



**Parks & Recreation Commission**  
**January 4, 2024, 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. Welcome New Board Members
  - a. Nicholas Arnold
  - b. Donglin Chai
3. Approval of Minutes
  - a. Minutes from December 7, 2023 meeting.
4. Next Stage Update – Nick Bergus, Community Relations Director
5. Reports
  - a. Parks Report
  - b. Recreation/Pool Report
  - c. Questions, Concerns, Updates
6. Community Input / Ideas to Share
7. Upcoming Events
  - a. Saturdays - Supreme Youth Basketball Leagues in most gymnasiums.
  - b. Jan 26-Feb 29 – North Liberty Lights & 5Kish Glow Run / Beat the Bitter
  - c. Jan. 27 - Ice Fishing with TAKO
  - c. Jan. 28 – Fire & Ice (Ice Sculptures, Fireworks
  - d. Feb 3 – Snuggie Crawl
8. New Business
9. Old Business
10. Next Meeting
  - a. Thursday, February 1, 2024, at 7:00pm.
11. Adjourn



To **Park & Recreation Commission Board Members**  
CC **Mayor, City Council, City Administrator**  
From **Shelly Simpson**  
Date **January 2, 2024**  
Re **Monthly Report – December 2023**

December is a high registration period for programs offered at the start of the New Year, this can be seen in the monthly revenue total of \$106,715.20. It is a busy time of year as more patrons utilize our inside facilities as the weather turns colder. We ended our interviews for our FT Custodian/Maintenance position and offered the position to Adam Hoschek, who will begin work after the New Year. City held its annual holiday party on Dec 14 and rest of month was working around staff sick time, observed holidays and vacation requests.

**Upcoming Events:**

January: Supreme Basketball Games held on Saturdays.  
January 26-Feb 29 Beat the Bitter Events begin; NL Lights & 5Kish Glow Run  
January 27 Ice Fishing with TAKO  
January 28 Fire & Ice (Ice sculptures, fireworks, fun)  
Feb 3 Snuggie Crawl

**Recdesk Database:**

Reviewing our Recdesk database; we have 13,773 residents (60%) and 9,150 non-residents (40%) totaling 22,923 individuals. Increase of 218 from last month.

**Aqua Programs:**

Aqua classes came to an end middle of the month, as we offered more open swim times during holiday break. Aqua Program/Class revenue totaled \$5,905.75.

**Swim Lessons:**

Swim lessons will resume in the middle of January. Revenues totaled \$23,578.50.

**Leagues/Sports:**

Many sport leagues and pickleball lessons concluded this month. Sport/Leagues revenues totaled \$8,175.

**Recsters BASP Program:**

BASP AM – 17 participants, PM – 49 participants  
All Days: Dec 27-29 averaged 22 participants per day.  
Before & After School revenues this month totaled \$10,225.

**Classes/Programs:**

Classes/Programs revenue totaled \$19,885.50.

**Pools:** This month, Season Pool Pass revenues totaled \$3,809; Daily Pool Fees totaled \$1,666; Pool Rentals totaled \$1,750, and Concessions revenues totaled \$0-

**Weight & Exercise Area / Track:**

Weight fee revenues totaled \$21,446; Split membership revenues totaled \$3,015.

We had 3,283 active memberships for the month.

We had 1,390 point of sale transactions for the month.

**Gymnasiums:**

Gymnasium Rental revenues totaled \$5,615.

**Rentals:**

Community Center Rental revenues totaled \$2,028.75; Shelter rental revenues totaled \$5;

Field Rental/Tennis Courts revenues totaled \$-0-.

**Revenues:**

Revenues for this month totaled \$106,715.20.

