



Parks & Recreation Commission
March 7, 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 February 1, 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, April 7, 2024, at 7:00pm.
8. Adjourn



**Parks & Recreation Commission Meeting Minutes
February 1, 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. Approval of Minutes: Motion to approve January 4, 2024, minutes: Johnson; Second: Greene. Approved via unanimous consent.

3. Reports

Parks Report—Guy Goldsmith

- Parks team completed lots of building maintenance and snow removal which has been rough on equipment.
- Preparing equipment for spring season.
- The 30" of snow received damaged the ice rink at Penn Meadows Park and it is unusable this season and staff will examine structure to ensure no major components failed.
- Grugin pointed out that the Next Stage project at Centennial Park will include a more permanent ice rink.
- Goldsmith attended meetings this month for the City Administration Building, Centennial Park, and Fox Run Trail project.
- Conducting employee performance reviews
- Conducting FY 25 budget review
- Working with area colleges on securing paid summer interns/employees. Primarily landscaping on City property. Will hire approximately 12. Compete with other area parks departments for staff and remain competitive with pay to attract them.
- The team assisted with the Beat the Bitter event, clearing snow, and assisting with bonfire.
- New trash receptacles installed in front of Heyn's Ice Cream on Dubuque Street. City purchased receptacles and Heyn's staff will be responsible for clearing them.
- Grugin inquired about ice fishing on City ponds. Goldsmith stated it is allowed if fishers understand it's at their own risk and they follow all DNR regulations which are enforced by DNR staff.
- Goldsmith updated Commission on the project that has converted the bike shelter on the north side of the Community Center to a workspace for staff janitorial and maintenance staff. Building has been closed in to create an indoor space for this work. Will allow staff to work on projects during colder months that otherwise would have to wait until spring weather. Project was completed with assistance from high school students in the construction program within ICCSD.
- Chai inquired about policy and procedures regarding pet waste in parks and how that's cleaned. It is the responsibility of pet owners to clean up after their pets, but staff will clean up waste when it is noticed. Johnson pointed out that failure of community members to clean up after pets makes the parks and community look bad and encouraged everyone to ensure they are being responsible.
- The access code for the dog park gate is changing and members should receive notification soon. Reminder the community that to use the dog park you must have membership.
- Arnold thanked Guy and the entire team for all their work keeping City parks and trails clear after the snowstorms.

Recreation/Pool Report—Shelly Simpson

- Simpson stated it continues to be a busy time of year at the recreation facility.

- Recent weather forced staff to keep up with clearing entrances and tracked snow.
- Weather did force the closure of the center for two days, which isn't a common occurrence.
- New full-time custodian started this month. Thanked staff for assisting during time center was short-staffed.
- Simpson conducted evaluations and budget review this month.
- Winter/Spring classes on programs began in January.
- Winter leagues also are underway.
- Facility rentals remain strong for private groups.
- Johnson pointed out that for a community of 22,000 people, it's impressive that nearly 14,000 are in the center database as users or past users of center facilities and programming.
- Johnson asked whether there is center staff focused on reaching seniors, 55+ about programming at the center. Simpson stated only several people work to reach that audience.
- Chen noted the large uptick in January center users associated with New Years' resolutions. Simpson noted by mid-February this spike tends to go down.
- Chai suggested a center open house after the new year to recruit new members and to encourage members to stick with their resolutions. Arnold noted they could create some sort of resolution challenge to provide incentive for members to keep coming back such as a "150 visit club" over the course of a year.
- Chai suggested consideration of how to ensure members continue their membership before it expires each month.
- Chai and Chen complimented the center for how the private room rental is structured and willingness of staff to assist in their use.
- Commission discussed the amount of equipment on the second level. Though crowded, the machines are in demand and used frequently by members. Simpson noted that budget may not allow for as much replacement of equipment in FY25 so broken equipment may not be replaced.
- Motley discussed the large numbers of youth basketball teams using the facility this winter from local communities.

4. Questions, Concerns, Updates

- Chai offered suggesting from community members she had received. They generally speak highly of the center. They asked about potentially having higher level swimmers with more access to lanes in the pool. Simpson noted that the largest number of children in lessons are the lower levels which necessitates holding space for them. Chai also inquired about programmable time for young kids during the winter to use the center. Simpson pointed to open gym time in the mornings and the campfire playground as options but also that there are many competing requests for the space to be accommodated.
- Arnold inquired about summer programming eliminating the Knight Rider program for tweens this summer. Simpson stated that Knight Rider attendance was incredibly low last summer, and the kids were not engaged with the program – coming only for the field trip day and not participating in the community service aspect. Arnold asked whether there were other options under consideration for older kids that could replace Knight Riders – perhaps enhancement of the junior counselor program for Recsters. Matt Fielder is working on potentially increasing that program. Simpson stated she would get more information on that status.

