



**Parks & Recreation Commission**  
**December 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](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. Minutes from Nov 2, 2023 meeting.
3. Reports
  - a. Parks Report
  - b. Recreation/Pool Report
  - c. Questions, Concerns, Updates
4. Community Input / Ideas to Share
5. Upcoming Events
  - a. WS Programs (Jan-April) registration under way
  - b. Supreme Leagues held on Saturdays begin in January, 2024.
6. New Business
  - a. Kevin Stibal resignation.
  
  - b. Board Appointments – Mayor will appoint two new board members.  
Start with January 2024 meeting.
7. Old Business
8. Next Meeting
  - a. Thursday, January 4, 2024, at 7:00pm.
9. Adjourn



**Parks & Recreation Commission  
November 2, 2023, 7:00pm  
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1. Call to Order

2. Approval of Minutes

- a. Richard stated we needed to amend the agenda to approve Sept 7 minutes and there was no meeting held in October. Motion: Jeremy Parrish, Second: Gwen Johnson, Unanimous approval

3. Fox Run Playground

- a. Guy Goldsmith presented options/renderings for playground equipment to go along with Fox Run Pond/Trail Project. Concrete work to be planned June /July 2024 and Lil' Tykes Commercial was asked to provide options since they are a long-time provider, longevity of equipment, and common equipment uses/repairs within all NL park playgrounds. Three options presented are for size determined by area and rubber surfacing up to \$150K budget. If the Board could pinpoint an agreeable option to get in on discounts before yearend and pricing seems to be comparable to when planning Centennial Park. Discussion followed which addressed accessibility for all, ground level features, number of platform levels, slides, mix age-appropriate features, blind spots and safety, and that enclosed tunnel slides being hot. It was asked if the neighborhood group had any input and Guy mentioned they wanted slides and swing set may be put it at later date. Changes discussed included color of double slide from dark blue to gray and disability access features to include kitchen/lemonade stand. Gwen & Shannon both expressed interest in the 3<sup>rd</sup> option based on age-mix, disability access, and more of a neighborhood park feature versus destination park feature due to limited parking access to area. Discussion continued with no shade components at this time due to costs, rubber surface versus wood chips and installation was to be done by company versus park staff based on time and liability issues. The board made decision to go with Option #3 with hopes to change double slide color and change out a ground level feature. Guy will share a second rendering with changes mentioned above on Option #3.

4. Reports

a. Parks Report

- Park activities such as soccer, baseball, gardens, etc... coming to an end. Limited due to parking lot project.
- Fall tasks such as mowing, leaf mulching, dog park seeding, landscaping tasks, pruning/removal of dead or Ash trees, and winterization of splash pad and irrigation systems, and pond features completed.
- Sidewalk grinding, repairs, leveling work has been consuming a lot of time.
- Park staff obtained Certified State Pesticide certification.
- DNR releases fish at Liberty Centre Pond with many fishermen present.

- Cornerstone Park pervious pavement has totally disintegrated and for safety reasons has been replaced with concrete. Park staff continues with timber clean up.
- Penn Meadows Parking Lot will be awesome when completed. Currently at about 70% complete with some items such as grading, seeding, landscaping and painting lines finished in Spring.
- Sidewalk/trail connection along North side of Penn Meadows Park to be completed with North Dubuque Street sidewalk/trail project south & west side of road towards Liberty HS. A safe crossing to Dog Park will need to be designed.
- Meetings with Shive Hattery for Admin Building, Penn Meadows parking lot, Next Stage are ongoing.
- Mid-American Trees Please grant helped replace trees at Rec Center site. Island trees replaced and life expectancy is short due to lack of water/moisture.
- Old Casey's Site is now city owned. Asbestos results clear, demo can begin. Lynch Excavating to tear down building. A sewer main exists under foundation so that will be removed, re-worked and site to be cleared, cleaned up for resale, but under City direction of use. Question raised on car wash site demo; this is a separate property to be considered.
- Inquiry on burnt house on Rachel and any update as it is an eye sore. Guy does not know of status.
- Continuing to go through a lot of pet waste bags at rate of over 10,000 bags per month. Reminder residents to only use bags they use in our parks and trails and not stuff handfuls in pockets while utilizing parks/trails.

