

**MINUTES**  
**[Approved February 6, 2025]**  
**LIBERTY PARKS AND RECREATION BOARD**  
**January 9, 2025**  
**Liberty Community Center**

**CALL TO ORDER**

The regular business meeting of the Liberty Parks and Recreation Board was called to order by President Ryal Brier at 6:04 p.m. Board members in attendance were: Ryal Brier, James Gifford, Rachel Hollinberger, Jackie Kennedy, Deb Loomis, and John Riedel. Staff members in attendance were BJ Staab, Parks and Recreation Director; Tom Garland, Assistant Director; Jimmy Gibbs, Assistant Director; and Erika Brant, Community Engagement Manager. Board members Christopher Hand, Vern Windsor and Anissa Wolfe were absent.

**OPEN FORUM** – There was no one present to address the Board.

**APPROVAL OF MINUTES** – James Gifford made the motion, seconded by Deb Loomis, to approve the December 5, 2024 minutes as presented. Motion passed unanimously.

**VOTE:**

Ryal Brier	AYE
James Gifford	AYE
Christopher Hand	ABSENT
Rachel Hollinberger	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
John Riedel	AYE
Vern Windsor	ABSENT
Anissa Wolfe	ABSENT

**OLD BUSINESS**

- Historical Markers Updates – Erika Brant shared that the Ruth Ewing and Capitol Federal POW Camp Markers had been ordered from Sewah Studios. Jackie Kennedy shared she had met with Kellie Houx from the Courier Tribune to discuss the historical marker project, and that she believes the Courier Tribune will feature an article about the project soon in the paper or Discover Liberty publication.

**NEW BUSINESS**

**2025 Sports Apparel**

The Parks and Recreation Department facilitates a wide variety of youth and adult sports leagues and camps throughout the year which require the purchase of uniforms, jerseys, caps, socks, champion apparel, and the like.

An RFP was advertised soliciting vendors to provide full service apparel management for each of the programs. The bid was not limited to a single-vendor award and was written with the ability to split the award among vendors offering the best price and/or service.

Five proposals were received. A “basket of goods” analysis was used to compare unit pricing proposed. Staff used FY 2024 numbers of apparel units managed to project FY 2025 annual costs per item bid, which are summarized in the tables below. Please note that not all vendors bid on all items and not all items met specifications.

- Award #1 – Challenger Teamwear – Youth Soccer - \$13,355
- Award #2 – Custom Graphics – Youth Baseball/Softball Jerseys, Baseball Caps, and Basketball Jerseys - \$29,483.50
- Award #3 – TW Sportswear for Bitty Sports - \$4,791.00
- Award #4 – Show Me Logos for Adult Sports Championship Shirts - \$13,562.50 • Contracts have been written for each of the awards at the amount budgeted for each set of anticipated apparel purchases.

For ease of review, each league is listed within its own table and the tables are organized to illustrate the league groupings recommended for contract award.

**Award #1 – Challenger Teamwear for Youth Soccer (\$13,355)**

**YOUTH SOCCER JERSEY:**

BIDDER	“basket of goods” ANNUAL COST ESTIMATE	NOTES
Challenger Teamwear	\$13,355	
TW Sportswear	\$16,627.20	
Play It Again Sports	\$12,807.20	*Did Not Meet Bid Specs
Show Me Logos	\$8,627.50	*Did Not Meet Bid Specs

**Award #2 – Custom Graphics for Youth Baseball/Softball, Baseball Caps, and Basketball (\$29,483.50)**

**YOUTH BASEBALL/SOFTBALL JERSEYS:**

BIDDER	“basket of goods” ANNUAL COST ESTIMATE	NOTES
Custom Graphics	\$10,970	
Play It Again Sports	\$16,692	
TW Sportswear	\$15,545.20	
Challenger Teamwear	\$12,570	
Show Me Logos	\$12,160	

**BASEBALL CAPS:**

BIDDER	"basket of goods" ANNUAL COST ESTIMATE	NOTES
Custom Graphics	\$9,920	
Play It Again Sports	\$14,960	
Challenger Teamwear	\$5,600	
TW Sportswear	\$11,504	

**BASKETBALL:**

BIDDER	"basket of goods" ANNUAL COST ESTIMATE	NOTES
Custom Graphics	\$8,593.50	
Play It Again Sports	\$14,506.05	
TW Sportswear	\$11,652.50	
Challenger Teamwear	\$10,373.75	
Show Me Logos	\$9,650	

Award #3 – TW Sportswear for Volleyball, Bitty Sports, and Adult Sports Championship Shirts. (\$4,791.00)

