



Parks & Recreation Commission
June 6, 2024, 7:00pm
City Council Chambers, 360 N Main Street, North Liberty, Iowa

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1. Call to Order
2. Approval of Minutes
 - a. Minutes from May 2, 2024 meeting.
3. Board Terms/Openings
 - a. (3) terms expiring June 30, 2024; (9) applications submitted.
 - b. Board appointments made June 11 or 25 at Council Mtg.
 - c. July 2024 – new term begins
4. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions, Concerns, Updates
5. Pool Operations Update
 - a. Indoor Pool remains closed; motor & pump casing replacement, refill, balance, and heat to set temps.
 - b. Outdoor Pool Opening Weekend Summary
 - a. Regular summer hours operations begin June 6
6. Community Input / New Ideas to Share
7. Old Business
8. Next Meeting
 - a. Thursday, July 4 – No Meeting; rescheduled for _____.
9. Adjourn



Parks & Recreation Commission Meeting Minutes

May 2, 2024, 7:00pm

Present: Shelly Simpson, Brian Motley, Tim Hamer, Richard Grugin, Shannon Greene, Nicholas Arnold, Gwen Johnson, Jeremy Parrish, Donglin Chai

1. Call to Order

2. Approval of Minutes: Motion to approve April 4, 2024 minutes: Parrish; Second: Greene. Approved via unanimous consent.

3. Board Openings: Three positions are opening on the Board: Chen, Johnson, Chai terms expire. Applications are due May 23.

3. Reports

Parks Report—Tim Hamer

- Routine maintenance is ongoing. Staff has begun mowing and trimming work. Season employees to begin soon.
- Roundabouts prepared for summer.
- NLCBS has begun at city baseball fields with tournaments each weekend.
- Youth soccer has also begun on fields which have been striped.
- Community garden plots have been tilled and all spaces have been rented for the season.
- Muddy Creek cleanup was April 8. Thank you to The Boy Scouts, Cub Scouts, Greencastle 4H, Tree & Stormwater Board, City Council, residents, and city staff for gathering three truckloads of trash for disposal.
- Guy Goldsmith was involved with City Hall, Next Stage and Fox Run project meetings.
- Fox Run project to begin on June 17 with trail work. Signage will be posted once work has begun.
- Staff assisted moving city staff to new City Hall.
- Community Center tuckpointing bid process is complete. T&T Tuckpointing was awarded the contract. Work is planned to begin in September and complete in October. Bid came in approximately \$10,000 lower.
- Cedar Springs garbage collection was conducted.
- City wide cleanup was completed last week.
- Assisted in gathering concrete bases for 10 Herky on Parade statues in town.
- Department has filled all seasonal employee positions for the summer.
- Johnson inquired about the Dog Park opening. Hamer stated grass is growing and hope is to open the park soon in May. Johnson asked about rotating parts of the park, leaving some closed to help ground recover. Hamer stated that would be ideal but space is limited.
- Parrish asked about new landscaping at City Hall. Hamer stated staff will care for that space, too.

Recreation/Pool Report—Shelly Simpson

- Applications are coming in early for summer pool staff which has helped staffing.
- Summer registration revenue has been positive.
- Staff participated in several trainings this month.
- Community Relations has moved to new City Hall. Rec staff will be occupying that space with some small renovations.
- Upcoming events include the parks crawl and remarkable rigs on May 11 and May 18.
- Outdoor pool is being filled for the summer.
- Membership continues to be about 60% residents, 40% non-residents.

- Arnold inquired whether there is a way for staff to determine whether pool rental costs are covering staff costs for private rentals. Simpson stated the indoor pool breaks even on rental but that the outdoor pool does not.

4. NLCC Fees Proposal

- Simpson presented the revised proposal for the NLCC.
- Chai stated the membership labels – Gold/Silver/Black & Gold are confusing and should be examined and renamed.
- Chai also stated she had received feedback to keep resident & non-resident rates different for daily fees. Motley stated the purpose behind the change is to make it easier for staff to get people into the facility, especially without ID. Arnold stated it's also a lever to encourage people to purchase memberships for cost savings.
- Chai also stated concerns with an increase from \$4 to \$6 have been received. She also asked about how the membership pricing works and why the fees are what they are. She wondered if it makes sense to make them easier to understand – e.g. \$29/\$39/\$49 etc. Simpson stated the pricing is based on how frequently someone is anticipated to use the membership. Motley stated these membership fees will be examined in the near future and noted it's hard to track what type of pass each member uses when they check in vs. where they visit in the facility.
- Johnson provided anecdotal information from residents asking whether there would be an option for a daily family rate. Simpson and Motley stated the family would be better served to buy a membership and get more value. Members also get one hour to the pool daily to themselves.
- Chai asked how long the \$6 daily rate would be in place. Arnold noted that it's been six years since there has been any increase and that the increase is explainable given increased operating costs for the NLCC. Parrish noted that this isn't an annual increase and community members should know that they shouldn't expect to see prices increase every year. Grugin suggested there be information clearly detailing how memberships are the best value for residents who use the facility semi-frequently.
- Johnson reiterated framing memberships as a subscription which you enroll in and then are charged monthly with some form of cancellation process in place. Chai reinforced that point saying it's easier for families. The board unanimously suggested an education campaign for any changes made.
- Grugin reiterated that the topic under consideration is the daily fee currently with other changes to membership coming at a later date.
- Parrish pointed out the pools are very expensive to operate and that North Liberty has a very nice pool. City budget subsidizes a large part of the cost.
- Simpson stated there isn't a formal vote required for the Board but a recommendation to the Council. The board provided unanimous recommendation.

