



Parks & Recreation Commission
Nov. 7, 2024, 7 p.m.
City Council Chambers, 360 N. Main St., North Liberty, Iowa

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1. Call to Order
2. Approval of the Agenda
3. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions, Concerns, Updates
4. Girl Scout Dog Park Project
5. Community Input/New Ideas
6. Old Business
7. Next Meeting
 - a. Thursday, Dec. 5, 2024
8. Adjournment



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

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

Date **November 4, 2024**

Re **Monthly Report**

We performed various building maintenance tasks as needed this month. T&T tuckpointing has finished painting the north and west elevations of the Rec Center building.

We maintained equipment as needed this month by performing preventative maintenance, repairing mowing, trimming, and landscaping equipment.

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

Our sports field maintenance team performed weekly soccer field maintenance this past month. Fall soccer season has now concluded for the year.

Parks Staff removed the old ballfield backstop at Koser Park to make way for the installation of the new enhanced backstop. D&N Fence from Cedar Rapids is currently installing the new backstop. The backstop should be completed in the next two weeks.

Parks staff mowed and trimmed our parks and grounds as needed. Mowing is now nearing the end. We finished fall native prairie mowing for the season.

We continue to water all new plants and trees as needed as well as older landscaping areas that require more frequent watering.

We continue to remove dead or declining trees and are currently performing our annual fall tree pruning in our parks. This is the best time of year to prune trees because they are dormant for the season. We will continue pruning as time/weather permits.

The Penn Meadows Park splash pad, and all park restrooms have been winterized for the season.

Liberty Centre irrigation and fountain have been winterized for the season.

The outdoor pool irrigation has been winterized for the season.

Parks Staff attended the Aquatic, Forest, and Roadside Pest Management Re-Certification Applicator Class on October 16th at the Johnson County Extension Office. This is required annually to maintain our state pesticide and herbicide licenses.

Parks Staff assisted the IDNR Fishery Management team with the release of 2000 rainbow trout at Liberty Centre Pond on October 25th. The trout arrived from the state hatchery near Manchester, Iowa. The release of the trout will give anglers local fishing opportunities at Liberty Centre Pond this fall. All IDNR fishing regulations will be enforced. There were many anglers fishing the day of the trout release.

The Parks Department planted 10 new trees at Penn Meadows which was in part funded by the Mid-American *Trees Please* grant that we received this past spring. The trees will provide future shade around the Owen Skelly baseball field.

We have three Parks employees in training that will attend the upcoming CDL truck driving class in Mason City on October 6th and 8th.

I attended multiple meetings with Shive Hattery this past month. Centennial Park progress meetings and the Freedom Park connecting trail project. Freedom Park is currently in the 100% design review phase and slated to go out for bid in December.

Country Landscapes, Inc from North Liberty was awarded the contract for the upcoming Liberty Centre Pond stone outcropping repair. Work is slated to begin in December and hopefully finish up early spring.

We installed a new trail crossing on Stone Creek Circle in the Fox Valley subdivision.



Soccer field maintenance.



Tree removals continue.



Annual prairie cut down.



Koser Park Ball field backstop removal.



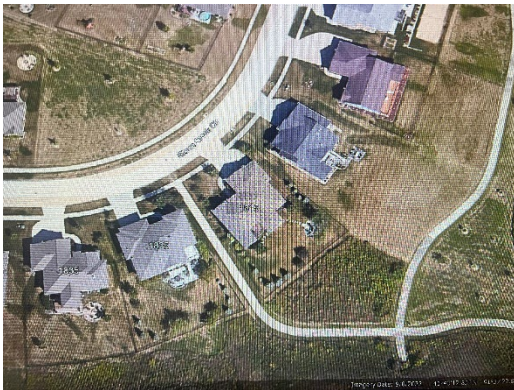
DNR Trout stocking on October 25th.



Mid American *Trees Please* grant tree planting at OS field Penn Meadows Park.



Parks staff practicing for the CDL truck driving class in Mason City.