5. Community Input / Ideas to Share - none

6. Upcoming Events

- 3-on-3 basketball tournament is coming soon
- Sip and Stroll at Liberty Centre

7. New Business

8. Old Business

9. Next Meeting

- a. Thursday, March 7, 2024, at 7:00pm.

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



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **March 5, 2024**
Re **Monthly Report – February 2024**

Regular programming, meetings and operations took place this month. Beat the Bitter events finished up and staff began thinking about summer programming.

Upcoming Events: March events include Optimist Pancake Breakfast – 3/9, Operation Leprechaun 3/9-17, Recsters Spring Break 3/11-15, Swim lessons begin Week of 3/18, Eggstravaganza Events 3/23 & 24.

The facility is closed for Easter Sunday, 3/31.

Recdesk Database:

Reviewing our Recdesk database; we have 13,976 residents (60%) and 9,429 non-residents (40%) totaling 23,405 individuals. Increase of 239 from last month.

Aqua Programs:

Aqua classes continued this month. Aqua Toning (3), Aqua Boot Camp (5), Aqua Zumba (10), Arthritis MWF (14), Arthritis T TH (14), Easy Does It (11), Water Resistance (6), totaling 63 registered, plus drop-ins. Aqua Program/Class revenue totaled \$1,946.

Swim Lessons:

Private swim lessons – February session had (40) participants.
Group swim lessons continue with a new session in March.
Revenues totaled \$2,264.25.

Leagues/Sports:

Adult Leagues: Coed VB (6 teams) Men's BB (8 teams) continues.
Pickleball: Beginner League (12), Beginner Lessons (7) continues.
Pee Wee Basketball: AM & PM classes totaling 59 participants.
Youth Wrestling had (29) participants.
Other leagues/programs continued this month.
Sport/Leagues revenues totaled \$4,610.

Recsters BASP Program:

BASP AM – 16 participants, PM – 48 participants.
All Days: Feb 9 & 12 averaged 23 participants per day.
Before & After School revenues this month totaled \$11,820.

Classes/Programs:

Body Blast (3), Hapkido Jujitsu (2), Taiji Club (7), Taiji Level 1 (1), Total Body Sculpt (5), Zumba (9), totaling 27 registered, plus drop-ins.

Tippi Toes Dance classes continued this month.

Lil Chefs had (14) participants.

Connection Luncheons averaged 36 participants per date.

We held our first Euchre Tournament with 12 teams of two individuals.

Classes/Programs revenue totaled \$4,608.

Pools: This month, Season Pool Pass revenues totaled \$2,662; Daily Pool Fees totaled \$2,791; Pool Rentals totaled \$875, and Concessions revenues totaled \$-0-

Weight & Exercise Area / Track:

Weight fee revenues totaled \$15,359; Split membership revenues totaled \$2,511.

We had 3,332 active memberships for the month.

We had 1,364 point of sale transactions for the month.

Rentals:

Gymnasium Rental revenues totaled \$525; Community Center Rental revenues totaled \$1,950;

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

Revenues:

Revenues for (Feb 1-29) totaled \$52,269.25.

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

Revenue By Period - GL Account Summary

Start Date: **2/1/2024 12:00 AM** End Date: **2/29/2024 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												
50.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,744.75	0.00	-1,694.75
001-0000-4310-01 - Pool Rentals												
875.00	852.50	0.00	125.00	750.00	727.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-02 - Community Center Rentals (Room Rental)												
1,950.00	1,891.05	100.00	0.00	1,965.00	1,906.05	0.00	0.00	0.00	0.00	0.00	-115.00	0.00
001-0000-4310-03 - Gymnasium Rentals												
525.00	511.95	90.00	0.00	435.00	421.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-10 - Weight Fees												
15,359.00	15,005.27	3,228.00	0.00	11,791.00	11,437.27	0.00	0.00	0.00	464.00	0.00	-124.00	0.00
001-0000-4500-11 - Class/Programs												
4,608.00	4,485.63	629.00	0.00	4,079.00	3,956.63	0.00	0.00	0.00	140.00	0.00	-240.00	0.00
001-0000-4500-12 - League Fees												
4,610.00	4,470.65	0.00	0.00	4,645.00	4,505.65	0.00	0.00	0.00	25.00	0.00	-60.00	0.00
001-0000-4500-13 - Before/After School												
11,820.00	11,451.00	0.00	0.00	12,300.00	11,931.00	0.00	0.00	0.00	0.00	0.00	-480.00	0.00
001-0000-4500-19 - Season Pool Pass												
2,662.00	2,582.20	2.00	0.00	2,660.00	2,580.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-20 - Daily Pool Fees												
2,791.00	2,743.96	857.00	370.00	1,568.00	1,520.96	0.00	0.00	0.00	0.00	0.00	-4.00	0.00

