



Parks & Recreation Commission
December 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 November 7, 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, January 2, 2025 – will we have a quorum? - TBD
7. Adjourn



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

Present: Brian Motley, Tim Hamer, Guy Goldsmith, Richard Grugin, , Shannon Greene, Nick Arnold, Gwen Johnson, Donglin Chai

1. Call to Order

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

3. Reports

Parks Report – Guy Goldsmith

- Goldsmith stated the Parks team is getting ready for winter and getting equipment ready.
- Tuckpointing and painting at the Community Center is complete.
- Fall sports are wrapping up seasons.
- Koser Park ballfield backstop is being replaced.
- Fall prairie mowing and general mowing complete. Unable to burn this year due to construction areas.
- Tree removal of dead and dying Ash trees continues.
- Penn Meadows splash pad and restrooms have been winterized, along with fountains and pool.
- Liberty Centre pond project to repair outcropping rocks will begin in month of December and be completed in the spring. The pond depth will be lowered in order to accommodate. Crew will also likely dredge the north end of the pond which is only a few inches deep due to silt and erosion over the past 18 years. Project cost is approximately \$132,000. Arnold asked about the repair to the fountains which need some electrical work and Goldsmith stated that will be done as well. Johnson asked whether the dredging is something that will have to be completed again over time. Goldsmith said that yes, due to natural erosion it will have to be done from time to time.
- Park staff attended recertification for aquatic forest program for applying herbicide and pesticides. City and employees both need to be licensed for this work.
- Iowa DNR released 2000 rainbow trout in Liberty Centre pond on October 25. There has been a lot of fishing since then. Most fish will likely be gone by the time the water level is dropped.
- Ten trees planted from the Trees Please grant the City received. Trees were placed near the Owen Skelley field to provide shade.
- Three Park employees are working to receive commercial drivers license in order to drive large trucks for city work.
- Multiple meetings for Centennial Park project. Foundation is in and metal work is beginning this month. Freedom Park Trail project is in the final design phase and will connect to the City trail system. North Liberty Road trail is in design phase as well and will connect from Penn Meadows Park out past the Dog Park when complete. This will involve creating a median in the area near the Dog Park.
- Staff created a trail crossing on Stone Creek Trail.
- Chai inquired about Centennial Park construction site work and Goldsmith stated that sanitary sewer work is being done for the facility.

Recreation/Pool Report—Brian Motley

- Halloween Moon Walk in October was well attended. Congratulations to Matt Meseck for coordinating.
- Center held pumpkin painting, carving, and a pumpkin float in October.
- Sports leagues are wrapping up for the season, aside from basketball leagues which run through mid-December.
- Supreme basketball, golf leagues sign up is underway.
- Connection Luncheons are growing in popularity. 150 lunches served in October. Space is limited for the lunch so there isn't much room to grow. Averaging 40ish people per lunch. Greene asked whether a second day could be offered to accommodate the growing numbers. Motley stated that is a possibility but not in the budget. More space would be ideal.
- Center is replacing the van with a new one from Junge Automotive.
- Approximately \$15,000 will be spent on new weight room equipment.
- Indoor playground Jeep is being refurbished as it is worn down. Approximately \$9000.
- One air handling unit went out in the Roberts Gym. The gym contains five in total but replacement cost is \$25,000 for each. Arnold asked whether that was a budgeted replacement and Motley stated they have a plan to address issues that arise and can submit a budget amendment.

5. Questions, Concerns, Updates

- Chai asked whether it was possible to upgrade the shampoo and body wash in the locker room showers. Perhaps exploring a partnership with Proctor and Gamble. Staff will look into it.
- Chai asked whether it was possible to add a step in the bathrooms for small children to use to reach the sinks.

6. Community Input / Ideas to Share

- Girl Scout Troop 3743 Juniors presented a proposal to the Board to create a supply station at the Dog Park that would provide dog treats, water, and assorted supplies to users of the park. This is part of their Take Action journey to better the community. The concept is this would be a free supply station similar to a little library, enclosed to keep items out of the elements. It would include a guest book, a space for lost pet posters and event flyers. Johnson thanked the troop for their proposal and asked who would build the station and what it would look like. The Troop stated it would be on a post and off the ground and they would be willing to build and place the station. The Troop would like to build the station over the winter and install in the spring. Grugin stated that staff would likely be willing to assist with the details that would have to be arranged to complete the project. The Board was unanimous this project has merit and should be pursued.

7. Upcoming Events

5. New Business

6. Old Business

7. Next Meeting

- a. Thursday, December 5 at 7:00 p.m.

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



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

November passed quickly as I was on vacation at the beginning of the month and then holidays ended the month. Work was spent on completing the WS Brochure and entering programs into Recdesk for start of registration in December. Budget work began and will continue as Dept Heads meet with City Administration in December. Many capital improvement projects will focus on our aging facility including pool locker room remodel, parking lot phases, pool acoustical panels, pumps & motors, etc. City APRA funds helped us conquer the pool ductsox (6), and 1 of 5 RTUs on Rec side that needed replacement.