**YOUTH VOLLEYBALL JERSEYS:**

BIDDER	"basket of goods" ANNUAL COST ESTIMATE	NOTES
TW Sportswear	\$2,596	
Custom Graphics	\$3,100	
Challenger	\$3,595	
Play It Again Sports	\$4,616	
Show Me Logos	\$6,600	

**BITTY SPORTS:**

BIDDER	"basket of goods" ANNUAL COST ESTIMATE	NOTES
TW Sportswear	\$2,195	
Custom Graphics	\$3,800	
Challenger	\$4,080	
Show Me Logos	\$2,760	

Award #4 -- Show Me Logos for Adult Sports Championship Shirts. (13,562.50

ADULT SPORTS CHAMPIONSHIP SHIRTS:

BIDDER	"basket of goods" ANNUAL COST ESTIMATE	NOTES
Show Me Logos	\$13,562.50	
Custom Graphics	\$16,920	
Challenger	\$17,940	
TW Sportswear	\$14,813.80	

Jackie Kennedy asked if the vendor for the adult championship shirts was different than 2024 because there were some concerns about the quality of the shirts in 2024. Jimmy Gibbs said it was, that Snow Me Logos won the bid for those and was a new vendor in 2025. BJ Staab encouraged Board members to share any concerns they had about uniforms with Staff in the future so that feedback could be taken into consideration during the bid process.

Jackie Kennedy made the motion, seconded by James Gifford, to recommend staff recommendation to City Council. Motion passed unanimously.

VOTE:

Ryal Brier	AYE
James Gifford	AYE
Christopher Hand	ABSENT
Rachel Hollinberger	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
John Riedel	AYE
Vern Windsor	ABSENT
Anissa Wolfe	ABSENT

**3<sup>rd</sup> Shift Custodial Contract**

In March 2013, the Liberty Community Center began utilizing third shift contractual custodial services for a deeper cleaning of the locker rooms and fitness center Monday through Friday. In addition to a deeper clean, third shift custodial also prevents interruption of service for Liberty Community Center guests. In March 2015, third shift contractual custodial was expanded to seven days per week in the high profile and high traffic areas of the facility to further enhance the guest experience. Stratus Building Solutions has provided third shift contractual custodial assistance for the Liberty Community since March 2022. The original three year agreement was for \$44,184.00 annually. Stratus Building Solutions requested increases for year 2 and 3 of the contract citing increasing costs for supplies, labor and equipment. Year 3 of the contract expiring in February 2025 is for \$52,488.00.

A legal ad was placed and bids were solicited from sixteen area cleaning companies. Four companies toured the facility (Hi Gene's, City-Wide Maintenance, Stratus Building Solutions, Jani-King) and proposals were received from five vendors.

Vendor	Submittal
Stratus Building Solutions	\$54,180.00
MC Janitorial LLC	\$54,600.00
City-Wide Maintenance Company	\$61,360.00
Hi-Gene's Janitorial	\$74,265.00
Jani-King	\$81,152.00

In addition to labor, the contract also includes cleaning supplies, cleaning equipment, quarterly carpet cleanings and annual strip & wax of vinyl floors. Selected vendor, when needed by the Liberty Community Center, will also provide additional day porter service and/or overnight theater cleaning at \$25.00/hour.

Staff recommends approval of an ordinance for a contract with Stratus Building Solutions to provide third-shift custodial services at the Liberty Community Center for an amount not to exceed \$54,180.00. This will be year one (2025) of the potential three, one-year agreements.

Deb Loomis asked how often this cleaning crew cleaned the building, and what areas it covered. Jimmy Gibbs shared that they cleaned the building every night, and that their focus was on high traffic areas. Staff handles cleaning of the offices and refreshes the high traffic areas during the day. John Riedel asked how often the gym floor was cleaned. BJ Staab reminded the Board that the gym is resurfaced every September during maintenance week, but that he'd need to check on how it is maintained daily.

Deb Loomis made the motion, seconded by Rachel Hollinberger, to recommend staff recommendation to City Council. Motion passed unanimously.

**VOTE:**

Ryal Brier	AYE
James Gifford	AYE
Christopher Hand	ABSENT
Rachel Hollinberger	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
John Riedel	AYE
Vern Windsor	ABSENT
Anissa Wolfe	ABSENT

**Community Center Roof Repairs**

The Liberty Community Center opened in February of 1992. The current roof was installed in 2009 by Tremco who held the original warranty and performed maintenance since installation. The roofing system is a 4-ply built-up-roof with a cold asphalt flood coat with gravel. Liberty Community Center staff contacted Tremco in July of 2023 requesting a quote for a warranty extension. Tremco performed an inspection on roofs A, B, D1, D2, E, F & G in the fall of 2023. Roof C was installed in 2018 and is under warranty until 2033. Upon results of the inspection, Tremco found the roofs to be in a condition to renew the warranty for an additional 5 years. A contract was signed with Tremco Construction Products Group on April 8, 2024 for a 5-year

warranty extension on roofs A, B, D1, D2, E, F, & G. The original warranty expired on April 27, 2024. Below is a description of the roof line sections:

