



Parks & Recreation Commission
February 6, 2025, 7:00pm
City Council Chambers, 360 N Main Street, North Liberty, Iowa

This meeting may be accessed live by the public in person or on the internet at northlibertyiowa.org/live, on Facebook at facebook.com/northliberty or on YouTube at youtube.com/c/northliberty. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

1. Call to Order
2. Approval of Minutes
 - a. Minutes from December 5, 2024 meeting.
 - b. No Meeting on January 2, 2025 – no minutes.
3. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions, Concerns, Updates
4. Community Center – Membership & rental rates proposal
5. IPRA Spring Conference: March 24-27
Hosted by North Liberty, Coralville and Iowa City
Includes education sessions, speakers, tours, and socials.
6. Community Input / New Ideas to Share
7. Old Business
8. Next Meeting
 - a. Thursday, March 6, 2025
9. Adjourn



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **February 3, 2025**
Re **Monthly Report – January 2025**

January brings New Year resolutions with many patrons taking advantage of our track and weight & exercise equipment. Large programs such as Supreme Youth Basketball and Special events such as Fire & Ice, take place this month. FY26 Budget work continued with meetings with City Council.

Recdesk Database:

Reviewing Recdesk, we have 15,636 residents (58%) and 11,227 non-residents (42%) totaling 26,863 individuals. Increase of 424 from last month.

Aqua Programs:

Aqua classes enrollment; Aqua Boot Camp (3), Aqua Dance Fusion (3), Aqua Zumba (12), Arthritis MWF (15), Arthritis T TH (15), Easy Does It (12), Water Resistance (6) totaling 66, plus drop-ins. Aqua Program/Class revenue totaled \$ 3,027.

Swim Lessons:

Swim lessons resumed in January. Parent Tot (37), Tadpoles (24), Level 1 (30), Level 2 (41), Level 3 (25), Level 4 (26), Level 5 (13), Level 6 (5), Privates (54), Adults (4) and Rec Swim Team (12); totaling 271 participants this session. Revenues totaled \$6,985.

Leagues/Sports:

Indoor Soccer, Grades 1-3 (25), Pee Wee Basketball (57), Pop Up Sports (25), Rookie Basketball (82), Supreme Basketball, Grades 1-2 (220), Grades 3-4 (150), Grades 5-6 (100); totaling 659 participants.

Youth Competitive Boys Basketball, Grade 4 (5), Grade 5 (10), Grade 6 (6); totaling 21 teams.

Men's Basketball – (8) teams participating.

Sport/Leagues revenues totaled \$ 3,345.

Recsters BASP Program:

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

All-Days: Three dates averaged 26 participants each day.

BASP revenues this month totaled \$ 12,730.

Classes/Programs:

Tippi Toes Dance: Classes resumed Baby Ballet (22), Ballet/Tap/Jazz (24), Poms/Hip Hop (8), Tippi Pro (8) and Toddler & Me (10) totaling 72 dancers.

Kids Adaptive Superhero Class (7), Painting 101 (11); totaling 18 participants.

Aerobics Classes: Body Blast (8), Total Body Sculpt (8), Zumba (6), Vinyasa Yoga (1), Integrative Yoga (1), Jiujitsu (2), Taiji (6), Taekwondo (2), totaling 34 registered, plus drop-ins.

Qigong Movement (18) and Walk With Ease (19) classes in conjunction with ICSC totaled 37 participants.

Connection Luncheons served (175) meals this month, averaging (35) participants per date. Classes/Programs revenue totaled \$ 9,351.

Special Events/Programs:

TAKO Ice Fishing was canceled due to unsafe ice conditions.

Fire & Ice – weather & turnout for this City Slate event was huge.

Pools: This month, Season Pool Pass revenues totaled \$ 4,571; Daily Pool Fees totaled \$ 3,658; Pool Rentals totaled \$ 1,000, and Concessions revenues totaled \$-0-.

Weight & Exercise Area / Track:

Weight fee revenues totaled \$ 27,346.25; Split membership revenues totaled \$ 5,558.

We had 4,330 active memberships for the month.

We had 1,386 point of sale transactions for the month.

Rentals:

Gymnasium Rental revenues totaled \$ 1,125; Community Center Rental revenues totaled \$ 3,385, Shelter rental revenues totaled \$ 20, Field Rental/Tennis Courts revenues totaled \$-0-.

