



Parks & Recreation Commission
April 3, 2025, 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 March 6, 2025 meeting.
3. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions, Concerns, Updates
4. Upcoming Events
 - a. Bike Trail & Muddy Creek Clean Up – Sat., April 5
 - b. Summer Program Registration – April 7
 - c. Eggstravaganza Events – April 12 & 13
 - d. Facility Closed – Easter Sunday, April 20
5. Community Input / New Ideas to Share
6. Old Business
7. Next Meeting
 - a. Thursday, May 1, 2025
8. Adjourn



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

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

1. Call to Order

2. Approval of Minutes: Motion to approve February 6, 2025 minutes: Johnson; Second: Parrish. Approved via unanimous consent.

3. Reports

Parks Report – Guy Goldsmith

- Goldsmith presented his written report to the Commission.
- Staff continued building and equipment maintenance in preparation for Spring.
- Staff refurbished the library guinea pig cage.
- Products for spring activities and planting have been ordered
- Spring landscaping work is underway, including clearing median on West Penn St.
- Staff training and certifications for pesticide application complete
- Seasonal employee hiring is underway
- Centennial Park landscaping work will be contracted for the build and then staff will maintain once completed
- Liberty Centre Pond reconstruction is in process. Pond has been dredged and depth increased. Work on outcropping will continue and should be completed by end of April.

Recreation/Pool Report—Shelly Simpson

- February programs continued from January, including youth basketball, wrestling, soccer, and dance
- Aqua program and swim lesson registration continues to be high
- Approximately 70 children are enrolled in before and after school programs
- Boy Scout Chili supper and Magic School Bus event held this month at the Community Center
- Simpson reviewed the financial reports for the Center. There was no discussion.
- Motely stated the youth field lottery was held and all fields have been assigned. Some slots still remain. There was discussion about field availability and renovations.

5. Questions, Concerns, Updates

- Chai asked Simpson about the policy regarding inclement weather impacting events or programs. Simpson stated that refunds are offered if the facility is closed or make up sessions are offered.
- Grugin asked about parking issues when larger events are held at the Center. Motley stated those larger events will likely be relocated to the Hy-Vee Center at Centennial Park once it is opened. There was discussion about future events at Centennial Park.

6. Community Input / Ideas to Share

7. Upcoming Events

- Glow Mini Golf – March 21
- Euchre Tournament later this month
- Summer Activity Guide is available and program registration starts April 7

5. New Business

6. Old Business - Rec Center Membership Fee Conversation

- Simpson pointed to the new membership fee structure and information packet for Commission review. The proposal will be voted on by City Council in March. There was discussion regarding making the information sheet easier to understand.
- Arnold asked whether the subscription-based model for membership was under consideration. Simpson stated that she was advised not to pursue that model. There was discussion on the reasons behind this direction. Commission suggested that this model be examined in the future because it offers a flexible, cost saving option for residents who can't pay a full annual membership upfront but plan to retain membership month over month.

7. Next Meeting

a. Thursday, April, 3, 2025

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



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **April 1, 2025**
Re **Monthly Report – March 2025**

March is a roller coaster month when it comes to weather with one week at record highs, one week at record lows, one week at normal temps, rain, snow, and sun. We have that same roller coaster action with patrons using inside facilities but are anxious to get outside as well. Spring break was a busy with Spring Break Camp for kids and patrons using the facility. March is a big registration month for current enrollees in Recsters who can sign up for Summer Camp. Big reason why BASP revenues were \$134,325.

Recdesk Database:

Reviewing Recdesk, we have 15,857 residents (58%) and 11,480 non-residents (42%) totaling 27,337 individuals. Increase of 243 from last month.

Aqua Programs:

Aqua classes enrollment; Aqua Boot Camp (10), Aqua Dance Fusion (3), Aqua Zumba (10), Arthritis MWF (15), Arthritis T TH (15), Easy Does It (20), Water Resistance (12) totaling 85, plus drop-ins. We had a few newbies, as CV indoor pool was closed down. Aqua Program/Class revenue totaled \$ 2,923.50.