#### b. Recreation/Pool Report

- Shelly reported that October is a busy month for Halloween special events. Moonlight Walk was postponed a week due to the weather and good weather always brings a large turnout. Great job by Matt Meseck and his staff. Ashley and her staff offered the Floating Pumpkin Patch and that went well too. Matt Fielder offered Pumpkin Creations as well.
- Indoor Pool reopened on Oct 11 after repainting project. Pool patrons are excited to be back.
- Rec Team has been planning WS program ideas offered January through April with registration to begin Dec 4<sup>th</sup>.
- Shelly touched on upcoming events; Turkey Shoot event was canceled, and Turkey Scavenger Hunt led to inquiry on explanation that one is a basketball contest while other is a scavenger hunt, no use of guns or hunting skills. Upcoming events include Elf on the Shelf, Holiday Vendor Fair and Breakfast with Santa.
- Swimming lessons started with 248 participants and Brian provided updates on leagues. Our tri-city Supreme basketball for Grades 5-6 will go to Jr. NBA, like Flag Football going to NFL Flag concept. Jonathan Moore started offering pickleball lessons.
- Recsters BASP going strong. Discussion revolved around a program needing to serve both CCA and ICCSD students. Shelly stated that we follow ICCSD schedule for staff purposes but will check with Matt F to see if demand exists to accommodate CCA more. Richard provided past info that ICCSD serves about 6,000 NL students and CCA serves around 3,600 NL students.

#### c. Questions, Concerns, Updates – none noted.

5. Community Input / Ideas to Share - none

6. Upcoming Events - Shelly previously mentioned upcoming events in her report.

7. New Business

- Jamie has submitted her resignation, thanks for her service.
- Process will begin to accept applications and fill vacancies.
- Secretary role was discussed and tabled for next meeting.

8. Old Business – none noted.

9. Next Meeting - Thursday, December 7, 2023, at 7:00pm.

9. Adjourn - Motion by Gwen Johnson, Second by Shannon Greene, Unanimous approval



To **Park & Recreation Commission Board Members**  
CC **Mayor, City Council, City Administrator**  
From **Shelly Simpson**  
Date **December 4, 2023**  
Re **Monthly Report – November 2023**

In November, Rec Staff are busy with holiday events, including the Turkey Scavenger Hunt, and planning for Elf on the Shelf, Breakfast With Santa & Vendor Fair and Santa's Workshop. Numerous decorations are set up both inside and out around town. The Winter/Spring Activity Guide offering programs from January-April was completed and staff entered programs into Recdesk for start of registration on Dec 4<sup>th</sup>. We had around (30) applicants for our FT Custodian/Maintenance position and interviewed (8) during the last week of the month. We will be making our decision and have position filled next month. Next FY Budget projections & capital projects were due to City Admin with many more budget meetings to come soon.

**Upcoming Events:**

Dec 11-23: Santa's Workshop  
January: Supreme Basketball Games begin.

**Recdesk Database:**

Reviewing our Recdesk database; we have 13,676 residents (60%) and 9,029 non-residents (40%) totaling 22,705 individuals. Increase of 264 from last month.

**Aqua Programs:**

Aqua classes are going strong! Including Aqua Boot Camp, Aqua Aerobics & Toning, Water Resistance, Easy Does it and Arthritis Aqua - 72 registered this session, plus drop-ins. Aqua Program revenues totaled \$1,598.

**Swim Lessons:**

Swim lessons continue. Swim lesson revenues totaled \$1,230.75.

**Leagues/Sports:**

Many sport leagues and pickleball lessons continued this month. Pee Wee Basketball has 45 participants. Indoor Soccer had 52 participants. NL Wrestling Program began with 49 participants. Sport/Leagues Revenues totaled \$5,800.

**Recsters BASP Program:**

BASP AM – 17 participants, PM – 49 participants  
All Day (Nov 7 - 26 participants, Nov 17 – 27 participants.  
Before & After School revenues this month totaled \$14,285.

**Classes/Programs:**

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

Tippi Toes Dance classes continue.

Senior Connections Lunches served 76 meals for the month: averaging 25 for the three dates.

Club24 began on Monday AM serving 12 participants for the month: averaging 3 per date.

Classes/Programs revenue totaled \$7,713.75.