5. Questions, Concerns, Updates

- Last Tuesday the first phase of Next Stage Project was approved and presented to the Council. Project will break ground this summer and open in fall of 2025.
- City Hall opening soon. Next Board meeting will be held there.
- Arnold pointed out the current FY26 city budget calls for the bathroom remodel at the pool and the new parking lot. Simpson stated that those are earmarked funds and will be taken in order of necessity.

5. Community Input / Ideas to Share

6. Upcoming Events

- May 11 – Park Crawl
- May 18 – Remarkable Rigs

7. New Business

8. Old Business

9. Next Meeting

- Thursday, June 6, at 7:00 p.m.

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



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **June 3, 2024**
Re **Monthly Report – May 2024**

May – is the start of our summer season. Activities/programs in our Summer Activity Guide begin this month. May also brings outdoor pool operations, Ashley Mark & Adam have been busy in getting the outdoor pool ready for openings weekend – Memorial Day Weekend. We have limited hours until June 6 as ICCSD is still in session. The indoor pool closed on May 11th due to a motor and pump casing failure, it remains closed until further notice. The Community Relations Department made their move to new City Hall and we continue to make changes to Rec offices within the building.

Upcoming Events:

- June 6 – Outdoor Pool – regular hours begin
- June 8 – Let Love Fly, Binspire Messy Play Date
- June 9 – Free Fishing with TAKO
- Friday Nights – Ranshaw House Concert Series
- Week of June 10 – Summer Camp, Swim Lessons, Summer Lunch & Fun, & Library Summer Reading Program - all begin.
- June 21 - Camp NL, Boat Regatta
- June 23 – Splash Bash Event

Recdesk Database:

Reviewing our Recdesk database; we have 14,494 residents (59%) and 9,931 non-residents (41%) totaling 24,425 individuals. Increase of 313 from last month.

Aqua Programs:

Aqua classes were cut short this month due to closure for motor & pump replacement. Aqua Toning (4), Aqua Boot Camp (10), Aqua Zumba (13), Arthritis MWF (15), Arthritis T TH (15), Easy Does It (12), totaling 69, plus drop-ins. Aqua Program/Class revenue totaled \$ - 459.50 due to class refunds.

Swim Lessons:

Summer Swim lessons will begin in June, and spots filled up quickly. Revenues totaled \$2,849.72.

Leagues/Sports:

Pickleball: Beginner 1.0 lessons had (16) participants.
Pee Wee Soccer had (47) participants.
Sport/Leagues revenues totaled \$2,045.

Recsters BASP Program:

BASP AM – 15 participants, PM – 48 participants.
BASP/Summer Camp revenues this month totaled \$15,705.

Classes/Programs:

Body Blast (3), Hapkido Jujitsu (2), Total Body Sculpt (5), Zumba (5), totaling 15 registered, plus drop-ins.

Tippi Toes Dance classes continue.

Connection Luncheons served (193) meals this month; averaging 38 per date.

Classes/Programs revenue totaled \$7,129.50.

Pools: This month, Season Pool Pass revenues totaled \$4,365.50; Daily Pool Fees totaled \$3,595; Pool Rentals totaled \$796.88, and Concessions revenues totaled \$847.25.

Weight & Exercise Area / Track:

Weight fee revenues totaled \$11,476; Split membership revenues totaled \$5,397.

We had 3,156 active memberships for the month.

We had 1,512 point of sale transactions for the month.

Rentals:

Gymnasium Rental revenues totaled \$3,270; Community Center Rental revenues totaled \$2,115.62; Shelter rental revenues totaled \$405; Field Rental/Tennis Courts revenues totaled \$4,483.33.

Revenues:

Revenues for the month totaled \$55,714..51.