Recdesk Database:

Reviewing Recdesk, we have 15,362 residents (59%) and 10,851 non-residents (41%) totaling 26,213 individuals. Increase of 328 from last month.

Aqua Programs:

Aqua classes continue to have a great following. Aqua Boot Camp (10), Aqua Dance Fusion (8), Aqua Zumba (13), Arthritis MWF (15), Arthritis T TH (15), Easy Does It (16), Water Resistance (6) totaling 83, plus drop-ins.

Aqua Program/Class revenue totaled \$1,598.50.

Swim Lessons:

Another session of swim lessons continued this month. Level 1 (30), Level 2 (42), Level 3 (25), Level 4 (27), Level 5 (22), Level 6 (20), Parent Tot (39), Private Lessons (52), Tadpoles (24), Adult (7), Rec Swim team (12); totaling 300 participants.

Revenues totaled \$3,235.00.

Leagues/Sports:

Pee Wee Basketball had (55) participants.

Indoor Soccer had (66) participants.

Derek Coorough offered youth wrestling with (27) participants.

Sport/Leagues revenues totaled \$3,400.00.

Recsters BASP Program:

BASP (Nov) has AM (20) and PM (50), averaging (70) kids per month.

All-Days: Two dates averaged 21 participants each day.

BASP revenues this month totaled \$19,820.00

Classes/Programs:

Tippi Toes Dance: Continued this month with approximately (75) dancers.

Aerobics Classes: Body Blast (9), Total Body Sculpt (4), Zumba (4), Vinyasa Yoga (5), JiuJitsu (3), totaling 25 registered, plus drop-ins.

Connection Luncheons served (157) meals this month. Each Friday averages around (40) participants. Classes/Programs revenue totaled \$7,605.00.

Special Events/Programs:

Pickleball Turkey Tournament - was canceled due to lack of participation.

Pools: This month, Season Pool Pass revenues totaled \$2,825; Daily Pool Fees totaled \$2,321; Pool Rentals totaled \$1,000, and Concessions revenues totaled \$-0-.

Weight & Exercise Area / Track:

Weight fee revenues totaled \$16,647; Split membership revenues totaled \$2,956

We had 3,434 active memberships for the month.

We had 1,114 point of sale transactions for the month.

Rentals:

Gymnasium Rental revenues totaled \$2,546; Community Center Rental revenues totaled \$3,303; Shelter rental revenues totaled \$-0-, Field Rental/Tennis Courts revenues totaled \$1,193.

Revenues:

Revenues for November 2024: totaled \$68,431.79.

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

Revenue By Period - GL Account Summary

Start Date: 11/1/2024 12:00 AM End Date: 11/30/2024 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													
-17.75	-17.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	525.58	0.00	-543.33	
001-0000-4310-01 - Pool Rentals													
1,000.00	973.75	0.00	125.00	875.00	848.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
001-0000-4310-02 - Community Center Rentals (Room Rental)													
3,303.13	3,213.02	302.50	60.00	3,003.13	2,913.02	0.00	0.00	0.00	0.00	0.00	-62.50	0.00	
001-0000-4310-03 - Gymnasium Rentals													
2,545.00	2,469.85	40.00	0.00	2,505.00	2,429.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
001-0000-4310-04 - Shleter Rental													
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
001-0000-4310-05 - Field Rentals/Tennis Courts													
1,193.00	1,171.10	0.00	463.00	730.00	708.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
001-0000-4500-10 - Weight Fees													
16,647.92	16,229.30	2,686.00	24.00	13,954.00	13,535.38	0.00	0.00	0.00	172.08	0.00	-188.16	0.00	
001-0000-4500-11 - Class/Programs													
7,605.00	7,384.87	902.00	0.00	7,337.25	7,117.12	0.00	0.00	0.00	186.75	0.00	-821.00	0.00	
001-0000-4500-12 - League Fees													
3,400.00	3,312.25	0.00	375.00	2,925.00	2,837.25	0.00	0.00	0.00	100.00	0.00	0.00	0.00	
001-0000-4500-13 - Before/After School													
19,820.00	19,196.60	0.00	0.00	20,780.00	20,156.60	0.00	0.00	0.00	0.00	0.00	-960.00	0.00	

Revenue By Period - GL Account Summary

Start Date: 11/1/2024 12:00 AM End Date: 11/30/2024 11:59 PM

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

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

001-0000-4500-19 - Season Pool Pass												
2,825.00	2,744.10	128.00	0.00	2,696.50	2,615.60	0.00	0.00	0.00	0.50	0.00	0.00	0.00
001-0000-4500-20 - Daily Pool Fees												
2,321.00	2,274.56	745.00	0.00	1,548.00	1,501.56	0.00	0.00	0.00	28.00	0.00	0.00	0.00
001-0000-4500-21 - Swim Lessons												
3,235.00	3,139.37	270.00	30.00	3,187.50	3,091.87	0.00	0.00	0.00	42.50	0.00	-295.00	0.00
001-0000-4500-22 - Aquatic Program/Classes												
1,598.50	1,571.26	714.00	0.00	907.50	880.26	0.00	0.00	0.00	13.50	0.00	-36.50	0.00
Split - Membership - Black & Gold												
2,956.00	2,877.04	0.00	405.00	2,632.00	2,553.04	0.00	0.00	0.00	0.00	0.00	-81.00	0.00
68,431.79	66,539.32	5,787.50	1,482.00	63,080.88	61,188.40	0.00	0.00	\$0.00	543.33	525.58	-2,444.16	-543.33