Revenues:

Revenues for January 2025: totaled \$82,268.

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

Revenue By Period - GL Account Summary

Start Date: 1/1/2025 12:00 AM End Date: 1/31/2025 11:59 PM

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

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

001-0000-4500-19 - Season Pool Pass												
4,571.00	4,450.61	138.00	420.00	4,013.00	3,892.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-20 - Daily Pool Fees												
3,658.00	3,580.72	1,070.00	0.00	2,576.00	2,498.72	0.00	0.00	0.00	24.00	0.00	-12.00	0.00
001-0000-4500-21 - Swim Lessons												
6,985.00	6,735.18	150.00	0.00	8,327.00	8,077.18	0.00	0.00	0.00	168.00	0.00	-1,660.00	0.00
001-0000-4500-22 - Aquatic Program/Classes												
3,027.00	2,948.14	646.00	0.00	2,626.00	2,547.14	0.00	0.00	0.00	59.50	0.00	-304.50	0.00
NONE - Unnassigned												
-12.00	-12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-12.00	0.00
Split - Membership - Black & Gold												
5,558.00	5,391.26	0.00	0.00	5,558.00	5,391.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82,268.00	79,992.96	7,248.00	1,076.00	75,830.75	73,555.71	0.00	0.00	\$0.00	1,639.07	1,817.82	-3,704.57	-1,639.07

** 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, February 4, 2025

HomeRecent RegistrationsRecent ReservationsRecent MembershipsRecent MembersCRM+

Time Period: Last 30 Days

Top 5 Programs - Registrations

Program	Registrations
BASP Jan. PM	42
BASP Feb. PM	48
Connections	32
Lunch 2025 01/31	30
BASP Jan. PM	28

Top 5 Programs - Revenue

Program	Revenue
BASP Jan. PM	\$10,500
BASP Feb. PM	\$9,800
BASP Jan. AM	\$2,500
BASP Feb. AM	\$2,200
BASP Jan. PM	\$1,800

Total Program Registrations660

In-house (In Person)414

Online246

Total Receipts\$90,001.00

RecDesk Credit Card\$80,909.75

Cash\$7,100.00

Check\$1,010.00

Household Credit\$981.25

Refunds\$2,715.75

Invoices - Balance Due

Open:\$89,388.40

Overdue:\$5,708.50

Alerts & Notices

Membership Counts; January 2025:

Summary By Month	
	Jan, 2025
New Primaries	734
All New	968
Primary Renewals	181
All Renewals	267
Active Primaries	3056
All Active	4330

Organization Activity; January 2025:

Organization Activity

From 1/5/2025 to 2/4/2025

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	658	80	1172	11903	384	1386
Resident	449	54	770	7707	164	
Non-Resident	209	25	402	4196	220	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	388	1	293	1219	89	
18 - 65	66	74	641	6885	228	
65+	204	4	238	3799	67	
Male	281	33	630	7072	172	
Female	376	46	542	4829	212	
Other Genders	1	0	0	2	0	
Online vs In-House						
Online	244	0	51	N/A	171	
In-Person	414	79	1121	N/A	213	

Database Breakdown:

Residents: 15,636
Non-residents: 11,227
Total Database: 26,863

North Liberty (Residents) 15,636 (Outside city limits – 987)
Iowa City 2,668
Coralville 2,436
Tiffin 1,300
Solon 1,044
Cedar Rapids 631
Swisher 516
Oxford 227
Other 1,418

To: City Council, Park & Recreation Board, and City Administration
 From: Shelly Simpson, Recreation Department
 Re: Fees and Charges Increase Proposal
 Date: February 3, 2025

The Recreation/Aquatic Department recommends an increase proposal based on the following.

- Recreation & Aquatic budgets have seen a concerning shift in the balance of user fees versus tax subsidy to cover operational costs. Revenue from user fees is not keeping pace with increasing expenses and taxes are being used to cover this gap. Our current balance averages 60% from taxes, 40% from user fees.
- Recreation/Aquatics continues to increase levels of service, make upgrades to an aging facility, and keeps expanding programs and equipment to meet community demand.
- No significant fee changes have occurred since 2018 and best practices suggest an analysis of user fees on a reoccurring basis.