Swim Lessons:

Swim lessons enrollment for Saturdays in March included: Level 1 (16), Level 2 (15), Level 3 (13), Level 4 (11); totaling 55 participants.
Next session begins Week of April 7th
Revenues totaled \$4,095.

Leagues/Sports:

Pee Wee Baseball (50) participants.
Golf Camp, a new program idea had limited enrollment.
Sport/Leagues revenues totaled \$ 4,165.

Recsters BASP Program:

BASP (Mar) has AM (20) and PM (48), averaging (68) kids per month.
Spring Break Camp had (20) participants
All Days: Mar 7 (25) participants and Mar 31 (24) participants
BASP revenues this month totaled \$ 134,325 with current participants begin able to register for Summer Camp.

Classes/Programs:

Tippi Toes Dance: Baby Ballet (28), Ballet Tap Jazz (26), Poms Hip Hop (5), Tippi Pro (11), Toddler & Me (13); totaling 83 participants.

Aerobics Classes: Body Blast (9), Total Body Sculpt (6), Zumba (7), Vinyasa Yoga & Integrative Yoga had drop-ins only, totaling 22 registered, plus drop-ins.

Walk With Ease in conjunction with ICSC totaled 10 participants.

Connection Luncheons served (135) meals this month, averaging (33) participants per date.

Classes/Programs revenue totaled \$ 4,663.

Special Events/Programs:

Euchre Tourney had (11) teams signed up.

Two Forever Green sponsored workshops Plan Your Landscape: (28) and Successful Gardening (39) totaling 67 participants.

Pools: This month, Season Pool Pass revenues totaled \$ 2,988; Daily Pool Fees totaled \$ 4,696; Pool Rentals totaled \$ 1,125 and Concessions revenues totaled \$-0-.

Weight & Exercise Area / Track:

Weight fee revenues totaled \$ 18,947; Split membership revenues totaled \$ 6,368.

We had 4,064 active memberships for the month.

We had 1,344 point of sale transactions for the month.

Rentals:

Gymnasium Rental revenues totaled \$ 3,945; Community Center Rental revenues totaled \$ 1,715, Shelter rental revenues totaled \$ 360, Field Rental/Tennis Courts revenues totaled \$30.

Revenues:

New revenues showing on Recdesk report are Pet Licenses (\$275) and Dog Park Pass revenue (\$370) as we are assisting CH with credit card transactions through our software system.

Revenue for March 2025: totaled \$191,932.75.

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

Revenue By Period - GL Account Summary

Start Date: 3/1/2025 12:00 AM End Date: 3/31/2025 11:59 PM

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

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

Regular Revenue

		DEBITS									CREDITS	
**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
000 - Household Credit Account												
942.25	942.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,518.00	0.00	-575.75
001-0000-4180 - Pet Licenses												
275.00	266.75	0.00	0.00	275.00	266.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4180-02 - Dog Park Pass Revenue												
370.00	358.90	0.00	0.00	370.00	358.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-01 - Pool Rentals												
1,125.00	1,091.25	0.00	0.00	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)												
1,715.00	1,676.58	350.00	210.00	1,280.00	1,241.58	0.00	0.00	0.00	30.00	0.00	-155.00	0.00
001-0000-4310-03 - Gymnasium Rentals												
3,945.00	3,828.45	60.00	0.00	3,885.00	3,768.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-04 - Shelter Rental												
360.00	349.20	0.00	0.00	360.00	349.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-05 - Field Rentals/Tennis Courts												
30.00	29.10	0.00	0.00	30.00	29.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-10 - Weight Fees												
18,947.00	18,476.87	3,130.00	263.00	15,671.00	15,200.87	0.00	0.00	0.00	52.00	0.00	-169.00	0.00
001-0000-4500-11 - Class/Programs												
4,663.00	4,526.39	773.00	5.00	4,553.50	4,416.89	0.00	0.00	0.00	39.50	0.00	-708.00	0.00