Revenue By Period - GL Account Summary

Start Date: **2/1/2024 12:00 AM** End Date: **2/29/2024 11:59 PM**

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

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

001-0000-4500-21 - Swim Lessons												
2,264.25	2,190.75	150.00	0.00	2,449.75	2,376.25	0.00	0.00	0.00	82.50	0.00	-418.00	0.00
001-0000-4500-22 - Aquatic Program/Classes												
1,946.00	1,904.06	461.00	0.00	1,396.25	1,354.31	0.00	0.00	0.00	187.25	0.00	-98.50	0.00
NONE - Unassigned												
298.00	298.00	0.00	340.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-42.00	0.00
Split - Membership - Black & Gold												
2,511.00	2,402.19	0.00	0.00	3,627.00	3,518.19	0.00	0.00	0.00	0.00	0.00	-1,116.00	0.00
52,269.25	50,839.21	5,517.00	835.00	47,666.00	46,235.96	0.00	0.00	\$0.00	898.75	1,744.75	-2,697.50	-1,694.75

** 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: February 2024

Today is Tuesday, March 5, 2024

Home

Recent Registrations

Recent Reservations

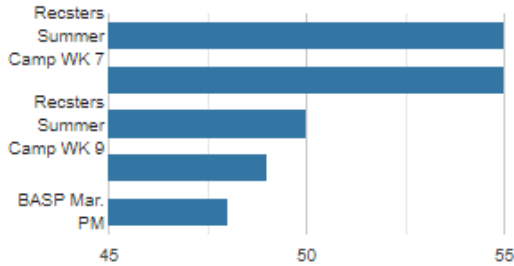
Recent Memberships

Recent Members

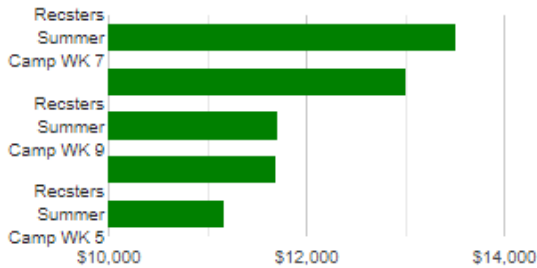
CRM+

Time Period: Last 30 Days

Top 5 Programs - Registrations



Top 5 Programs - Revenue



Total Program Registrations

1017

In-house (In Person) 835
Online 182

Total Receipts

\$174,108.50

RecDesk Credit Card [\\$163,159.50](#)
Cash [\\$5,995.25](#)
Check [\\$3,955.00](#)
Household Credit [\\$998.75](#)

Refunds

[\\$4,234.50](#)

Invoices - Balance Due

Open: [\\$78,054.08](#)
Overdue: [\\$14,995.00](#)

Alerts & Notices

Membership Counts; February 2024:

Membership Counts (By Period)

Time Range

Last Month

From Date

2/1/2024

To Date

2/29/2024

Summary By Month

Feb, 2024

New Primaries	277
All New	374
Primary Renewals	128
All Renewals	170
Active Primaries	2388
All Active	3332

Organization Activity; February 2024:

Today is Tuesday, March 5, 2024

Time Period: Last 30 Days ▼

Export to

Organization Activity

From 2/4/2024 to 3/5/2024

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transacti
All	1015	105	566	8201	212	1364
Resident	733	63	399	5202	98	
Non-Resident	282	41	167	2999	114	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	792	2	137	789	63	
18 - 65	71	98	345	4557	121	
65+	152	4	84	2855	28	
Male	435	45	314	5011	100	
Female	579	59	251	3190	111	
Other Genders	1	0	1	0	1	
Online vs In-House						
Online	180	0	35	N/A	113	
In-Person	835	104	531	N/A	99	