Daily Fees

Our \$6.00 per person daily drop-in fee for both recreation & aquatics began May 25, 2024. Over the summer this did not reduce the number of patrons paying the daily fee or create an influx of membership registration. Daily fees will need to be separated in correlation to our two budgets - Rec or Pool. Patrons paying for use of weight & exercise area, gymnasiums, track use falls into Rec fees while patrons paying for either indoor or outdoor pool use falls into Pool fees.

Memberships

We are proposing simple description changes and minor changes in costs. Membership choices are based on what area of the facility is of primary interest, offering monthly or annual options.

Track Membership: This membership is for track use only. It is free for residents, with non-residents being charged monthly or annual rates; less expensive compared to daily rates.

Gymnasium Membership: This membership is for children (completion of Fifth grade - without supervision) and adults taking part in open gym activities such as basketball, pickleball and volleyball.

Fitness Membership: This membership is for access to the weight/exercise & cardio equipment. Children must be in high school to utilize equipment without supervision, membership does include the use of track and gymnasiums.

Pool Membership: This membership is for access to either the indoor or outdoor pool. Children (completion of Fifth grade – without supervision) and adults using pool facilities, membership does include the use of track and gymnasiums.

Rec & Pool Membership: This membership is for access to the weight & exercise area, pools, track, open gymnasiums; considered our “All-Inclusive”.

Monthly:	Rec & Pool - all areas		Fitness - equipment		Pools - Indoor & Outdoor		Gymnasiums - BB, VB, PB		Track - track only	
	Res	NR	Res	NR	Res	NR	Res	NR	Res	NR
Discounted: Youth & Seniors	\$ 45	\$ 55	\$ 30	\$ 40	\$ 30	\$ 40	\$ 10	\$ 15	\$ -	\$ 15
Single Member: Adult	\$ 50	\$ 60	\$ 35	\$ 45	\$ 35	\$ 45	\$ 15	\$ 20	\$ -	\$ 20
Double Member: 2 person, same household	\$ 90	\$ 100	\$ 60	\$ 70	\$ 60	\$ 70	\$ 20	\$ 25	\$ -	\$ 25
Family: Entire household	\$ 180	\$ 200	\$ 125	\$ 155	\$ 125	\$ 155	\$ 25	\$ 35	\$ -	\$ 35
Annual:	Res	NR	Res	NR	Res	NR	Res	NR	Res	NR
Discounted: Youth & Seniors	\$ 270	\$ 330	\$ 180	\$ 240	\$ 180	\$ 240	\$ 60	\$ 90	\$ -	\$ 90
Single Member: Adult	\$ 300	\$ 360	\$ 210	\$ 270	\$ 210	\$ 270	\$ 90	\$ 120	\$ -	\$ 120
Double Member: 2 person, same household	\$ 540	\$ 600	\$ 360	\$ 420	\$ 360	\$ 420	\$ 120	\$ 150	\$ -	\$ 150
Family: Entire household	\$ 1,080	\$ 1,200	\$ 750	\$ 930	\$ 750	\$ 930	\$ 150	\$ 210	\$ -	\$ 210

All membership users must obtain and scan ID card upon entry.

Trial Pass: Not sure what membership is the best fit for you, or only in town for a week?
 Purchase a 7- day trial pass: Residents \$32, Non-residents \$42.

Guest Passes: Inquire at the front desk about our 1-day guest passes available to those who have current Rec & Pool, Fitness, or Pool Annual memberships.

Financial aid: Financial aid will continue to be an option for residents that meet requirements. Income verification is administered through Hawkeye Area Community Action Program (HACAP) Low Income Energy Assistance Program and cross referenced with a chart used by Iowa City School District reduced lunch guidelines.

Rec & Pool membership dollars are split 50/50 between our two budgets – Rec & Pool.
 Track, Gymnasium and Fitness membership dollars go into Rec Budget while Pool membership dollars go into Pool Budget.

Rental Rates

The Recreation Department handles numerous rental opportunities such as meeting rooms, gymnasiums, pools, shelters, and fields. Facility reservations are made on a first-come, first-serve basis. All Recreation Center programs take precedent. As our population grows so does our reservation demands to utilize such areas.

Pool Rentals

Pool reservations available at designated times;
 Saturdays & Sundays,
 6: 00-7:30pm or 7:45-9:15pm.