Revenue By Period - GL Account Summary

Start Date: 3/1/2025 12:00 AM End Date: 3/31/2025 11:59 PM

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

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

001-0000-4500-12 - League Fees												
4,165.00	4,050.25	400.00	0.00	3,825.00	3,710.25	0.00	0.00	0.00	0.00	0.00	-60.00	0.00
001-0000-4500-13 - Before/After School												
134,325.00	130,338.30	0.00	3,060.00	132,890.00	128,903.30	0.00	0.00	0.00	145.00	0.00	-1,770.00	0.00
001-0000-4500-19 - Season Pool Pass												
2,988.00	2,899.71	45.00	0.00	2,943.00	2,854.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-20 - Daily Pool Fees												
4,696.00	4,597.63	1,399.00	0.00	3,279.00	3,180.63	0.00	0.00	0.00	24.00	0.00	-6.00	0.00
001-0000-4500-21 - Swim Lessons												
4,095.00	3,944.13	330.00	0.00	5,028.75	4,877.88	0.00	0.00	0.00	111.25	0.00	-1,375.00	0.00
001-0000-4500-22 - Aquatic Program/Classes												
2,923.50	2,846.39	581.00	0.00	2,567.50	2,490.39	0.00	0.00	0.00	124.00	0.00	-349.00	0.00
Split - Membership												
6,368.00	6,176.96	0.00	0.00	6,368.00	6,176.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00
191,932.75	186,399.11	7,068.00	3,538.00	184,450.75	178,917.11	0.00	0.00	\$0.00	525.75	1,518.00	-4,592.00	-575.75

** 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: March 2025

Today is Tuesday, April 1, 2025

HomeRecent RegistrationsRecent ReservationsRecent MembershipsRecent MembersCRM+

Time Period: Last 30 Days

Top 5 Programs - Registrations

Program	Registrations
Recsters Summer	51
Camp WK 6	50
Recsters Summer	49
Camp WK 2	48
Recsters Summer	47

Top 5 Programs - Revenue

Program	Revenue
Recsters Summer	\$14,500
Camp WK 2	\$13,800
Recsters Summer	\$13,500
Camp WK 5	\$13,200
Recsters Summer	\$12,500

Total Program Registrations

1184

In-house (In Person)977

Online207

Total Receipts

\$195,570.50

RecDesk Credit Card\$184,790.75

Cash\$6,864.00

Check\$3,388.00

Household Credit\$527.75

Refunds\$4,892.00

Invoices - Balance Due

Open:\$115,949.31

Overdue:\$7,148.50

Alerts & Notices

Membership Counts; March 2025:

	Mar, 2025
New Primaries	461
All New	588
Primary Renewals	124
All Renewals	153
Active Primaries	2900
All Active	4064

Organization Activity

From 3/2/2025 to 4/1/2025

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	1182	135	738	9440	265	1344
Resident	867	90	516	6180	129	
Non-Resident	315	44	222	3260	136	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	886	3	228	1398	76	
18 - 65	83	126	398	4995	165	
65+	212	5	112	3047	23	
Male	487	81	459	6117	126	
Female	693	53	279	3321	137	
Other Genders	2	0	0	2	2	
Online vs In-House						
Online	206	38	30	N/A	145	
In-Person	976	96	708	N/A	120	

Database Breakdown:

Residents:	15,857
Non-residents:	11,480
Total Database:	27,337
North Liberty (Residents)	15,857 (Outside city limits – 1,014)
Iowa City	2,717
Coralville	2,493
Tiffin	1,328
Solon	1,053
Cedar Rapids	646
Swisher	525
Oxford	229
Other	1,475



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

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

Date **April 1, 2025**

Re **Monthly Report**

We performed various building maintenance tasks as needed this month. We finished renovating the Old Town Plaza Clock and installed it at City Hall. We are currently awaiting the electrician to pull the data cable and install the electrical power hookup.

We maintained equipment as needed this month. We continue to prepare for the upcoming growing season by performing preventative maintenance and repairing ball field maintenance, mowing, trimming, landscaping, and forestry equipment. We removed all snow equipment and put it away for the season. We washed and waxed all trucks.

We have begun spring turf aeration and applied fertilizer & seed to turf grass areas. We have a good start and will finish as the weather permits. We repaired many turf grass areas that were damaged during snow removal.

