



Parks & Recreation Commission
February 1, 2024, 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. Minutes from January 4, 2024 meeting.
3. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions, Concerns, Updates
4. Community Input / Ideas to Share
5. New Business
6. Old Business
7. Next Meeting
 - a. Thursday, March 7, 2024, at 7:00pm.
8. Adjourn



Parks & Recreation Commission Meeting Minutes
January 4, 2024, 7:00pm

Present: Shelly Simpson, Brian Motley, Guy Goldsmith, Tim Hamer, Richard Grugin, Shannon Greene, Amy Chen, Nicholas Arnold, Donglin Chai, Gwen Johnson.

1. Call to Order

2. Welcome new Board members: Nicholas Arnold and Donglin Chai.

2. Approval of Minutes: Motion to approve December 7, 2023 minutes: Chen; Second: Greene. Approved via unanimous consent.

3. Selection of Board Secretary: Arnold approved via unanimous consent as Board Secretary.

4. Report from Nick Bergus, City of North Liberty regarding the Centennial Stage project:

- Project to be completed in four stages, first being the Centennial Center and Amphitheater, followed by a splash pad and enhanced playground, pavilion, and honor garden.
- Capital campaign update: \$2.265 million raised to date from a number of sources, including over \$120,000 from local residents. Total goal is to raise \$3.5 million before completing the project. City will continue to fundraise and there are opportunities for donation at all levels.
- \$900,000 grant received from the State of Iowa on December 7, 2023, with 90 days for City to raise additional \$100,000 to secure the grant. Bergus reported the City is approximately half way to that \$100,000.
- Timeline for bids to be sent in March with construction beginning following Blue and Barbeque in July and continuing through September of 2025. This will impact Blues and Barbeque in 2025.
- New staff person has been hired to manage the Centennial Center and has already begun.
- Space envisioned as vehicle to bring the arts to North Liberty – music, comedy, theatre, ballet, local school productions. Anticipated to be home to many of the roughly 40 city events each year, though not all.
- Addressing potential concerns over scale of events in the park, Bergus stated that Blues and Barbeque would be the high water mark in terms of number of people attending an event, though some events of 500 people could occur monthly during nice weather.
- Bergus stated that walking trails and the playground will not be substantially affected during construction and that exterior restrooms will be publicly accessible.

3. Reports

Parks Report—Guy Goldsmith

- Parks team has been organizing and winterizing facilities throughout town.
- The ice rink at Penn Meadows Park was installed and will be open for use once the weather turns cold enough to freeze. There has been a lot of community excitement for it to open. The ice rink cost \$10,000 to purchase and \$1000 annually for new plastic sheeting. It takes two hours for the team to install each year. The rink will eventually move to Centennial Park for a more level surface. Skates are available to the public at the Community Center.
- Goldsmith submitted the Trees Please grant to Mid-American to replace trees at Penn Meadows Park. City typically receives \$1000 each year to plant trees in public spaces. The Tree City USA application has also been submitted and is pending final approval – which should be received.

- Staff attended CPR recertification.
- Goldsmith met with Shive Hattery regarding the City Administration Building and the Centennial Park Next Stage design and irrigation.
- Goldsmith attended to city slate planning meetings to determine events for the city slate.
- Goldsmith met with Shelly Simpson on the five-year capital improvement plans for the community center.
- Goldsmith met with City Administration to discuss the FY25 parks budget.
- Goldsmith provided an update on the Pebble Court/Fairview Lane request that was presented to the Board at December's meeting. City staff will use funds from the current Parks landscaping budget to improve the roundabout as requested. Scheduled work for this coming summer. Board members commented this is a fantastic response to a community concern and encouraged community members to bring forward any other such requests in the future.
- Fox Run Park project bid has been awarded and the construction will start at the end of July or early August for completion prior to the end of Fall. Project will tie trails and sidewalks together and add a playground.
- Grugin inquired about the park complex status on the north side of town. Goldsmith stated the purchase is close to being or already has been finalized for the land but that the city will likely sit on the land until the Centennial Park project is completed before beginning any work. That concept and design has yet to be discussed in detail.
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b. Recreation/Pool Report—Shelly Simpson

