



**Parks & Recreation Commission**  
**March 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](https://northlibertyiowa.org/live), on Facebook at [facebook.com/northliberty](https://facebook.com/northliberty) or on YouTube at [youtube.com/c/northliberty](https://youtube.com/c/northliberty). Meetings are rebroadcast on cable and available on-demand on [northlibertyiowa.org](https://northlibertyiowa.org).

1. Call to Order
2. Approval of Minutes
  - a. Minutes from February 6, 2025 meeting.
3. Reports
  - a. Parks Report
  - b. Recreation/Pool Report
  - c. Questions, Concerns, Updates
4. Community Center – Membership & rental rates proposal
  - a. Discussion continues, see separate information provided.
  - b. City Council discussion set for March 11 meeting.
5. Community Input / New Ideas to Share
6. Old Business
7. Next Meeting
  - a. Thursday, April 3, 2025
8. Adjourn



**Parks & Recreation Commission Meeting Minutes  
February 6, 2025, 7:00pm**

Present: Shelly Simpson, Brian Motley, Tim Hamer, Guy Goldsmith, Richard Grugin, Shannon Greene, Gwen Johnson, Kevin Smith, Jeremy Parrish, Donglin Chai

**1. Call to Order**

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

**3. Reports**

**Parks Report – Guy Goldsmith**

- Goldsmith stated staff has been conducting building and equipment maintenance, snow and ice removal.
- Staff will be upgrading Penn Meadows lighting to be on demand LED lights on the tennis courts and other improvement projects. Trail improvement projects coming for Forevergreen Road and near the new food pantry on Penn Street. Will be upgrading trail and pond in Fox Run. Trails on North Liberty Road are also planned for the future. Freedom Park Trail design is out for bid.
- Liberty Centre Pond was dredged and outcropping work is slated to be complete by the end of March. About 4-5 feet of silt was removed from the pond. Parrish asked about habitat areas for fish to spawn and Goldsmith stated an Eagle Scout project had installed PVC pipe that serves that purpose.
- Preparing for 2025-26 fiscal year operating budget. Includes funds for additional employees.
- Staff assisted in the Fire & Ice event.
- Department is seeking seasonal departmental workers for the summer.
- Commissioners commented the work on the new Centennial Park facility looks great.
- Staff will be working on new surfacing at City destination parks.

**Recreation/Pool Report—Shelly Simpson**

- Increase in use of the center after the new year.
- Youth sports programs started and have 629 youths in the basketball leagues.
- Staff is working on 2025-26 budget.
- Maintenance projects are ongoing in pool and outside labor will fix some recurring pool issues at both indoor and outdoor pools. Will also begin parking lot work.
- Aquatic programs, dance programs, and more have begun with solid participant numbers.
- Ballfield lottery is this month. Rentals start in April. Commission discussed parking issues at the fields and parking on grass areas causing damage.
- New BASP van has been delivered

**5. Questions, Concerns, Updates**

**6. Community Input / Ideas to Share**

**7. Upcoming Events**

- Iowa Parks and Rec Association will be held in late March. Hosted by North Liberty, Coralville, and Iowa City. City departments will host sessions.

- New Business
- Old Business
  - Revised Recreation Center Membership & Rental Rates
    - Simpson provided the Commission the report detailing the new rental and membership rates scheduled to take effect April 1, 2025.
    - Pool rental rates were increased to cover staffing costs associated with staffing the pool during rental period.
    - Room rental rates were simplified and rental rate increased slightly.
    - Johnson asked whether the Commission needed to provide approval. Simpson stated they are finding out whether the rate increases require City Council approval. Commission agreed rates were very reasonable and competitive.
    - Park shelter rental process is moving online, rates not changing. There was discussion about how rentals work in practice. Renters suggested to have hard copy of reservation with them during reservation time. Commission suggested some sort of signage at the shelters informing community members on where to make a reservation and a financial penalty if shelters are left uncleaned after a rental.
    - Recreation Center memberships will change from the color code system to a system that specifically calls out what portion of the center is applicable to the membership – either pool, recreation facility, or both. Staff researching how revenue must be split and accounted for. The Commission held general discussion regarding the proposed changes and informing community members of cost benefits of an annual membership.
- Next Meeting
  - a. Thursday, March 6, 2025 at 7:00 p.m.
- Adjourn Motion: Johnson; Second: Greene. None opposed.