Database Breakdown:

Residents: 13,976
 Non-residents: 9,429
 Total Database: 23,405

North Liberty (Residents) 13,976 (Outside city limits – 961)
 Iowa City 2,160
 Coralville 2,086
 Tiffin 1,067
 Solon 878
 Oxford 195
 Other 2,082



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

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

Date **March 1, 2024**

Re **Monthly Report**

We performed various building maintenance tasks as needed. We installed a new sink and hot water heater at the old Rec Center bike shelter which has now been converted to a maintenance building in support of the Rec Center's growing maintenance needs. Park staff also continued to organize 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. We continue to prepare for the upcoming growing season by performing preventative maintenance and repairing sports field maintenance, mowing, trimming, and landscaping equipment.

We constructed a new watering tank truck skid in preparation for increased landscaping maintenance responsibilities this season. Painting is the final step in completing the project.

We serviced park/trail trash receptacles and pet waste stations weekly.

We continue to prepare for the upcoming season by ordering and securing supplies needed.

The Park Dept. has begun grading and seeding turf grass seed at various locations. We also spent time repairing turf grass along the edges of trails and sidewalks due to snowplow damage. We will fine tune the repairs as we near the growing season.

Due to the warmer weather, we have begun landscaping maintenance. Right now, we are pulling gravel and rock out of all our landscaping beds caused by winter snow plowing.

We removed a few broken tree limbs in our street rights-of-way and Parks. I believe much of the damage was caused by the heavy snow event we had in January.

We disassembled the ice rink for the season and prepared the tennis court for tennis and pickleball users. Pickleball has become so popular that we purchased and installed two new portable pickleball net systems on one of our tennis courts. We can easily switch between tennis and pickleball there. We have increased from six to eight pickleball courts.

We met with NLCBS ball club regarding field usage and future improvements at Penn Meadows ball complex for this upcoming season.

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.

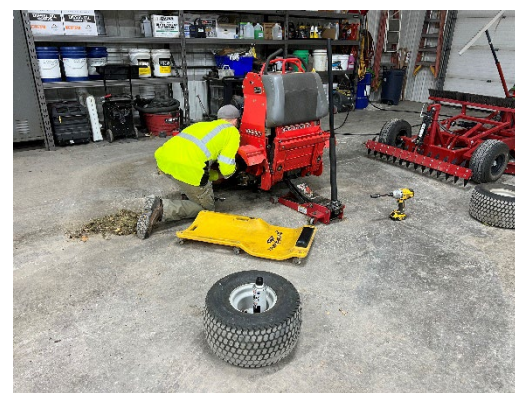
The Parks Department attended the 68th annual Shade Tree Short Course at ISU in Ames on February 21st & 22nd.

Park staff completed annual fire extinguisher training requirements through Target Solutions.

We continue to seek seasonal Park Maintenance Worker employees and have conducted some interviews. We are behind compared to last year in terms of the number of employees hired. We have 4 of the anticipated 12-14 seasonal employees hired for the season.



New sink and hot water heater installed at the Rec Center maintenance building (Old bike shelter).



Equipment maintenance continues.



New watering tank skid built by the Parks Dept.



Penn Meadows Park old playground sand removed and top soil/grass seed added.



Rock and gravel cleanup in landscaping areas.



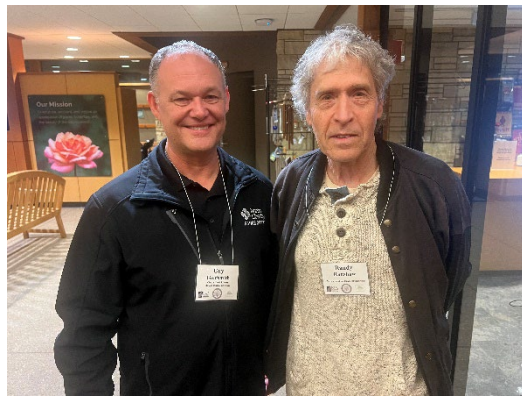
Broken limb removal in the street right-of-way.



Ice Rink removal and tennis/pickleball nets installed. Ready for the season!



Landscaping improvements at the Rec Center.



Parks Staff attended the 68th annual ISU Shade Tree Short Course in Ames. We ran into Randy Ranshaw while there. He was more than happy to give us the back history on the Ranshaw house.