- Arnold inquired about the five-year capital plan. Simpson reported that the major issues that need to be addressed are: roof replacement, repair to the pool area windows and infrastructure, repairs to the parking lot, curbing and drainage.
- Simpson noted the facility is consistently busy, especially in the evenings and on weekends to the point of overuse/overcapacity. Future plans may include expanding existing facility or building a new facility for some services. Board members praised the work of the staff managing all the competing activities and events at the current space.
- Simpson stated December is a big month at the Rec Center for registrations, programs, and revenue.
- The center has hired a full-time custodian for the facility who begins his position this week.
- Simpson noted that memberships to the Rec Center are consistently 60% city residents and 40% non-residents. Due to the facility being overcrowded, staff may need to look at ways to address the issue in terms of non-resident fees. Financial and scholarship assistance would not be affected.
- Arnold asked whether it is possible to see year-over-year data showing the growth in use of the facility on a month by month basis.
- Chen asked whether the city's resident vs. non-resident usage is similar that of our surrounding communities. Simpson noted the differences between the facilities and offerings.
- Chen inquired about ways the community can financially assist to ensure kids from all socioeconomic backgrounds have access to swimming lessons at the facility. Simpson noted they do currently offer some programs in this regard.
- Chai noted that many people in the community may not be aware of all the offerings and programs at the Rec Center and asked how we can do a better job in promoting those to the community at large. Simpson stated that there are some issues in that regard but they do work with the City communications team and library in a collaborative manner.
- Motley provided an update on the youth basketball league that is operating in the facility and at others throughout the area. It is a very popular league so finding space for all the teams is a challenge.
- Motley provided an update on the soccer, flag football, and volleyball leagues which operates similarly to the basketball league. Arnold commented with the growth of those leagues and the pending construction of the park complex on the north side of town, there is potential to create a destination complex for youth sports teams which would bring people and revenue into local businesses.

4. Questions, Concerns, Updates—none

5. Community Input / Ideas to Share

6. Upcoming Events

- Simpson reminded the community that Beat the Bitter is at the end of January and is full of events for community members, many of which are free of charge.

7. New Business

- Johnson inquired as to the timeline for the trail that will run to the dog park. Goldsmith said that is slated for FY25.

8. Old Business

9. Next Meeting

- a. Thursday, February 1, 2024, at 7:00pm.

10. Adjourn Motion: Greene; Second: Johnson None opposed.



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **January 30, 2024**
Re **Monthly Report – January 2024**

Happy New Year to all! January is a busy time of year as fitness resolutions bring more patrons inside our facilities. Winter weather brings more work in shoveling, snow blowing, and mopping floors. We closed the facility for two days straight which has not happened in quite some time. Adam Hoschek, our FT Custodian/Maintenance Technician, started and worked two weeks on overnight shift to learn the ropes. Adam began his normal day shift last week and continues to learn. Mark returned to his normal schedule after surgery so back to a full team. Thanks to our part-timers (Dale, Rawad, Ben) and Jeff working overnight who helped us out during this transition period. Employee evaluations took place this month as well.

Upcoming Events:

Feb 1-29	North Liberty Lights
Feb 3	Boy Scout Chili Supper Snuggie Crawl
Feb 9	Senior Connections Lunch/Potluck
Feb 10	Ride Around the Lights
Feb 16	NL Night with Heartlanders
Feb 18	Youth 3 on 3 Basketball Tourney
Feb 22	Sip & Stroll
Feb 23	Polar Puzzle Sprint
Feb 25	Eurche Tournament

Recdesk Database:

Reviewing our Recdesk database; we have 13,882 residents (60%) and 9,284 non-residents (40%) totaling 23,166 individuals. Increase of 243 from last month.

Aqua Programs:

Aqua classes resumed at the start of the New Year. Aqua Toning (4), Aqua Boot Camp (5), Aqua Zumba (7), Arthritis MWF (14), Arthritis T TH (14), Easy Does It (10), Water Resistance (7), totaling 61 registered, plus drop-ins. Aqua Program/Class revenue totaled \$1,580.

Swim Lessons:

Swimming lessons resumed in the middle of January.
Adult (4), Level 1 (49), Level 2 (50), Level 3 (33), Level 4 (33), Level 5 (20), Level 6 (12) Parent Tot (37), Private T (22), Private TH (20), Tadpoles (24), totaling 300 participants.
Rec Swim team had 12 participants.
Revenues totaled \$3,289.

Leagues/Sports:

Adult Leagues: Coed VB (6 teams) Men's BB (8 teams)

Pickleball: Beginner League (12), Beginner Lessons (7)

Indoor Soccer: Gr 1-3 (27), Grades 4-6 (13), totaling 40 participants.

Pee Wee Soccer: AM (7), PM (44), totaling 51 participants.

Rookie Basketball (80) participants.

Youth Supreme Basketball:	Boys	Girls	Sub Total
Grades 1-2	142	110	252
Grades 3-4	70	86	156
Grades 5-6	64	60	124, totaling 532 participants.