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

February, our shortest month, always seems to fly by. Programs such as Supreme Youth Basketball, Tippi Toes Dance, Pee Wee Sports and Aqua Fitness classes continue.

**Recdesk Database:**

Reviewing Recdesk, we have 15,740 residents (58%) and 11,354 non-residents (42%) totaling 27,094 individuals. Increase of 231 from last month.

**Aqua Programs:**

Aqua classes enrollment; Aqua Boot Camp (6), Aqua Dance Fusion (6), Aqua Zumba (15), Arthritis MWF (15), Arthritis T TH (15), Easy Does It (13), Water Resistance (7) totaling 77, plus drop-ins. Aqua Program/Class revenue totaled \$ 2,613.50.

**Swim Lessons:**

Swim lessons enrollment: Parent Tot (40), Tadpoles (24), Level 1 (45), Level 2 (48), Level 3 (36), Level 4 (31), Level 5 (27), Level 6 (11), Privates (56), Adults (4) and Rec Swim Team (12); totaling 334 participants this session. Revenues totaled \$4,325.

**Leagues/Sports:**

Pee Wee Soccer (66), Youth Wrestling (32) Taekwondo (3) along with larger January programs continued.

Youth Competitive Boys Basketball & Men's Basketball continues.

Sport/Leagues revenues totaled \$ 2,430.

**Recsters BASP Program:**

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

BASP revenues this month totaled \$ 11,100.

**Classes/Programs:**

Tippi Toes Dance: Classes continued this month.

Lil Chefs had (13) participants.

Aerobics Classes: Body Blast (6), Total Body Sculpt (6), Zumba (6), Vinyasa Yoga & Integrative Yoga had drop-ins only, JiuJitsu (2), Taiji (2), Taekwondo (3), totaling 25 registered, plus drop-ins. Qigong Movement (18) and Walk With Ease (19) classes in conjunction with ICSC totaled 37 participants.

Connection Luncheons served (146) meals this month, averaging (36) participants per date.

Classes/Programs revenue totaled \$ 5,510.

**Special Events/Programs:**

Boy Scouts Annual Chili Supper and the Magic School Bus were two big events held at the Community Center this month.

**Pools:** This month, Season Pool Pass revenues totaled \$ 2,816; Daily Pool Fees totaled \$ 2,553; Pool Rentals totaled \$ 1,375, and Concessions revenues totaled \$-0-.

**Weight & Exercise Area / Track:**

Weight fee revenues totaled \$ 18,227; Split membership revenues totaled \$ 7,828.

We had 4,237 active memberships for the month.

We had 1,219 point of sale transactions for the month.

**Rentals:**

Gymnasium Rental revenues totaled \$ 695; Community Center Rental revenues totaled \$ 3,279.51, Shelter rental revenues totaled \$ 0, Field Rental/Tennis Courts revenues totaled \$-0-.

**Revenues:**

New revenues showing on Recdesk report are Pet Licenses (\$125) and Dog Park Pass revenue (\$630) as we are assisting CH with credit card transactions through our software system.

Revenue for February 2025: totaled \$64,154.01.

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



Revenue By Period - GL Account Summary

Start Date: 2/1/2025 12:00 AM End Date: 2/28/2025 11:59 PM

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

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

001-0000-4500-19 - Season Pool Pass												
2,816.00	2,735.87	60.00	0.00	2,671.00	2,590.87	0.00	0.00	0.00	240.00	0.00	-155.00	0.00
001-0000-4500-20 - Daily Pool Fees												
2,553.00	2,502.06	849.00	0.00	1,698.00	1,647.06	0.00	0.00	0.00	12.00	0.00	-6.00	0.00
001-0000-4500-21 - Swim Lessons												
4,325.00	4,154.90	535.00	0.00	5,670.00	5,499.90	0.00	0.00	0.00	45.00	0.00	-1,925.00	0.00
001-0000-4500-22 - Aquatic Program/Classes												
2,613.50	2,542.33	637.00	0.00	2,369.50	2,298.33	0.00	0.00	0.00	120.00	0.00	-513.00	0.00
NONE - Unassigned												
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
Split - Membership - Black & Gold												
7,828.00	7,597.39	0.00	0.00	7,687.00	7,456.39	0.00	0.00	0.00	155.00	0.00	-14.00	0.00
64,154.01	62,388.46	6,796.00	973.00	58,848.51	57,082.96	0.00	0.00	\$0.00	718.50	1,365.50	-3,829.00	-718.50