Spring landscape clean-up has begun. We applied pre-emergent weed control to all our landscaping areas to help with summer weed pressure. We will continue to work through all our landscaping areas as the weather permits.

We finished landscaping and turf improvements at City Hall and the Police Station.

We continue to make improvements at Koser Park. We upgraded the dugouts by adding new concrete pads in preparation for the construction of two new dugout covers and benches.

We installed new basketball hoops at Quail Ridge Park and Fox Run Neighborhood Park.

Country Landscaping has finished the Liberty Centre Pond stone outcropping repair. I have to say the project went very well, and they did an outstanding job. I'm very pleased with the quality of the workmanship.

On March 29th Parks Staff assisted with the ball field clean-up and enhancements day at Penn Meadows Park along with NLCBS parents and youth ball players. There were eight dump truck loads of trash and leaves collected. Thank you to all that helped.

Our sports field maintenance crew has now begun weekly field maintenance. Ball fields will be maintained daily as well as our soccer fields. Baseball/softball begins on April 5th. Spring soccer program will begin on April 14th.

We continue to meet with the NLCBS ball league regarding field usage and future improvements at Penn Meadows ball complex for this upcoming season.

We assisted the IDNR Fishery Management team with the release of 2000 rainbow trout at Liberty Centre Pond on March 21st. The trout arrived from the state hatchery near Manchester, Iowa. The trout stocking will give anglers local fishing opportunities at Liberty Centre Pond this spring. All IDNR fishing regulations will be enforced.

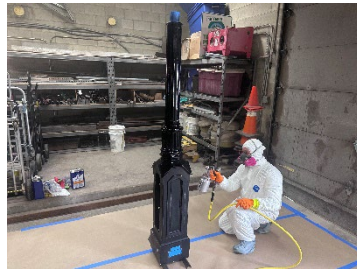
I attended multiple meetings with Shive Hattery this past month regarding Centennial Center and the North Liberty Road Trail Improvement Project.

The city has been awarded the Tree City USA designation for the 29th consecutive year after meeting all requirements and approval by the state IDNR Forestry and the Arbor Day Foundation.

The city has been awarded a tree grant from the Mid-American *Trees Please* grant program. The grant will help fund new shade trees at Penn Meadows Park.

I completed the 2024 annual Parks staff performance reviews.

We continue to seek Seasonal Park Maintenance Worker employees and have conducted interviews. We have 9 of the anticipated 12-14 seasonal employees hired for the season.



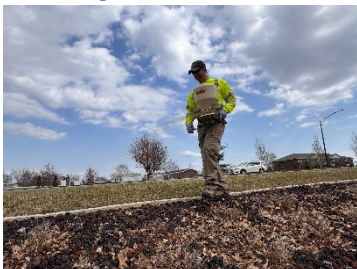
Sanding/repairing and painting during the Old Town Plaza Clock renovating project.



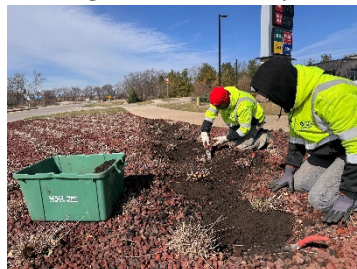
Installing the video screen.



Setting the clock at city hall.

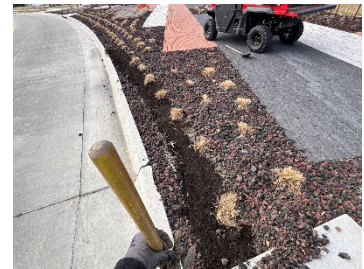


Applying pre-emergent and spring landscaping maintenance and repair.





Landscaping improvements at the Police station.



Turf and landscaping repair at City Hall and the Police Station.



City Staff added rip rap rock at Liberty Centre. Completion of the outcropping repair project.



Ball field Clean-up with the NLCBS ball league, parents, players, and Parks staff on March 29th.



Ball field Clean-up and leaf collection at Penn Meadows Park. Leaf collection taken to our compost site. New basketball hoops at Quail Ridge Park and Fox Run Neighborhood Park.