**Pools:** This month, Season Pool Pass revenues totaled \$2,900; Daily Pool Fees totaled \$1,033; Pool Rentals totaled \$625, and Concessions revenues totaled \$-0-

**Weight & Exercise Area / Track:**

Weight fee revenues totaled \$14,731; Split membership revenues totaled \$4,300.

We had 3,199 active memberships for the month.

We had 1,258 point of sale transactions for the month.

**Gymnasiums:**

Gymnasium Rental revenues totaled \$1,467.50.

**Rentals:**

Community Center Rental revenues totaled \$2,951.25; Shelter rental revenues totaled \$281.25;

Field Rental/Tennis Courts revenues totaled \$186.25.

**Revenues:**

Revenues for this month totaled \$59,097.75.

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

# Revenue By Period - GL Account Summary

Start Date: 11/1/2023 12:00 AM      End Date: 11/30/2023 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>												
2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	464.25	0.00	-462.25
<b>001-0000-4310-01 - Pool Rentals</b>												
625.00	606.25	0.00	125.00	625.00	606.25	0.00	0.00	0.00	0.00	0.00	-125.00	0.00
<b>001-0000-4310-02 - Community Center Rentals (Room Rental)</b>												
2,951.25	2,878.41	565.00	35.00	2,427.50	2,354.66	0.00	0.00	0.00	3.75	0.00	-80.00	0.00
<b>001-0000-4310-03 - Gymnasium Rentals</b>												
1,467.50	1,424.67	0.00	0.00	1,427.50	1,384.67	0.00	0.00	0.00	40.00	0.00	0.00	0.00
<b>001-0000-4310-04 - Park/Special Event Fees</b>												
281.25	272.81	0.00	0.00	281.25	272.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4310-05 - Field Rentals/Tennis Courts</b>												
186.25	182.24	30.00	22.50	133.75	129.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4500-10 - Weight Fees</b>												
14,731.00	14,391.17	3,320.00	0.00	11,327.50	10,987.67	0.00	0.00	0.00	83.50	0.00	0.00	0.00
<b>001-0000-4500-11 - Class/Programs</b>												
7,713.75	7,485.83	629.00	175.00	7,597.25	7,369.33	0.00	0.00	0.00	53.75	0.00	-741.25	0.00
<b>001-0000-4500-12 - League Fees</b>												
5,800.00	5,640.25	0.00	375.00	5,325.00	5,165.25	0.00	0.00	0.00	100.00	0.00	0.00	0.00
<b>001-0000-4500-13 - Before/After School</b>												
14,285.00	13,825.85	0.00	0.00	15,305.00	14,845.85	0.00	0.00	0.00	0.00	0.00	-1,020.00	0.00

# Revenue By Period - GL Account Summary

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

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

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

001-0000-4500-19 - Season Pool Pass												
2,900.00	2,827.43	0.00	405.00	2,419.00	2,346.43	0.00	0.00	0.00	76.00	0.00	0.00	0.00
001-0000-4500-20 - Daily Pool Fees												
1,033.00	1,014.64	421.00	0.00	612.00	593.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-21 - Swim Lessons												
1,230.75	1,192.05	120.00	0.00	1,289.75	1,251.05	0.00	0.00	0.00	7.50	0.00	-186.50	0.00
001-0000-4500-22 - Aquatic Program/Classes												
1,598.00	1,567.28	522.50	0.00	1,021.50	990.78	0.00	0.00	0.00	94.00	0.00	-40.00	0.00
NONE - Unassigned												
-7.00	-7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7.00	0.00
Split - Membership - Black & Gold												
4,300.00	4,218.78	45.00	1,544.00	2,707.25	2,626.03	0.00	0.00	0.00	3.75	0.00	0.00	0.00
<b>59,097.75</b>	<b>57,522.66</b>	5,652.50	2,681.50	52,499.25	50,924.16	0.00	0.00	\$0.00	462.25	464.25	-2,199.75	-462.25

\*\* 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: November 2023

Today is Monday, December 4, 2023

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

Time Period: Last 30 Days

### Top 5 Programs - Registrations

Program	Registrations
BASP Dec. PM	~50
Connections Lunch 2023 11/10	~35
Pee Wee Basketball- February 5...	~25

