



**Parks & Recreation Commission**  
**September 5, 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 August 8, 2024 meeting.
3. Reports
  - a. Parks Report
  - b. Recreation/Pool Report
  - c. Questions, Concerns, Updates
4. Community Input / New Ideas to Share
5. Old Business
6. Next Meeting
  - a. Thursday, October 3, 2024
7. Adjourn



**Parks & Recreation Commission Meeting Minutes**  
**August 8, 2024, 7:00pm**

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

1. Call to Order

2. Approval of Minutes: Motion to approve June 6, 2024 minutes: Johnson; Second: Greene. Approved via unanimous consent.

3. New Board Member Welcome: Commission welcomed Kevin Smith to the Board.

4. Commission Positions: Commission unanimously selected Grugin to continue to serve as Chair, Greene to continue to serve as Vice Chair, and Arnold to continue to serve as Secretary.

3. Reports

Parks Report – Tim Hamer

- Parks staff continued with parks maintenance and completed work on community gardens shed, and work at outdoor pool.
- Staff completed clean up at Owen Skelley Field after City fireworks display.
- Regular maintenance of City recreation fields
- Splash pad at Penn Meadows has been closed for maintenance but will re-open by September 1 and remain open as long as weather allows.
- Johnson sought clarity regarding the new playground structures being placed in Fox Run and Hamer advised where those were being placed.
- Staff assisted in Blues & BBQ preparation, set up, tear down and parking of vehicles. Greene mentioned that the parking was very well done and organized.
- Touch up work was completed at City Hall with addition of new sod and grading of the area.
- The old playground at Penn Meadows was removed as it had reached the end of its life expectancy after 27 years. The swing set structure will be repurposed and used elsewhere.
- Fox Run Park project is well underway and the playground will be installed beginning August 20.
- Grugin expressed thanks to Liberty High students for assistance on completing the shed project.
- Staff is working on some dead tree clean up around town. There will be another 10-12 trees planted at the end of September in Penn Meadows Park.
- Greene asked about the work on the roundabout on Fairview Lane. Hamer stated that work is still planned for this fall.
- Arnold asked what plans were in the works for the old playground at Penn Meadows. Hamer stated the plan, pending approval is to create a full court concrete basketball court. There are no plans currently for lighting that space or for sport court finishing.
- Chai inquired about a slide that had been cracked at Centennial Park. Hamer stated staff replaced that piece upon notification. Grugin reminded the public to let City staff know of similar issues they might see so they can be addressed.
- Arnold asked if field condition post-summer was in better shape due to the changes in pricing and fees this year. Hamer and Motley stated they were in good shape but not noticeably better shape.

- Hamer advised the out building near the Community Center has been completed and is now a workshop area for Center staff to complete projects.
- Chai asked about a large dumpster that was left in Centennial Park after Blues & BBQ. Hamer stated LRS mistakenly left that longer than it should have been. It was removed.

#### Recreation/Pool Report—Shelly Simpson

- Simpson stated pool operations were resolved after pump failure at the indoor pool and subsequent underwater light issue, followed by some heater issues.
- Programming continued strongly for aqua classes/programs throughout the summer. Pool issues did contribute to juggling of programs and classes from indoor to outdoor pools.
- Greene asked about revenue from aqua classes being negative. Simpson stated pool issues caused some programs to be cancelled resulting in a negative number. Arnold asked whether this was a significant financial issue and Simpson advised staff was able to move most programs around to avoid cancelations.
- Youth lessons continued throughout the summer and were successful. Motley advised limited gym space in the fall restricts how much programming can be offered.
- Arnold asked what kind of balance is sought between leagues/programming and open gym space for the community. Motley stated staff attempts to keep one gym open to the public whenever possible.
- Simpson said youth summer day programs continued strong through the summer.
- The “Messy Play Date” for young children has been popular. It’s a sensory play activity for children using mud, water, paint, etc.
- Tippiie Toes dance lessons had 45 participants
- Senior Connection lunches served 145 people over the month, about 36 per lunch.
- Euchre Tournament had 9 teams this summer and more are planned.
- Simpson pointed to strong pool and gym memberships for the summer.
- Friday, August 16 in North Liberty Community Night at the Cedar Rapids Kernels. Tickets will be available at the Community Center for the public.
- Motley stated staff is working on the duct socks in the indoor pool to keep them in place due to wear over time as well as the acoustic panels.
- Gym floors will be refinished next week, closing the gyms for two days.
- Simpson reminded the community that pool hours will be limited from August 23 – September 1 with the pool closing on September 2.
- Fall Activity Guide was issued in July and registration opened this week for programs and registration has started strong. Registration opens at 6:00 a.m. on the registration open date. That time is tied to the Center’s hours of operation.