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

Revenue By Period - GL Account Summary

Start Date: **5/1/2024 12:00 AM** End Date: **5/31/2024 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													
1,693.21	1,693.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,782.96	0.00	-4,089.75	
001-0000-4310-01 - Pool Rentals													
796.88	760.88	0.00	0.00	1,200.00	1,164.00	0.00	0.00	0.00	50.00	0.00	-453.13	0.00	
001-0000-4310-02 - Community Center Rentals (Room Rental)													
2,115.62	2,051.04	50.00	0.00	2,152.50	2,087.92	0.00	0.00	0.00	60.00	0.00	-146.87	0.00	
001-0000-4310-03 - Gymnasium Rentals													
3,270.00	3,168.30	0.00	0.00	3,390.00	3,288.30	0.00	0.00	0.00	0.00	0.00	-120.00	0.00	
001-0000-4310-04 - Shleter Rental													
405.00	393.60	25.00	0.00	380.00	368.60	0.00	0.00	0.00	15.00	0.00	-15.00	0.00	
001-0000-4310-05 - Field Rentals/Tennis Courts													
4,483.33	4,348.83	0.00	0.00	4,483.33	4,348.83	0.00	0.00	0.00	3,520.00	0.00	-3,520.00	0.00	
001-0000-4500-10 - Weight Fees													
11,476.00	11,207.27	2,494.00	0.00	8,957.50	8,688.77	0.00	0.00	0.00	28.50	0.00	-4.00	0.00	
001-0000-4500-11 - Class/Programs													
7,129.50	6,936.73	1,398.00	15.00	6,425.50	6,232.73	0.00	0.00	0.00	245.00	0.00	-954.00	0.00	
001-0000-4500-12 - League Fees													
2,045.00	1,971.23	40.00	0.00	2,459.00	2,385.23	0.00	0.00	0.00	36.00	0.00	-490.00	0.00	
001-0000-4500-13 - Before/After School													
15,705.00	15,199.50	0.00	1,770.00	16,850.00	16,344.50	0.00	0.00	0.00	0.00	0.00	-2,915.00	0.00	

Revenue By Period - GL Account Summary

Start Date: **5/1/2024 12:00 AM** End Date: **5/31/2024 11:59 PM**

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

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

001-0000-4500-19 - Season Pool Pass												
4,365.50	4,237.42	33.50	0.00	4,269.00	4,140.92	0.00	0.00	0.00	85.50	0.00	-22.50	0.00
001-0000-4500-20 - Daily Pool Fees												
3,595.00	3,535.45	1,610.00	0.00	1,985.00	1,925.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-21 - Swim Lessons												
2,849.72	2,687.01	60.00	0.00	5,423.75	5,261.04	0.00	0.00	0.00	31.25	0.00	-2,665.28	0.00
001-0000-4500-22 - Aquatic Program/Classes												
-459.50	-480.78	223.00	0.00	708.50	687.22	0.00	0.00	0.00	13.50	0.00	-1,404.50	0.00
001-0000-4760 - Pool Concessions												
847.25	839.90	604.50	0.00	242.75	235.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Split - Membership - Black & Gold												
5,397.00	5,247.87	345.00	81.00	4,971.00	4,821.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65,714.51	63,797.46	6,883.00	1,866.00	63,897.83	61,980.78	0.00	0.00	\$0.00	4,084.75	5,782.96	-12,710.28	-4,089.75

** 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: May 2024

Today is Tuesday, June 4, 2024

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

Time Period: Last 30 Days

Top 5 Programs - Registrations

Program	Registrations
Connections Lunch 2024 05/10	30
Connections Lunch 2024 05/17	25
Connections Lunch 2024 06/07	20
Connections Lunch 2024 06/07	15
Connections Lunch 2024 06/07	10

Top 5 Programs - Revenue

Program	Revenue
Reesters Summer Camp WK 1	\$1,100
Reesters Summer Camp WK 7	\$1,100
Fall Outdoor Soccer-Hybrid 1st...	\$1,100
Reesters Summer Camp WK 7	\$1,100
Fall Outdoor Soccer-Hybrid 1st...	\$1,100

Total Program Registrations

493

- Online: 280
- In-house (In Person): 213

Total Receipts

\$67,621.58

- RecDesk Credit Card: [\\$54,175.83](#)
- Cash: [\\$7,670.50](#)
- Household Credit: [\\$3,999.25](#)
- Check: [\\$1,776.00](#)
- Refunds: [\\$14,210.78](#)

Invoices - Balance Due

- Open: [\\$89,380.99](#)
- Overdue: [\\$5,034.75](#)

Alerts & Notices

Membership Counts; May 2024:

Membership Counts (By Period)

Time Range	From Date	To Date
Last Month	5/1/2024	5/31/2024

Summary By Month

	May, 2024
New Primaries	249
All New	348
Primary Renewals	106
All Renewals	142
Active Primaries	2232
All Active	3156