New trail crossing on Stone Creek Circle in the Fox Valley Subdivision.



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **October 29, 2024**
Re **Monthly Report – October 2024**

October is highlighted with special events. The Halloween Moonlight Walk around Liberty Centre was a huge turnout as the weather was wonderful and Matt M does an excellent job with this event. Matt F offered Pumpkin Painting/Carving and had 10 registered. Ashley and pool staff held two divisions of our Pumpkin Float event with 59 participants in each division. Staff was offered flu shots at end of the month.

Recdesk Database:

Reviewing our Recdesk database; we have 15,195 residents (59%) and 10,690 non-residents (41%) totaling 25,885 individuals. Increase of 207 from last month.

Aqua Programs:

Aqua classes continue to have a great following. Aqua Boot Camp (9), Aqua Dance Fusion (13), Aqua Zumba (11), Arthritis MWF (15), Arthritis T TH (15), Easy Does It (17), Water Resistance (5) totaling 85, plus drop-ins.

Aqua Program/Class revenue totaled \$1,767.00.

Swim Lessons:

Swim lessons continued this month.

Revenues totaled \$3,230.00.

Leagues/Sports:

Some youth sports concluded this month, as others continued.

Pee Wee Soccer had (42) participants.

Youth Competitive Basketball began with (19) teams.

Adult Co-ed Volleyball and Basketball leagues continue.

Sport/Leagues revenues totaled \$375.00.

Recsters BASP Program:

BASP (Oct) has AM (20) and PM (50), totaling 70 kids.

All-Days: Four dates averaged 20 participants each day.

BASP revenues this month totaled \$13,665.00

Classes/Programs:

Tippi Toes Dance: Baby Ballet (20), Ballet Tap Jazz (24), Poms/Hip Hop (8), Tippi Pro (8) and Toddler & Me (14), totaling 74 dancers.

Aerobics Classes: Body Blast (7), Total Body Sculpt (4), Zumba (4), Vinyasa Yoga (1), Taiji (1), Jiu-jitsu (2), totaling 19 registered, plus drop-ins.

Connection Luncheons served (150) meals this month.

Classes/Programs revenue totaled \$12,117.00.

Special Events/Programs:

Halloween Moonlight Walk – Oct 11; Huge turnout, great weather.

Pumpkin Painting/Carving – Oct 16; (10) participants.

Pumpkin Float – Oct 27; Ages 1-5 (59) participants; Ages 6-10 (59) participants.

Pools: This month, Season Pool Pass revenues totaled \$3,454; Daily Pool Fees totaled \$1,516; Pool Rentals totaled \$1,250, and Concessions revenues totaled \$-0-.

Weight & Exercise Area / Track:

Weight fee revenues totaled \$12,843; Split membership revenues totaled \$2,642

We had 3,156 active memberships for the month.

We had 926 point of sale transactions for the month.

Rentals:

Gymnasium Rental revenues totaled \$1,115; Community Center Rental revenues totaled \$3,161.25; Shelter rental revenues totaled \$50, Field Rental/Tennis Courts revenues totaled \$7,102.67.

Revenues:

Revenues for October (Oct 1-27) totaled \$64,639.37.