#### 5. Questions, Concerns, Updates

- Greene and Johnson pointed out the Community Center is aging and asked whether there is a plan for a large scale renovation of the space. Simpson stated that it’s under consideration but City priorities are the new fire station and Centennial Park. Arnold pointed out space is a premium at the current site so expansion could be difficult.
- Parking lot construction will be conducted soon and completed in stages to allow for continued access to the building.
- Grugin mentioned that there are 14,000+ people in the database for the Community Center which is over half the population.
- Johnson asked whether there was any push back on daily rate increases for the Pool. Staff stated there was not. Arnold asked whether it resulted in an increase in memberships. Simpson said there was an uptick in June for monthly memberships but not a significant increase in annual memberships.
- Johnson asked whether community ambassadors were aware of the changes and updates with the Community Center. Simpson stated she has met with them in the past and they are always welcome to connect with her with questions or concerns.

- Chai asked for clarification on how community members can use space at the Community Center for programming. Simpson stated contract programming forms can be submitted and she will try to find space for the program and include that in Center materials. The contractor receives 70% of the revenue while the City keeps 30%. Simpson said in order to be included in the Winter/Spring activity guide contractors should have information to her by early October.
- Both Grugin and Johnson said the dog park looks amazing and encouraged community members to keep the park looking nice for all.
- Johnson reminded the community to be careful on the roads around our City parks to avoid accidents and to be aware of children crossing in those crosswalks.

Community Input / Ideas to Share

- None
5. Upcoming Events
    - North Liberty Community Night at the Kernel, August 16
  6. New Business
  7. Old Business
  8. Next Meeting
    - a. Thursday, September 5 at 7:00 p.m.
  9. Adjourn Motion: Johnson; Second: Arnold. None opposed.



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

It's the end of August – where did summer go? This month was a busy registration month for Fall programs offered September thru December, 2024. August is a busy time for many (including staff) to take vacations before school begins or sometimes the week of school to get the kinks worked out as kiddos start back to school, activities, and sports. Work began on the Community Center exterior tuckpointing and painting. All Community Center Staff training was held August 30.

**Recdesk Database:**

Reviewing our Recdesk database; we have 15,041 residents (59%) and 10,462 non-residents (41%) totaling 25,503 individuals. Increase of 434 from last month.

**Aqua Programs:**

Aqua classes resumed. Aqua Zumba (13), Arthritis MWF (15), Arthritis T TH (15), totaling 43, plus drop-ins.

Aqua Program/Class revenue totaled \$6,447.00.

**Swim Lessons:**

Summer Swim lessons concluded. Registration for September session began this month.

Revenues totaled \$23,100.00.

**Leagues/Sports:**

Some youth leagues begin this month such as Fall Outdoor Soccer (123), Supreme Flag Football (145) and Supreme Volleyball (147)

Sport/Leagues revenues totaled \$9,795.00.

**Recsters BASP Program:**

Summer Camp & Rec Ramblers concluded this month.

Fall BASP begins August 23 with AM (20) and PM (50) totaling 70 kids.

BASP/Summer Camp revenues this month totaled \$7,365.00

**Classes/Programs:**

Binspire Messy Play Date had (13) participants.

Aerobics Classes: Body Blast (4), Total Body Sculpt (7), Zumba (5), Morning Refresh Yoga (2), Taiji (3), JiuJitsu (2) totaling 23 registered, plus drop-ins.

Connection Luncheons served (138) meals this month; with one date canceled due to city training.

Classes/Programs revenue totaled \$35,848.00.

**Special Events/Programs:**

Special events held this month included Swim Storytime - 8/9; Messy Play Date – 8/10; CR Kernels Game – 8/16; Street Dance – 8/17 and School Year begins 8/23.

**Pools:** This month (August), Season Pool Pass revenues totaled \$3,826; Daily Pool Fees totaled \$35,920; Pool Rentals totaled \$2,212.50, and Concessions revenues totaled \$9,790. Last day of Outdoor Pool was September 1<sup>st</sup>.

**Weight & Exercise Area / Track:**

Weight fee revenues totaled \$11,967.99; Split membership revenues totaled \$5,954.50

We had 3,921 active memberships for the month.

We had 5,017 point of sale transactions for the month.

**Rentals:**

Gymnasium Rental revenues totaled \$1,398.7560; Community Center Rental revenues totaled \$2,725; Shelter rental revenues totaled \$262.50; Field Rental/Tennis Courts revenues totaled \$6,198.50.

**Revenues:**

Revenues for August totaled \$161,708.74.