** 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:

Today is Tuesday, December 3, 2024

Home | **Recent Registrations** | Recent Reservations | Recent Memberships | Recent Members | CRM+

Time Period: Last 30 Days

Top 5 Programs - Registrations

Program	Registrations
BASP Dec. PM	50
Connections Lunch 2024 11/15	35
BASP Dec. AM	25
Other Program 1	20
Other Program 2	20

Top 5 Programs - Revenue

Program	Revenue
BASP Dec. PM	\$7,500
BASP Spring Break	\$2,500
BASP Dec. AM	\$1,500
Other Program 1	\$1,000
Other Program 2	\$1,000

Total Program Registrations

1372

- Online: 1043
- In-house (In Person): 329

Total Receipts

\$102,219.71

- RecDesk Credit Card: [\\$93,633.38](#)
- Cash: [\\$5,838.50](#)
- Check: [\\$1,717.00](#)
- Household Credit: [\\$1,030.83](#)
- Refunds: [\\$3,058.16](#)

Invoices - Balance Due

- Open: [\\$99,449.52](#)
- Overdue: [\\$13,710.98](#)

Alerts & Notices

Membership Counts; November 2024:

Membership Counts (By Period)

Time Range: Last Month | From Date: 11/1/2024 | To Date: 11/30/2024

☰ Summary By Month

	Nov, 2024
New Primaries	428
All New	537
Primary Renewals	100
All Renewals	132
Active Primaries	2450
All Active	3434

Organization Activity; November 2024:

Time Period: Last 30 Days ▼

[Export to Excel](#)

Organization Activity

From 11/3/2024 to 12/3/2024

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	1372	89	720	7722	298	1114
Resident	1114	46	525	5093	171	
Non-Resident	258	43	195	2629	127	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	1040	0	229	1079	113	
18 - 65	107	85	374	3984	158	
65+	225	4	117	2659	27	
Male	649	47	431	4895	156	
Female	723	42	289	2825	142	
Other Genders	0	0	0	2	0	
Online vs In-House						
Online	1043	0	45	N/A	160	
In-Person	329	89	675	N/A	138	

Database Breakdown:

Residents: 15,362
 Non-residents: 10,851
 Total Database: 26,213

North Liberty (Residents) 15,359 (Outside city limits – 962)
 Iowa City 2,581
 Coralville 2,362
 Tiffin 1,235
 Solon 1,019
 Cedar Rapids 616
 Swisher 502
 Oxford 222
 Other 1,352



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

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

Date **December 3, 2024**

Re **Monthly Report**

We performed various building maintenance tasks as needed this month.

We maintained equipment as needed this month. We performed preventative maintenance and repaired winter equipment as time permitted. We installed all winter snow removal equipment on trucks, tractors and skid steers.

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

We finished mowing and trimming all City parks and grounds. All native prairie areas, streetscapes, and landscaping have been cut down and winterized for the season. It takes staff approximately 4 weeks to cut down and winterize roundabouts and all other landscaping areas. We tree wrapped all our young maple trees to prevent winter sunscald.

We winterized all the ball fields and soccer fields by removing and storing all related equipment.

In preparation of the upcoming DOT Penn Street interchange project in February; Parks staff removed plants at the most western median landscaping on West Penn Street. We relocated the plants to other existing landscaping areas. We will remove the remainder of plants if time allows.

We installed trail, sidewalk and parking lot markers in preparation for snow removal.

We cleared snow & ice from parking lots, sidewalks & trails on December 2nd.

Parks Staff attended the Ornamental, Turf, and Pest Management Applicator continuing education class on November 13th at the Johnson County Extension Office. This is required annually to maintain our state pesticide and herbicide licenses.

D&N Fence has completed the new enhanced backstop and dugouts at Koser Park. The new backstop and dugout fencing was a much-needed improvement and looks very professional.

Three Parks Department employees attended the CDL truck driving school in Mason City on November 6th and 8th. They all passed the truck driving class and now have their Commercial Drivers licenses.

We lowered the water level by three feet at Liberty Centre Pond. This was in preparation of repairing and resetting the outcropping stone that has slipped off and shifted around the perimeter of the pond over the course of many years. Country Landscaping (the original contractor that initially installed the outcropping stone back in 2006) has been hired to perform this work. The project should be completed by March 2025.

We continue to make progress on the FY2526 Parks Operating Budget and the 5-year CIP.



The Parks Crew cutting down and winterizing all City landscaping areas for the season.



Cut down plant material for composting.



Tree wrapping our young maple trees.



West Penn St. plant removal & transfer in preparation of the upcoming DOT project.





Koser Park's new ballfield backstop.



Liberty Centre outcropping stone that has fallen off over time.



Liberty Centre water level has been lowered in preparation of the outcropping stone repair project.



Country Landscaping has begun the outcropping stone repair work.