\*\* 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:



Membership Counts; February 2025:

Summary By Month	
	Feb, 2025
New Primaries	504
All New	665
Primary Renewals	148
All Renewals	190
Active Primaries	2992
All Active	4237

Organization Activity						
From 2/1/2025 to 3/3/2025						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	1044	83	916	10446	268	1219
Resident	772	40	611	6795	120	
Non-Resident	272	42	305	3651	148	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	750	2	226	1079	58	
18 - 65	97	73	519	6122	172	
65+	197	7	171	3245	38	
Male	405	38	527	6402	134	
Female	638	44	387	4041	132	
Other Genders	1	0	2	3	2	
Online vs In-House						
Online	223	0	56	N/A	114	
In-Person	821	82	860	N/A	154	

Database Breakdown:

Residents:	15,740	
Non-residents:	11,354	
Total Database:	27,094	
North Liberty (Residents)	15,740	(Outside city limits – 995)
Iowa City	2,696	
Coralville	2,463	
Tiffin	1,314	
Solon	1,045	
Cedar Rapids	641	
Swisher	524	
Oxford	230	
Other	1,676	

**Memberships** Membership choices are based on facility use of primary interest, offering monthly or annual options. Don't continue to pay our **\$6.00 per day**, save money and commit to our memberships. Our biggest savings can be found in our annual membership options below.

**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.

Track Use Only	Resident		Non-resident	
	Monthly	Annual	Monthly	Annual
<b>Discounted:</b> Youth & Seniors	Free	Free	\$ 15	\$ 90
<b>Single Member:</b> Adult	Free	Free	\$ 20	\$ 120
<b>Double Member:</b> 2 person, same household	Free	Free	\$ 25	\$ 150
<b>Family:</b> Entire household	Free	Free	\$ 35	\$ 210



**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, including use of track.

Gymnasiums (BB, VB, PB)	Resident		Non-resident	
	Monthly	Annual	Monthly	Annual
<b>Discounted:</b> Youth & Seniors	\$ 10	\$ 60	\$ 15	\$ 90
<b>Single Member:</b> Adult	\$ 15	\$ 90	\$ 20	\$ 120
<b>Double Member:</b> 2 person, same household	\$ 20	\$ 120	\$ 25	\$ 150
<b>Family:</b> Entire household	\$ 25	\$ 150	\$ 35	\$ 210



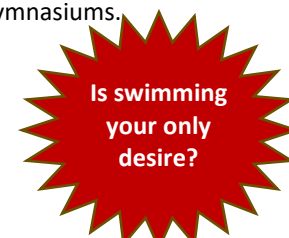
**Fitness Membership:** This membership is for access to the weight/exercise & cardio equipment. Children must be in high school to utilize equipment without supervision, including use of track and gymnasiums.

Fitness (Weight & Cardio Equipment)	Resident		Non-resident	
	Monthly	Annual	Monthly	Annual
<b>Discounted:</b> Youth & Seniors	\$ 30	\$ 180	\$ 40	\$ 240
<b>Single Member:</b> Adult	\$ 40	\$ 240	\$ 50	\$ 300
<b>Double Member:</b> 2 person, same household	\$ 60	\$ 360	\$ 70	\$ 420
<b>Family:</b> Entire household	\$ 125	\$ 750	\$ 155	\$ 930



**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, including use of track and gymnasiums.

Pools (Indoor & Outdoor)	Resident		Non-resident	
	Monthly	Annual	Monthly	Annual
<b>Discounted:</b> Youth & Seniors	\$ 30	\$ 180	\$ 40	\$ 240
<b>Single Member:</b> Adult	\$ 40	\$ 240	\$ 50	\$ 300
<b>Double Member:</b> 2 person, same household	\$ 60	\$ 360	\$ 70	\$ 420
<b>Family:</b> Entire household	\$ 125	\$ 750	\$ 155	\$ 930



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

All Areas (Rec & Pool, All-inclusive)	Resident		Non-resident	
	Monthly	Annual	Monthly	Annual
<b>Discounted:</b> Youth & Seniors	\$ 45	\$ 270	\$ 55	\$ 330
<b>Single Member:</b> Adult	\$ 55	\$ 330	\$ 65	\$ 390
<b>Double Member:</b> 2 person, same household	\$ 90	\$ 540	\$ 100	\$ 600
<b>Family:</b> Entire household	\$ 180	\$ 1,080	\$ 200	\$ 1,200



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

**Proposed membership rates are recommended to begin April 1, 2025.**

Ask about our Partnership Options:

### Silver Sneakers

Silver Sneakers is another option for older adults qualifying Medicare recipients, Learn more at [medicare.org/articles/what-is-the-silversneakers-program/](https://www.medicare.org/articles/what-is-the-silversneakers-program/).