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

# Revenue By Period - GL Account Summary

Start Date: **8/1/2024 12:00 AM**      End Date: **8/31/2024 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>
<b>000 - Household Credit Account</b>												
<b>-1,283.00</b>	<b>-1,283.00</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,188.50	0.00	-2,471.50
<b>001-0000-4310-01 - Pool Rentals</b>												
<b>2,212.50</b>	<b>2,153.62</b>	0.00	250.00	1,962.50	1,903.62	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>												
<b>2,725.00</b>	<b>2,644.14</b>	0.00	0.00	2,695.00	2,614.14	0.00	0.00	0.00	40.00	0.00	-10.00	0.00
<b>001-0000-4310-03 - Gymnasium Rentals</b>												
<b>1,398.75</b>	<b>1,369.95</b>	0.00	438.75	960.00	931.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4310-04 - Shleter Rental</b>												
<b>262.50</b>	<b>253.11</b>	0.00	0.00	312.50	303.11	0.00	0.00	0.00	0.00	0.00	-50.00	0.00
<b>001-0000-4310-05 - Field Rentals/Tennis Courts</b>												
<b>6,198.50</b>	<b>6,069.09</b>	0.00	1,890.00	4,313.50	4,184.09	0.00	0.00	0.00	0.00	0.00	-5.00	0.00
<b>001-0000-4500-10 - Weight Fees</b>												
<b>11,967.99</b>	<b>11,693.88</b>	2,338.00	713.00	9,137.00	8,862.89	0.00	0.00	0.00	88.00	0.00	-308.01	0.00
<b>001-0000-4500-11 - Class/Programs</b>												
<b>35,848.00</b>	<b>34,766.94</b>	743.00	0.00	36,034.25	34,953.19	0.00	0.00	0.00	443.75	0.00	-1,373.00	0.00
<b>001-0000-4500-12 - League Fees</b>												
<b>9,795.00</b>	<b>9,485.89</b>	0.00	375.00	10,303.75	9,994.64	0.00	0.00	0.00	106.25	0.00	-990.00	0.00
<b>001-0000-4500-13 - Before/After School</b>												
<b>7,365.00</b>	<b>7,151.40</b>	0.00	260.00	7,120.00	6,906.40	0.00	0.00	0.00	100.00	0.00	-115.00	0.00

# Revenue By Period - GL Account Summary

Start Date: **8/1/2024 12:00 AM** End Date: **8/31/2024 11:59 PM**

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

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

<b>001-0000-4500-19 - Season Pool Pass</b>												
3,826.00	3,713.50	38.00	0.00	3,750.00	3,637.50	0.00	0.00	0.00	38.00	0.00	0.00	0.00
<b>001-0000-4500-20 - Daily Pool Fees</b>												
35,920.00	35,223.25	12,479.00	204.00	23,225.00	22,528.25	0.00	0.00	0.00	12.00	0.00	0.00	0.00
<b>001-0000-4500-21 - Swim Lessons</b>												
23,100.00	22,396.09	360.00	0.00	23,463.00	22,759.09	0.00	0.00	0.00	467.00	0.00	-1,190.00	0.00
<b>001-0000-4500-22 - Aquatic Program/Classes</b>												
6,447.00	6,295.02	413.00	0.00	5,064.50	4,912.52	0.00	0.00	0.00	1,088.50	0.00	-119.00	0.00
<b>001-0000-4760 - Pool Concessions</b>												
9,790.00	9,660.26	5,514.00	0.00	4,276.00	4,146.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>NONE - Unassigned</b>												
181.00	175.75	1.00	0.00	175.00	169.75	0.00	0.00	0.00	5.00	0.00	0.00	0.00
<b>Split - Membership - Black &amp; Gold</b>												
5,954.50	5,777.66	60.00	0.00	5,894.50	5,717.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>161,708.74</b>	<b>157,546.55</b>	21,946.00	4,130.75	138,686.50	134,524.31	0.00	0.00	\$0.00	2,388.50	1,188.50	-4,160.01	-2,471.50

\*\* Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

## Sales Tax

		DEBITS									CREDITS	
<b>**Gross</b>	<b>**Net</b>	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: August 2024

Today is Tuesday, September 3, 2024

Home

Recent Registrations

Recent Reservations

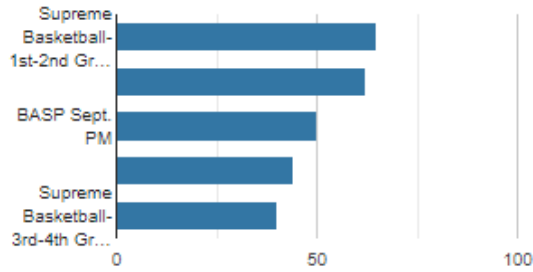
Recent Memberships

Recent Members

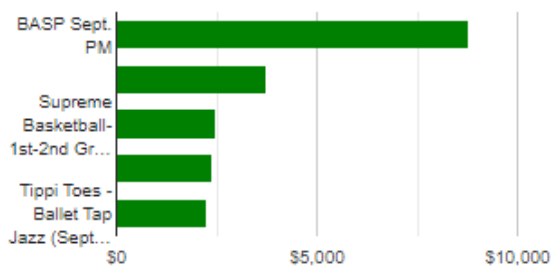
CRM+

Time Period: Last 30 Days

Top 5 Programs - Registrations



Top 5 Programs - Revenue



## Total Program Registrations

1844

Online: 1506  
In-house (In Person): 338

## Total Receipts

\$168,517.00

RecDesk Credit Card: \$144,148.75  
Cash: \$18,486.50  
Check: \$3,541.75  
Household Credit: \$2,340.00