### Top 5 Programs - Revenue

Program	Revenue
BASP Dec. PM	> \$5,000
Youth Competitive Team Bask...	~\$2,000
BASP Dec. AM	~\$1,000

### Total Program Registrations

**1157**

- Online: 883
- In-house (In Person): 274

### Total Receipts

**\$85,652.75**

- RecDesk Credit Card: [\\$76,310.75](#)
- Cash: [\\$5,760.50](#)
- Check: [\\$2,861.50](#)
- Household Credit: [\\$720.00](#)
- Refunds: [\\$2,260.75](#)

### Invoices - Balance Due

- Open: [\\$57,564.04](#)
- Overdue: [\\$6,559.75](#)

### Alerts & Notices

Membership Counts; November 2023:

## Membership Counts (By Period)

Time Range: Last Month | From Date: 11/1/2023 | To Date: 11/30/2023

### Summary By Month

	Nov, 2023
New Primaries	320
All New	422
Primary Renewals	122
All Renewals	157
Active Primaries	2306
All Active	3199

Organization Activity; November 2023:

Today is Monday, December 4, 2023

Time Period: Last 30 Days

Export t

### Organization Activity

From 11/4/2023 to 12/4/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transac
All	1154	70	613	6880	298	1258
Resident	952	45	425	4374	167	
Non-Resident	202	25	188	2506	131	
No Residency Set	0	0	0	0	0	
<b>Demographics</b>						
< 18	823	0	164	859	105	
18 - 65	115	67	325	3509	159	
65+	216	3	124	2512	34	
Male	518	43	338	4304	140	
Female	636	27	275	2576	157	
Other Genders	0	0	0	0	1	
<b>Online vs In-House</b>						
Online	880	0	41	N/A	198	
In-Person	274	70	572	N/A	100	

**Database Breakdown:**

Residents: 13,676  
 Non-residents: 9,029  
 Total Database: 22,705

North Liberty (Residents) 13,671 (Outside city limits – 924)  
 Iowa City 2,077  
 Coralville 2,015  
 Tiffin 1,011  
 Solon 847  
 Oxford 191  
 Other 2,888



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

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

Date **December 4, 2023**

Re **Monthly Report**

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We performed various building maintenance tasks as needed this month. We repaired many of the bridge and pier pedestrian lights at Liberty Centre Pond/Park.

We maintained equipment as needed this month. We performed preventative maintenance and repaired winter equipment as time permitted.

We prepared and installed all winter snow removal equipment. We installed trail and sidewalk markers in preparation for snow removal.

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

We finished mowing and trimming all City parks and grounds for the season. All native prairie areas have been cut down for the season. All landscaping areas have been winterized for the season. It takes staff approximately 3-4 weeks to cut down and winterize roundabouts and all other landscaping areas. We wrapped all our young maple trees for the winter to prevent winter sunscald.

We winterized all the ball fields and soccer fields by removing and storing all related equipment.

We cleared snow & ice from parking lots, sidewalks & trails on November 26<sup>th</sup>.

Parks Staff attended the Ornamental, Turf, and Pest Management Applicator continuing education class on November 8<sup>th</sup> at the Johnson County Extension Office. This is required annually to maintain our state pesticide and herbicide licenses.

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.

The Penn Meadows Park parking lot project is nearing completion. The final asphalt overlay, brick pavers, grading, sod, and landscaping have all been finished. The new Penn Meadows Park monument sign has been installed. Punch list items will be finished next spring.

On November 27<sup>th</sup> Lynch's Excavating, INC out of West Branch began the demolition of the old Casey's building. The building was down in two days and the foundation removal was completed the following week. Everything went as planned.

We continue to make progress on the FY2425 Parks operating budget and the 5-year capital improvements plan in preparation for the next fiscal year.



The Parks Crew winterizes all City landscaping for the season.



Tree wrapping our young maple trees.



Tree removals.



Penn Meadows Park Parking Lot project receives the final asphalt overlay.





Penn Meadows Park Parking Lot project - Final grading and sod placement.



Penn Meadows Park Parking Lot project - Landscaping installation.



Penn Meadows Park Parking Lot project - New park monument entrance sign.



Compressor freon removal/reclaim prior to the Casey's demolition. Demolition day Nov 27<sup>th</sup>.



Finished Casey's Demolition.



Happy Holidays to everyone!!!