Youth Competitive Basketball: Gr. 4 (9), Gr 5 (6), Gr 6 (8), totaling 23 teams.

Sport/Leagues revenues totaled \$2,510.

Recsters BASP Program:

BASP AM – 17 participants, PM – 47 participants

All Days: Jan 1-5 averaged 23 participants per day.

Before & After School revenues this month totaled \$13,995.

Classes/Programs:

Beginners Yoga (1), Body Blast (3), Hapkido Jujitsu (2), Taiji Club (7), Taiji Level 1 (1), Total Body Sculpt (6), Zumba (8), totaling 28 registered, plus drop-ins.

Tippi Toes Dance: Baby Ballet (14), Ballet Tap Jazz (15), Pom/Hip Hop (4), Tippi Pro (3), Toddler & Me (11), totaling 47 participants.

Club 24 averaged 2 participants per date.

Connection Luncheons averaged 24 participants per date.

Classes/Programs revenue totaled \$5,990.97.

Pools: This month, Season Pool Pass revenues totaled \$1,821; Daily Pool Fees totaled \$1,251; Pool Rentals totaled \$875, and Concessions revenues totaled \$-0-

Weight & Exercise Area / Track:

Weight fee revenues totaled \$17,330; Split membership revenues totaled \$4,564.

We had 3,510 active memberships for the month.

We had 1,410 point of sale transactions for the month.

Rentals:

Gymnasium Rental revenues totaled \$2,210; Community Center Rental revenues totaled \$6,447.50; Shelter rental revenues totaled \$30; Field Rental/Tennis Courts revenues totaled \$462.50.

Revenues:

Revenues for (Jan 1-29) totaled \$62,322.220.

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

Revenue By Period - GL Account Summary

Start Date: 1/1/2024 12:00 AM End Date: 1/29/2024 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													
-51.25	-51.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	621.67	0.00	-672.92	
001-0000-4310-01 - Pool Rentals													
875.00	852.50	0.00	0.00	875.00	852.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
001-0000-4310-02 - Community Center Rentals (Room Rental)													
6,447.50	6,333.03	110.00	2,720.00	3,815.00	3,700.53	0.00	0.00	0.00	70.00	0.00	-267.50	0.00	
001-0000-4310-03 - Gymnasium Rentals													
2,210.00	2,143.70	0.00	0.00	2,210.00	2,143.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
001-0000-4310-04 - Shleter Rental													
30.00	29.10	0.00	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/Tennis Courts													
462.50	461.82	0.00	0.00	462.50	461.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
001-0000-4500-10 - Weight Fees													
17,330.00	16,957.38	3,664.00	0.00	13,423.50	13,050.88	0.00	0.00	0.00	297.17	0.00	-54.67	0.00	
001-0000-4500-11 - Class/Programs													
5,990.97	5,815.08	372.50	0.00	6,160.47	5,984.58	0.00	0.00	0.00	58.00	0.00	-600.00	0.00	
001-0000-4500-12 - League Fees													
2,510.00	2,450.90	290.00	0.00	2,210.00	2,150.90	0.00	0.00	0.00	100.00	0.00	-90.00	0.00	
001-0000-4500-13 - Before/After School													
13,995.00	13,528.95	0.00	0.00	15,655.00	15,188.95	0.00	0.00	0.00	0.00	0.00	-1,660.00	0.00	

Revenue By Period - GL Account Summary

Start Date: **1/1/2024 12:00 AM** End Date: **1/29/2024 11:59 PM**

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

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

001-0000-4500-19 - Season Pool Pass												
1,821.00	1,767.51	2.00	0.00	1,819.00	1,765.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-20 - Daily Pool Fees												
1,251.00	1,229.58	492.00	0.00	759.00	737.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-21 - Swim Lessons												
3,289.00	3,175.32	120.00	0.00	4,055.75	3,942.07	0.00	0.00	0.00	96.75	0.00	-983.50	0.00
001-0000-4500-22 - Aquatic Program/Classes												
1,580.00	1,546.30	549.00	0.00	1,213.00	1,179.30	0.00	0.00	0.00	51.00	0.00	-233.00	0.00
NONE - Unassigned												
17.50	16.90	0.00	0.00	20.00	19.40	0.00	0.00	0.00	0.00	0.00	-2.50	0.00
Split - Membership - Black & Gold												
4,564.00	4,459.48	0.00	0.00	4,564.00	4,459.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62,322.22	60,716.30	5,599.50	2,720.00	57,272.22	55,666.30	0.00	0.00	\$0.00	672.92	621.67	-3,891.17	-672.92