## Refunds

\$4,042.01

## Invoices - Balance Due

Open: \$84,417.22  
Overdue: \$6,912.50

## Alerts & Notices

## Membership Counts; August 2024:

### Membership Counts (By Period)

Time Range	From Date	To Date
Custom Date Range	08/01/2024	08/31/2024

### Summary By Month

	Aug, 2024
New Primaries	263
All New	351
Primary Renewals	89
All Renewals	134
Active Primaries	2555
All Active	3921

Organization Activity; August 2024:

## Organization Activity

From 8/4/2024 to 9/3/2024

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
<b>All</b>	1843	106	430	6828	413	5017
<b>Resident</b>	1403	58	299	4727	186	
<b>Non-Resident</b>	440	48	131	2101	227	
<b>No Residency Set</b>	0	0	0	0	0	
<b>Demographics</b>						
<b>&lt; 18</b>	1444	0	155	1482	199	
<b>18 - 65</b>	159	102	224	3464	192	
<b>65+</b>	240	4	51	1882	22	
<b>Male</b>	868	47	266	4412	189	
<b>Female</b>	975	59	164	2416	223	
<b>Other Genders</b>	0	0	0	0	1	
<b>Online vs In-House</b>						
<b>Online</b>	1506	6	25	N/A	322	
<b>In-Person</b>	337	100	405	N/A	91	

**Database Breakdown:**

Residents: 15,041  
 Non-residents: 10,462  
 Total Database: 25,503

North Liberty (Residents) 15,041 (Outside city limits – 949)  
 Iowa City 2,487  
 Coralville 2,271  
 Tiffin 1,196  
 Solon 966  
 Oxford 214  
 Other 2,379



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

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

Date **Sept 4, 2024**

Re **Monthly Report**

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We performed various building maintenance tasks as needed this month. We painted the door on the concessions/restroom facility at Penn Meadows Park.

We maintained equipment as needed this month, performing preventative maintenance and repairing 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.

Our sports field maintenance team continues to provide weekly field maintenance. Fall soccer has begun so in preparation, Parks staff set up our soccer fields and painted field marker lines.

We continue to mow and trim our parks and grounds. Mowing and trimming has been a challenge due to all the moisture we have received this past month.

We aerated the outdoor pool grass beach area to alleviate soil compaction.

Our landscaping crew has been very busy maintaining landscaping areas this past month. We continue to monitor all new plants and trees daily for moisture content and plant health.

Our forestry crew continues to remove dead and declining trees. The big brush pile where we take all our tree debris is in the process of being turned into wood mulch by a contractor that specializes in tree and brush processing.

The Fox Run Trail Improvements Project is nearing completion. The new playground has been installed and all that remains is installing the pour in place rubber surfacing. Park staff graded the entire area around the new trail and playground in preparation of turfgrass seeding.

The new outdoor basketball court at Penn Meadows Park has been finished. Park staff installed the goals & hoops, benches and graded and seeded the area. This project went very well.

We closed the Penn Meadows Park north playground and splash pad during the month of August. Both the playground and splash pad received a new pour in place rubber surfacing. The Parks Department spent most of the month preparing the area. We dug out the old wood mulch surface, installed drainage tile, and added 320 tons of compacted rock to prepare for the new surface.

We repaired one of the rock-climbing boulders at Centennial Park due to vandalism.

I attended multiple meetings with Shive Hattery this past month. The Fox Run Park Improvement Project and Centennial Park events Center progress meeting.



Landscaping maintenance. Tree removals.



Tree Removals and tree & brush mulch processing.



Fox Run Park new playground installation.





Fox Run Park new playground installation & grading.



New basketball court at Penn Meadows Park.



New hoops and park benches installed at Penn Meadows Park.





Grading and seeding at the new basketball court.



Park staff preparing the Penn Meadows playground and splash pad for a new surface.



Park staff installing new ADS drainage tile and compacted rock base Penn Meadows Park.





Park staff removing the old splash surface and expanding the splash pad with concrete.



New surface on the Splash pad and Playground.



Rock boulder repair at Centennial Park due to vandals.



Penn Meadows Park old playground removal.



Fox Run Park Improvement Project. New concrete trail and playground area.