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

Revenue By Period - GL Account Summary

Start Date: **10/1/2024 12:00 AM** End Date: **10/27/2024 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												
-318.55	-318.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	526.75	0.00	-845.30
001-0000-4310-01 - Pool Rentals												
1,250.00	1,216.25	0.00	125.00	1,125.00	1,091.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-02 - Community Center Rentals (Room Rental)												
3,161.25	3,066.44	30.00	20.00	3,160.00	3,065.19	0.00	0.00	0.00	0.00	0.00	-48.75	0.00
001-0000-4310-03 - Gymnasium Rentals												
1,115.00	1,082.75	40.00	0.00	1,075.00	1,042.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-04 - Shleter Rental												
50.00	48.50	0.00	0.00	50.00	48.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-05 - Field Rentals/Tennis Courts												
7,102.67	6,895.02	0.00	0.00	6,921.67	6,714.02	0.00	0.00	0.00	181.00	0.00	0.00	0.00
001-0000-4500-10 - Weight Fees												
12,843.00	12,495.18	1,355.00	315.00	11,594.00	11,246.18	0.00	0.00	0.00	35.00	0.00	-456.00	0.00
001-0000-4500-11 - Class/Programs												
12,117.00	11,763.25	870.00	45.00	11,791.50	11,437.75	0.00	0.00	0.00	170.50	0.00	-760.00	0.00
001-0000-4500-12 - League Fees												
375.00	375.00	0.00	375.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-13 - Before/After School												
13,665.00	13,254.30	0.00	335.00	13,690.00	13,279.30	0.00	0.00	0.00	0.00	0.00	-360.00	0.00

Revenue By Period - GL Account Summary

Start Date: **10/1/2024 12:00 AM** End Date: **10/27/2024 11:59 PM**

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

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

001-0000-4500-19 - Season Pool Pass												
3,454.00	3,359.61	258.00	38.00	3,146.20	3,051.81	0.00	0.00	0.00	49.80	0.00	-38.00	0.00
001-0000-4500-20 - Daily Pool Fees												
1,616.00	1,584.86	572.00	0.00	1,038.00	1,006.86	0.00	0.00	0.00	6.00	0.00	0.00	0.00
001-0000-4500-21 - Swim Lessons												
3,230.00	3,124.85	230.00	30.00	3,505.00	3,399.85	0.00	0.00	0.00	110.00	0.00	-645.00	0.00
001-0000-4500-22 - Aquatic Program/Classes												
1,767.00	1,737.37	757.50	0.00	986.50	956.87	0.00	0.00	0.00	23.00	0.00	0.00	0.00
NONE - Unassigned												
570.00	570.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-30.00	0.00
Split - Membership - Black & Gold												
2,642.00	2,570.84	0.00	0.00	2,372.00	2,300.84	0.00	0.00	0.00	270.00	0.00	0.00	0.00
64,639.37	62,825.67	4,112.50	1,883.00	60,454.87	58,641.17	0.00	0.00	\$0.00	845.30	526.75	-2,337.75	-845.30

** 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: October 1-27, 2024

Today is Tuesday, October 29, 2024

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

Time Period: Last 30 Days

Top 5 Programs - Registrations

Program	Registrations
Floating Pumpkin	~60
Patch: Age...	~58
BASP Oct. PM	~50
Connections 10/18	~40
Lunch 2024	~35

Top 5 Programs - Revenue

Program	Revenue
BASP Oct. PM	~\$15,000
BASP Oct. AM	~\$2,000
Supreme Basketball-3rd-4th Gr...	~\$1,500
	~\$1,000
	~\$500

Total Program Registrations

761

- Online: 412
- In-house (In Person): 349

Total Receipts

\$74,861.17

- RecDesk Credit Card: [\\$66,185.37](#)
- Cash: [\\$4,622.50](#)
- Check: [\\$3,143.00](#)
- Household Credit: [\\$910.30](#)
- Refunds: [\\$2,900.75](#)

Invoices - Balance Due

- Open: [\\$71,439.22](#)
- Overdue: [\\$7,070.50](#)

Alerts & Notices

Membership Counts; October 1-27, 2024:

Membership Counts (By Period)

Time Range	From Date	To Date
This Month	10/1/2024	10/31/2024

Summary By Month

	Oct, 2024
New Primaries	232
All New	283
Primary Renewals	87
All Renewals	134
Active Primaries	2218
All Active	3156

Organization Activity; October 1-27, 2024:

Organization Activity

From 9/29/2024 to 10/29/2024

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	759	88	438	5912	241	926
Resident	501	37	306	3892	91	
Non-Resident	258	51	132	2020	150	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	506	0	122	787	97	
18 - 65	79	84	235	3268	125	
65+	174	4	81	1857	19	
Male	346	37	263	3852	117	
Female	413	51	174	2058	123	
Other Genders	0	0	1	2	1	
Online vs In-House						
Online	410	12	21	N/A	142	
In-Person	349	76	417	N/A	99	