** 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: January 2024

Today is Tuesday, January 30, 2024

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

Time Period: Last 30 Days

Top 5 Programs - Registrations

Program	Registrations
BASP Jan. PM	~45
Connections Lunch 2024 01/26	~35
BASP Jan. AM	~25
(Other)	~15
(Other)	~10

Top 5 Programs - Revenue

Program	Revenue
BASP Jan. PM	> \$10,000
BASP Spring Break	~\$3,000
BASP Jan. AM	~\$1,500
NL Wrestling Club (Feb) 6pm	~\$1,000
(Other)	~\$1,000

Total Program Registrations

461

- In-house (In Person): 233
- Online: 228

Total Receipts

\$66,978.14

- RecDesk Credit Card: [\\$57,888.22](#)
- Cash: [\\$5,633.50](#)
- Check: [\\$2,720.00](#)
- Household Credit: [\\$736.42](#)

Refunds: [\\$4,389.17](#)

Invoices - Balance Due

- Open: [\\$64,023.58](#)
- Overdue: [\\$6,250.00](#)

Alerts & Notices

Membership Counts; January 2024:

Membership Counts (By Period)

Time Range	From Date	To Date
This Month	1/1/2024	1/31/2024

Summary By Month

	Jan, 2024
New Primaries	393
All New	499
Primary Renewals	211
All Renewals	284
Active Primaries	2545
All Active	3510

Organization Activity; January 2024:

Organization Activity

From 12/31/2023 to 1/30/2024

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	449	105	787	7773	270	1410
Resident	294	63	541	5012	121	
Non-Resident	155	40	246	2761	149	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	276	1	184	788	70	
18 - 65	57	99	413	4413	165	
65+	116	3	190	2572	35	
Male	215	57	414	4578	122	
Female	232	46	373	3195	146	
Other Genders	2	0	0	0	2	
Online vs In-House						
Online	216	0	54	N/A	137	
In-Person	233	103	733	N/A	133	

Database Breakdown:

Residents: 13,882
Non-residents: 9,284
Total Database: 23,166

North Liberty (Residents) 13,882 (Outside city limits – 949)
Iowa City 2,127
Coralville 2,059
Tiffin 1,047
Solon 864
Oxford 195
Other 2,043



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

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

Date **February 1, 2024**

Re **Monthly Report**

We performed various building maintenance tasks as needed. Park staff has continued clearing out and organizing the Parks maintenance facility and cold storage area as time permitted.

We maintained equipment as needed this month. We performed preventative maintenance and repaired winter equipment as time permitted. Due to all the snow this past month, we performed a variety of snow equipment repairs. We continue to prepare for the upcoming growing season by performing preventative maintenance and repairing sports field maintenance, mowing, trimming, and landscaping equipment.

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

We spent a great deal of time this past month clearing snow & ice from parking lots, sidewalks & trails. Our number one priority is keeping our Public Safety in service and the Community Center open. When school is in session, public parking lots, trails and sidewalk access for students, parents and teachers are also a priority. We finish off by clearing the remainder of our sidewalks and trails for residents to use. We clear 24 miles of trails and 6 miles of sidewalks.

Parks staff attended fire extinguisher recertification/training class on January 29th.

I attended multiple meetings with Shive Hattery this past month. City Admin building construction progress, Centennial Park "Next Stage" building design planning, the Fox Run Park/Pond trail project, and the Community Center parking lot improvements CIP planning.

I am currently working on Parks Department employee performance reviews as time permits.

We met with City Administration to discuss the FY2425 Parks operating budget and the 5-year capital improvements plan in preparation for the next fiscal year. We also meet with the City Council to answer any questions regarding the Parks FY2425 operating budget and the 5-year capital improvements plan. We made great progress.

We continue to work with the Kirkwood Parks and Natural Resource/Horticulture program. Our goal; seek potential seasonal employees and internships with their students for the upcoming season within the North Liberty Parks Department. We also submitted our Seasonal Parks Worker job opportunity with Iowa, Iowa State, Coe, Mt. Mercy, Cornell College, and Kirkwood.

We received and assembled two new trash receptacles that will be installed near Heyn's Ice Cream.

Parks staff assisted the Communications Department with the “Beat the Bitter” community event held January 26th- 28th. We spent the week preparing for the event.

A few samples of snow removal duties.



Trails



Red Fern Dog Park



Sidewalks



Community Center parking lot



Sidewalks



Penn Meadows Parking lot. (BTB Prep)



Trash receptacle assembly for Heyn's Ice Cream area.



Parks staff helping out with "Beat the Bitter".