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

# Revenue By Period - GL Account Summary

Start Date: 12/1/2023 12:00 AM End Date: 12/31/2023 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>												
-429.30	-429.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	671.50	0.00	-1,100.80
<b>001-0000-4310-01 - Pool Rentals</b>												
1,750.00	1,697.50	0.00	0.00	1,750.00	1,697.50	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>												
2,028.75	1,977.26	312.50	0.00	1,716.25	1,664.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4310-03 - Gymnasium Rentals</b>												
5,615.00	5,461.55	60.00	360.00	5,115.00	4,961.55	0.00	0.00	0.00	140.00	0.00	-60.00	0.00
<b>001-0000-4310-04 - Shleter Rental</b>												
5.00	4.85	0.00	0.00	5.00	4.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4500-10 - Weight Fees</b>												
21,446.00	20,913.66	3,409.00	63.00	17,744.45	17,212.11	0.00	0.00	0.00	244.55	0.00	-15.00	0.00
<b>001-0000-4500-11 - Class/Programs</b>												
19,885.50	19,294.04	559.00	0.00	19,714.25	19,122.79	0.00	0.00	0.00	226.25	0.00	-614.00	0.00
<b>001-0000-4500-12 - League Fees</b>												
8,175.00	7,957.05	0.00	750.00	7,265.00	7,047.05	0.00	0.00	0.00	160.00	0.00	0.00	0.00
<b>001-0000-4500-13 - Before/After School</b>												
10,225.00	9,900.25	0.00	0.00	10,825.00	10,500.25	0.00	0.00	0.00	0.00	0.00	-600.00	0.00
<b>001-0000-4500-19 - Season Pool Pass</b>												
3,809.00	3,715.34	138.00	650.00	3,122.00	3,028.34	0.00	0.00	0.00	4.00	0.00	-105.00	0.00

# Revenue By Period - GL Account Summary

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

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

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

001-0000-4500-20 - Daily Pool Fees												
1,666.00	1,643.92	565.00	365.00	736.00	713.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-21 - Swim Lessons												
23,578.50	22,828.12	120.00	0.00	25,005.50	24,255.12	0.00	0.00	0.00	112.50	0.00	-1,659.50	0.00
001-0000-4500-22 - Aquatic Program/Classes												
5,905.75	5,746.85	636.00	0.00	5,295.00	5,136.10	0.00	0.00	0.00	108.50	0.00	-133.75	0.00
NONE - Unassigned												
40.00	38.80	0.00	0.00	40.00	38.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Split - Membership - Black & Gold												
3,015.00	2,927.70	0.00	0.00	2,910.00	2,822.70	0.00	0.00	0.00	105.00	0.00	0.00	0.00
<b>106,715.20</b>	<b>103,677.59</b>	5,799.50	2,188.00	101,243.45	98,205.84	0.00	0.00	\$0.00	1,100.80	671.50	-3,187.25	-1,100.80

\*\* 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: December 2023

rec desk North

Dashboard | 
 Programs | 
 Memberships | 
 Facilities | 
 Members | 
 Leagues | 
 Registration | 
 Money | 
 POS

Flex Calendar

Today is Tuesday, January 2, 2024

Home
Recent Registrations
Recent Reservations
Recent Memberships
Recent Members
CRM+

Time Period: Last 30 Days

#### Top 5 Programs - Registrations

Program	Registrations
Indoor Soccer Rec (Jan and Feb)	25
Connections Lunch 2023 12/22	23
Pee Wee Soccer- January 6...	20
Connections Lunch 2023 12/22	18
Pee Wee Soccer- January 6...	15

#### Total Program Registrations

<b>Total</b>	<b>1301</b>
Online	1130
In-house (In Person)	171

#### Top 5 Programs - Revenue

Program	Revenue
Youth Competitive Team Basketball	\$1,800
Tippi Toes - Ballet Tap Jazz (Jan...)	\$1,700
Youth Competitive Team Basketball	\$1,500
Youth Competitive Team Basketball	\$1,200
Youth Competitive Team Basketball	\$1,000

#### Total Receipts

<b>Total</b>	<b>\$100,389.25</b>
RecDesk Credit Card	<a href="#">\$91,814.45</a>
Cash	<a href="#">\$5,450.00</a>
Check	<a href="#">\$2,008.00</a>
Household Credit	<a href="#">\$1,116.80</a>
Refunds	<a href="#">\$3,268.25</a>