Database Breakdown:

Residents: 15,195
 Non-residents: 10,690
 Total Database: 25,885

North Liberty (Residents) 15,195 (Outside city limits – 953)
 Iowa City 2,538
 Coralville 2,336
 Tiffin 1,215
 Solon 1,006
 Cedar Rapids 613
 Swisher 486
 Oxford 216
 Other 1,327



**Parks & Recreation Commission Meeting Minutes
October 3, 2024, 7:00pm**

Present: Shelly Simpson, Tim Hamer, Richard Grugin, , Gwen Johnson, Jeremy Parrish, Kevin Smith

1. Call to Order

2. Approval of Minutes: Motion to approve September 7, 2024 minutes: Johnson; Second: Parrish. Approved via unanimous consent.

3. Reports

Parks Report – Tim Hamer

- Staff completed repair of irrigation pump at Liberty Centre
- Tuck pointing complete on north and west side of community center
- Pickleball courts still seeing everyday use. Staff is cleaning courts as needed.
- Landscaping crews have remained busy and has increased watering of newer plants
- Staff installed new seating area at the Ranshaw House and seeded some of the grass area.
- Sports fields still in use for tournaments and games
- New rubber surfacing installed at the splash pad and new playground equipment has been installed. Pad will remain open as long as temperatures allow.
- Fox Run Park improvement project has been completed and new play area has opened and memorial bench was installed
- Staff conducted erosion mitigation work in two spots along Westlakes bike path.
- Staff added lighting to new welcome sign on Penn Street off the I-380 exit.
- Staff is working on a fix for the Liberty Centre pond fountain.
- Grugin pointed out work on the roundabout on Fairview Ln is also underway.
- Parrish added his thanks for the Fox Run park completion and complimented staff on creating a nice space.
- Parrish asked about algae issues in local ponds. Inquired whether that will be treated chemically. Hamer stated staff has been treating ponds as needed but algae has grown quickly due to lack of rain.
- Johnson asked who monitors the ponds and Hamer stated the Parks department monitors them as does the City stormwater staff. HOA ponds are not monitored by the City.

Recreation/Pool Report—Shelly Simpson

- Simpson stated September is full of activities and sports leagues, many of which will conclude this month.
- Motley stated the new cross country program has seen a good turn out for elementary-age children. Publicity was word of mouth and there are 36 participants this year. He recognized the community members who made it successful.
- Pee Wee football (40 participants) and youth pickleball have been very popular this fall and fall swim lessons began at the end of September with 250 participants.
- Aqua programs have earned 89 registered participants plus drop ins.
- Tippiie Toes dance classes served 59 students this session
- New class this fall – Maintaining Cars 101 served 17 people of all ages.
- Special Events – Outdoor movie held at City Hall on the plaza was well attended
- Simpson directed the Board to review numbers and financial reports

- Parrish noted he saw lacrosse being practiced in Coralville and asked whether that was something the City had considered. Motley stated it had been brought up in the past but space is hard to come by. If additional green space is added in the future five-year plan, this can be revisited.
- Staff is exploring adaptive sports options for the community
- Staff also met with staff from Iowa State University who can visit City fields and help determine how to best encourage grass growth and best maintenance for the type of soil.

5. Questions, Concerns, Updates

- Grugin suggested that City staff update the Board on the five-year plan for parks at a future meeting.

Community Input / Ideas to Share

- None

5. Upcoming Events

- a. Halloween Trail at Liberty Centre is October 11
- b. Pumpkin Carving on October 16
- c. Trick or Treat will be on October 31
- d. Nightmare on Ale Street is October 18

6. New Business

7. Old Business

8. Next Meeting

- a. Thursday, November 7 at 7:00 p.m.

9. Adjourn Motion: Johnson; Second: Smith. None opposed.