Sat & Sun: 6-7:30pm, 7:45-9:15pm	Res	NR
Indoor Pool - Capacity 175	\$ 150	\$ 175
Outdoor Pool - Capacity 460	\$ 300	\$ 350

Rental Descriptions

Many of our spaces are rented based on size and capacity needs. We categorize spaces as half or full and charge at a per hour rate to residents, non-residents, and non-profit organizations.

Rentals - hourly rates	Res	NR	Non-profit
Single Room - Main level up to 40	\$ 25	\$ 30	\$ 13
Large Room - Lower level up to 70	\$ 30	\$ 40	\$ 15
Double Room - Lower level up to 140	\$ 50	\$ 70	\$ 25
Half Gymnasium	\$ 25	\$ 30	na
Full Gymnasium	\$ 45	\$ 50	na
Gerdin CC - 8 hour minimum	\$ 80	\$ 100	na
Campsite - up to 49 toddlers	\$ 30	\$ 35	na

Park Shelter & Field Rentals

Most park shelters are used on a first come, first serve basis but some reservations are made to secure shelter space. Most ball fields are utilized by NLCBS, but more & more requests are coming from local traveling teams. The Recreation Department handles reservations for two fields during the week and all fields on weekends.

Park/Field Descriptions	Rates
Park Shelter or Gazebo - per hour	\$ 10
Court - tennis, pickleball - per hour	\$ 10
Ball Field - per hour, per field	\$ 20
Green Space - per hour	\$ 20
Chalk - per bag	\$ 10
Diamond Dry - per bag	\$ 15

We recommend membership and rental changes to begin April 1, 2025. For future operations, membership and rental fees will be reviewed annually and set at the start of a season without needing Council approval.



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

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

Date **February 1, 2024**

Re **Monthly Report**

We performed various building maintenance tasks as needed. On January 10th we performed a generator operational load test at City Hall to verify what components it serves and how systems would respond. We now have a better understanding of what would happen during a power outage. We inspected the now completed window replacement project at the Rec Center. Everything looked great. We continue to organize the Parks maintenance facility and cold storage area as time allows.

We maintained equipment as needed this month. We performed preventative maintenance and repaired winter equipment. We continue to prepare for the upcoming growing season by performing preventative maintenance and repairing sports field maintenance, mowing, trimming, and landscaping equipment.

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

This past month we cleared snow & ice from parking lots, sidewalks & trails. Our number one priority; to keep the Public Safety (Police & Fire) in service, as well as City Hall and the Community Center. When school is in session, public parking lots, trails and sidewalk access for students, parents and teachers are also a priority. We finish off by clearing the remainder of our sidewalks and trails for residents to use. We clear approximately 24 miles of trails and 6 miles of sidewalks.

Parks staff attended forklift recertification/training class on January 15th at Altorfer in Cedar Rapids.

I attended multiple meetings with Shive Hattery this past month - City Hall regarding HVAC & Control issues, Centennial Park progress meeting and met with Josiah Bilskemper and Ryan Rusnak regarding the trails CIP priority list.

The Tree & Storm Water Advisory board met on January 8th. We did not have a quorum, so it was an informational meeting only.

I am currently working on the annual Parks Department employee performance reviews as time permits.

Neuzil & Sons Excavating finished dredging the north point at Liberty Centre Pond. They began on January 6th and finished by January 13th. This was a joint project with Neuzil & Sons Excavating and the Parks Department. The Parks Department hauled 233 truckloads of silt material to the ravine at Red Fern Dog Park: adding usable land for future expansion of the dog park.

We met with City Administration to discuss the Parks operating budget and the 5-year capital improvements plan in preparation of the FY2526 budget. We also meet with the City Council to answer any questions regarding the Parks FY2526 operating budget and the 5-year capital improvements plan.

Parks staff assisted the Communications Department with the “Fire & Ice” community event held on January 25th. We spent the week prior preparing for the event.

We continue to work with the Kirkwood Parks and Natural Resource/Horticulture program. We hope to secure potential seasonal employees and or internships with their students during the upcoming spring/summer season. We submitted the Seasonal Parks Worker job opportunity with Iowa, Iowa State, Coe, Mt. Mercy, Cornell College, and Kirkwood. It is also posted on the City of North Liberty website.



Equipment maintenance in preparation of the upcoming mowing season.



Liberty Centre Pond dredging.



Liberty Centre Pond dredging.



Parks Staff assisting with Fire & Ice on January 25th.



Parks Staff assisting with Fire & Ice on January 25th.