#### Invoices - Balance Due

Open:	<a href="#">\$61,350.54</a>
Overdue:	<a href="#">\$11,801.22</a>

#### Alerts & Notices

Membership Counts; December 2023:

### Membership Counts (By Period)

Time Range <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">Last Month</span>	From Date <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">12/1/2023</span>	To Date <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">12/31/2023</span>
---	---	--

#### Summary By Month

	Dec, 2023
<b>New Primaries</b>	319
<b>All New</b>	409
<b>Primary Renewals</b>	168
<b>All Renewals</b>	216
<b>Active Primaries</b>	2380
<b>All Active</b>	3283

Organization Activity; December 2023:

Export to Excel

## Organization Activity

From 12/3/2023 to 1/2/2024

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
<b>All</b>	1300	76	604	7137	331	1390
<b>Resident</b>	1002	40	412	4483	168	
<b>Non-Resident</b>	298	27	192	2654	163	
<b>No Residency Set</b>	0	0	0	0	0	
<b>Demographics</b>						
<b>&lt; 18</b>	1001	0	162	775	117	
<b>18 - 65</b>	114	67	316	3684	173	
<b>65+</b>	185	0	125	2678	41	
<b>Male</b>	606	27	357	4492	169	
<b>Female</b>	694	40	247	2645	162	
<b>Other Genders</b>	0	0	0	0	0	
<b>Online vs In-House</b>						
<b>Online</b>	1130	0	38	N/A	226	
<b>In-Person</b>	170	67	566	N/A	105	

### Database Breakdown:

Residents: 13,768  
 Non-residents: 9,150  
 Total Database: 22,923

North Liberty (Residents) 13,768 (Outside city limits – 940)  
 Iowa City 2,103  
 Coralville 2,031  
 Tiffin 1,028  
 Solon 854  
 Oxford 192  
 Other 2,002



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

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

Date **January 2, 2024**

Re **Monthly Report**

---

We performed various building maintenance tasks as needed. We helped with a water heater issue at the Community Center. Staff spent a great deal of time this month clearing out and organizing the Parks maintenance facility and cold storage.

We maintained equipment as needed this month. We performed preventative maintenance and repaired winter equipment as time permitted. We continue to prepare for the upcoming growing season by performing preventative maintenance and repairs to sports field maintenance, mowing, trimming, and landscaping equipment.

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

Park staff reinstalled the pet waste station near the new north Penn Meadows Park parking lot.

The ice rink has been installed on the tennis courts. We will open the ice rink to the public as soon as ice conditions are acceptable and safe to be on.

We cleared snow & ice from parking lots, sidewalks & trails over the holiday.

We completed and submitted the *Trees Please* Grant from MidAmerica Energy. If awarded, we will receive \$1000 to plant replacement trees at Penn Meadows Park due to declining ash trees.

We completed the Tree City USA application and sent it on to the Iowa DNR Forestry Department. It has since been approved at the state level and now has been sent on to the Arbor Day foundation for final approval. If successful, North Liberty will have received this award for 28 consecutive years.

Parks staff attended a CPR recertification/training class on December 5<sup>th</sup>.

I attended multiple meetings with Shive Hattery this past month. City Admin building construction progress, Centennial Park "Next Stage" building design planning and the Fox Run Park/Pond trail project scheduled to begin in August.

I attended multiple City Slate Committee planning meetings this past month.

I assisted Recreation Director Shelly Simpson and Custodial/Maintenance Supervisor Mark Wingert in interviewing multiple candidates for an open Community Center Custodian position.

I met with Recreation Director Shelly Simpson to review and prioritize the Community Center 5-year Capital Improvements plan.

I met with Ryan Heiar and Tracey Mulcahey to discuss the FY2425 Parks operating budget and the Parks 5-year Capital Improvements plan in preparation for the next fiscal year.





Pet Waste Station installation.



Ice rink installation.



Ice rink installation.



Ice rink installation.



Finished ice rink installation.