### UHC Renew Active

Another option for older adults qualifying Medicare recipients. Learn more at <https://www.uhcrenewactive.com/home>

### Financial Assistance

Financial assistance is provided on memberships & some program registration - based on need. Hawkeye Area Community Action Program (HACAP) annually verifies certification. To learn more, visit [northlibertyiowa.org/financial-assistance](https://northlibertyiowa.org/financial-assistance).

## Community Center's Open House Wed., April 2 4:30-6:30pm

Discover everything the North Liberty Community Center has to offer during this spring open house. New rates begin April 1<sup>st</sup>, so we will be offering discounts, raffles, and more!

Coming soon, ask for details!  
Punch Passes  
Guest Passes

### Membership Cost Savings

Look to Annual Memberships as best savings - 50% discount off paying monthly rates!

Annual Resident Adult example below!

**All Areas**  
**\$300**

**Pool or Fitness**  
**\$210**

**Gymnasium**  
**\$90**

= \$25  
per  
month

= \$17.50  
per  
month

= \$7.50  
per  
month

**Additional  
25% Discount on  
Select Annual Options**  
Fitness, Pool, & All Areas  
during open house



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

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

Date **March 3, 2025**

Re **Monthly Report**

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We performed various building maintenance tasks as needed. We refinished the Parks maintenance facility floors and installed new shelves in the pesticide storage shed. We rebuilt & refinished the library guinea pig cage.

Much of our time this past month was spent maintaining equipment and performing preventative maintenance. We continue to prepare for the upcoming growing season by performing preventative maintenance and repairing sports field maintenance, mowing, trimming, and landscaping equipment. We are waiting for a few parts to arrive before we have all the equipment ready for the season.

We serviced park/trail trash receptacles and pet waste stations weekly.

Staff removed snow and ice from sidewalks, trails and parking lots on February 12<sup>th</sup> & 13<sup>th</sup>.

We continue to prepare for the upcoming season by ordering and securing supplies as well as ordering landscape plant replacements.

The Parks Dept. has begun repairing winter turfgrass damage in various locations. We will fine tune repairs as we near the growing season. We are also repairing turf areas where we removed tree stumps last fall.

We have started spring landscaping maintenance. Right now, we are pulling gravel and rock out of all our landscaping beds caused by winter snow plowing.

In preparation of the upcoming West Penn Street Interchange project, we removed and salvaged plants and lava rock from the western landscaping raised median on Penn Street. This median will be removed very soon as part of the project.

Park staff completed annual training requirements through Target Solutions.

We continue to seek Seasonal Park Maintenance employees and have conducted some interviews. We have 6 of the anticipated 12-14 seasonal employees hired for the season so far.



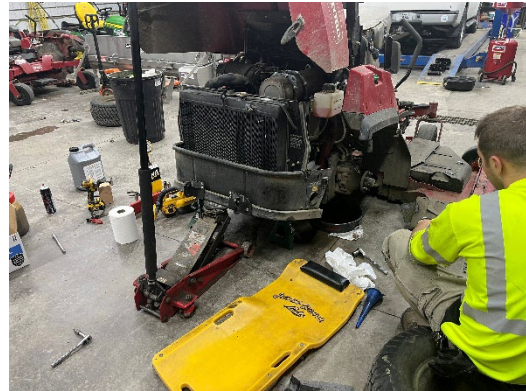
Park staff resurfacing our floors at the Parks Maintenance facility.



New shelving and organizing the pesticide storage shed.



Park staff rebuilt and refinished the guinea pig cage for the library.



Equipment maintenance and repairs as we prepare for the upcoming season.



Snow removal on February 12<sup>th</sup> & 13<sup>th</sup>.



West Penn Street landscape median plant & lava rock removal in preparation of upcoming project.