Organization Activity; May 2024:

Organization Activity

From 5/5/2024 to 6/4/2024

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	493	96	572	5592	284	1512
Resident	312	61	443	3780	146	
Non-Resident	181	35	129	1812	138	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	304	0	232	834	113	
18 - 65	50	88	283	2980	149	
65+	139	7	57	1778	22	
Male	217	45	323	3720	122	
Female	276	51	249	1871	162	
Other Genders	0	0	0	1	0	
Online vs In-House						
Online	280	4	27	N/A	170	
In-Person	213	92	545	N/A	114	

Database Breakdown:

Residents: 14,494
Non-residents: 9,931
Total Database: 24,452

North Liberty (Residents) 14,491 (Outside city limits – 909)
Iowa City 2,332
Coralville 2,177
Tiffin 1,149
Solon 916
Oxford 207
Other 2,241



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

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

Date **June 5, 2024**

Re **Monthly Report**

We performed various building maintenance tasks as needed this month. We installed a boot scrapper at the new City Hall building. We installed two new information kiosks at the tennis/pickleball courts. We helped the aquatics center construct a new pool filtration structure in the indoor pool filter pit.

We maintained equipment as needed this month performing preventative maintenance and making repairs to ball field maintenance, mowing, trimming, and landscaping equipment.

We continue to pick up park/trail trash receptacles and pet waste stations as needed this month. Usage remains high due to residents getting out and utilizing our parks system.

We continue to maintain ball fields and facilities. Fields have been very busy during the week and on weekends with scheduled tournaments. Our sports field maintenance team continues to provide weekly field maintenance as well as soccer field maintenance and line painting.

Mowing and trimming has been a challenge this month due to the abundance of rain and lack of seasonal employee help. It has been getting better since the arrival of more employees.

Most of our staff time was spent on landscape maintenance this past month. This is the time of year when weed pressure in our landscape areas require additional time and effort to maintain. Our staff planted approximately 100 planter boxes with annuals at Liberty Centre Pond, bike trail and tunnel, Rec Center and Heyn's Ice Cream frontage. The planters require daily watering.

Red Fern Dog Park turf grass seeding in late March continues to fill in and is beginning to shape up nicely. We are very happy with the results.

There was a car accident at the Front and Penn Street roundabout landscaping resulting in \$2000 estimated damage. We will make repairs to the roundabout landscaping as time allows.

Park staff attended "Stop the Bleed" tourniquet training on May 21st.

I would like to thank Heritage Christian School and students for their service work completed in our parks on May 3rd. Students & teachers assisted Parks Staff with mulching trees at Penn Meadows Park, Creekside Park and removing sticks and limbs at Cornerstone Park. Much appreciation goes out to the students & teachers for their "Service Day of Work".

We installed the Liberty Centre Pond fountain and completed preventive maintenance to the waterfall area.

Parks staff completed preventive maintenance to the Penn Meadows Splash Pad in preparation of the Memorial Day Opening. Everything is working great.

Parks staff participated in the Remarkable Rigs event on May 18th. The kids enjoyed sitting on the equipment. Staff had a great time showcasing our equipment.

Parks staff inspected and prepared our playground areas ahead of the "Playground Crawl" event held on May 11th.

I would like to thank the Liberty High School Construction Tech class and instructor, Micah Casper who built us a new mechanical shed at the Community gardens. This was a great opportunity and partnership with the school. We have been working with the school on a variety of city park improvement projects over the past 3 years. We supply the materials, and they construct it.

I participated in the joint Neighborhood Ambassadors meeting hosted at the North Liberty Police Department on May 1st.

Planning and preparation continue for the July 13th Blues & BBQ celebration.



Boot scraper installed at City Hall.



Info kiosk installed at the Tennis/Pickleball courts.



Filtration structure replacement at the indoor pool mechanical room.



Liberty Centre Park planter boxes planted with annuals and weekly watering.



Red Fern Dog Park turf grass improvements.



Car accident at the Front Street and Penn Street roundabout.



Penn Meadows Park splash pad and Liberty Centre Pond fountain start-up for the season.



Heritage Christian students “Service Day of Work” at Cornerstone Park.



Parks Department staff & equipment at the “Remarkable Rigs” event at Centennial Park.



Parks Department staff & equipment at the “Remarkable Rigs” event at Centennial Park.



Parks Department inspected our playground and prepared for the May 11th playground crawl.



Liberty High School Construction Tech students pouring the concrete foundation pad for the new shed at the Community Gardens site next to Penn Meadows Park.



The new shed was constructed by Liberty High School Construction Tech students and their instructor, Micah Casper.