in Fox Run Park Option 1	1	118,390.00	118,390.00	
	Discount	Discount on Equipment for the City of North Liberty	1	-35,518.00	-35,518.00	
	Freight & Shipping	Shipping from MO	1	3,500.00	3,500.00	
	Surfacing	50x30 Pour in Place Surfacing	1	29,000.00	29,000.00	
	Material	4" Compacted Sub-Base for Surfacing	1	8,000.00	8,000.00	
	Installation	Installation of Play Equipment	1	24,500.00	24,500.00	
		SUBTOTAL TAX			147,872.00	
		TOTAL		\$147	,872.00	
					TIIANIZ VOII	

THANK YOU.

Accepted By

Accepted Date









Play-Pro Recreation PO Box 71024 Clive, IA 50325 US office@play-prorec.com

Estimate 1181 Fox Run Park



ADDRESS City of North Liberty 435 South Front Street Fox Run Park North Liberty, Iowa 52317

SHIP TO City of North Liberty

DATE 10/31/2023

TOTAL \$149,300.00

JOB NAME Fox Run Park Option 2 SALES JG

SALES REP

JG

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	Equipment	Playground Equipment as Drawn in Fox Run Park Option 2	1	117,250.00	117,250.00
	Discount	Discount for the City of North Liberty	1	-35,200.00	-35,200.00
	Freight & Shipping	Shipping from MO	1	3,500.00	3,500.00
	Surfacing	50x35 Pour in Place Surfacing	1	31,500.00	31,500.00
	Material	4" Compacted Subbase for Surfacing	1	8,750.00	8,750.00
	Installation	Installation of Play Equipment	1	23,500.00	23,500.00
		SUBTOTAL TAX			149,300.00
		TOTAL		\$149	,300.00
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THANK YOU.

Accepted By

Accepted Date









Play-Pro Recreation PO Box 71024 Clive, IA 50325 US office@play-prorec.com

Estimate 1182 Fox Run Park



ADDRESS City of North Liberty 435 South Front Street Fox Run Park North Liberty, Iowa 52317

SHIP TO City of North Liberty

DATE 10/31/2023

TOTAL \$149,490.00

JOB NAME Fox Run Park Option 3 SALES JG

SALES REP

JG

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	Equipment	Playground Equipment as Drawn in Fox Run Park Option 3	1	118,200.00	118,200.00
	Discount	Discount for the City of North Liberty	1	-35,460.00	-35,460.00
	Freight & Shipping	Shipping from MO	1	3,500.00	3,500.00
	Surfacing	50x35 Pour in Place Surfacing	1	31,500.00	31,500.00
	Material	4" Compacted Subbase for Surfacing	1	8,750.00	8,750.00
	Installation	Installation of Play Equipment	1	23,000.00	23,000.00
		SUBTOTAL TAX			149,490.00
		TOTAL		\$149	,490.00
					TUNNK VOII

THANK YOU.

Accepted By

Accepted Date