- A – Theater Stage
- B – Theater
- C – Meeting Rooms (not included)
- D1 – Gymnasium
- D2 – Natatorium
- E – Conference Room
- F – Small Pool
- G – Hallway

Prior to the warranty extension being issued, an infrared analysis of the roofing system was performed to confirm there were no areas of wet materials. After conducting the infrared scan, significant areas of wet materials were found in roofs B, D1, D2, & E. Tremco solicited pricing from 3 vendors for the labor to complete roofing repairs with Delta Innovative Services providing the best bid in the amount of \$71,345.00. Pricing was provided using the AEPA (Association of Educational Purchasing Agencies) EducationPlus Coop. To reduce the total cost of the project, materials will be purchased directly from Weatherproofing Technologies Inc., at a discount in the amount of \$25,733.89. After completion of the repairs and removal of wet areas in the roofing system, the 5-year warranty will be issued by Tremco.\

Tremco anticipates the repairs and warranty extension will extend the life of the roofs another 5 years and potentially longer if proactive maintenance is continued. Tremco estimates that without the repairs, warranty extension and preventative maintenance, they would recommend a roof restoration on the roofs within the next 3 years or roof replacement within 5 years. Estimated cost for roof restoration is \$525,000.00. Estimated cost for roof replacement is \$1,125,000.00.

Project will be funded through the Parks Sales Tax Fund. Staff recommends approval of contracts with Delta Innovative Services for labor to repair roof sections B, D1, D2, & E in an amount not to exceed \$71,345.00 and with Weatherproofing Technologies Inc., for the purchase and delivery of materials to complete repairs to roof sections B, D1, D2, & E in an amount not to exceed \$25,733.89.

Jimmy Gibbs reminded the Board that during Tremco's inspection in 2024, they found several wet spots in the roof that needed to be addressed. When researching ways to address the problem areas, Staff found the most cost-effective solution was to purchase the products from one company, and hire another to do the labor. Once this work is completed, the roof warranty would be extended for 5 more years. Ryal Brier asked if the whole roof would eventual need to be replaced. BJ Staab reminded the Board that the metal portions of the roof had been replaced after a wind storm a few years ago, so that part of the roof would not need to be replaced for several more years. Staff also believes this would fix roof issues for at least through the 5-year warranty. Rahcel Hollinberger asked if Staff and the Board should begin saving for a new roof. BJ Staab shared he didn't think that needed to happen at this time.

John Riedel made the motion, seconded by James Gifford, to recommend staff recommendation to City Council. Motion passed unanimously.

VOTE:

Ryal Brier	AYE
James Gifford	AYE
Christopher Hand	ABSENT
Rachel Hollinberger	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
John Riedel	AYE
Vern Windsor	ABSENT
Anissa Wolfe	ABSENT

**Beverage Contract for LPR**

The City operates two seasonal concession stands at the Capitol Federal Sports Complex and provides beverage vending machines at the Liberty Community Center. Products are sold at both locations for a profit, which is reflected in the 2025 Sports Complex and Liberty Community Center revenue portions of the budget.

A summary of the vendor proposal is as follows:

**Coca-Cola Company**

<b>20oz Bottles</b>	<b>Price/case</b>	<b>Rebate</b>	<b>Sponsorship</b>	<b>Price Increase</b>
Coke - Cola	\$25.83	\$1/ 20oz Case	\$4,000 per year/ \$20,000 over 5 years	Up To 5% annually
Coke - Water	\$15.54	\$1/ 20oz Case		Up To 5% annually
Coke - Powerade	\$27.38	\$1/ 20oz Case		Up To 5% annually

This contract represents year one of a five-year agreement to purchase Coca Cola products for resale at Capitol Federal Sports Complex and the Liberty Community Center. Staff is requesting approval of this contract in an amount not to exceed \$70,000. This pricing is based on average past usage levels, new costs, and increased days of usage. Product is sold for profit; accordingly, the purchase cost is recovered through sales. Amount is included as a part of the 2025 budget.

Jimmy Gibbs shared that Staff had shared the bid packet with several potential suppliers, but that Coca Cola was the only company to respond to the bid. He shared that Staff was happy with their relationship with Coca Cola and that they were in good standing with the City of Liberty. He also shared that in the 10 years Coca Cola had been the supplier for Capitol Federal Sports Complex and the Liberty Community Center Staff had not reported any issues with the relationship.

Deb Loomis made the motion, seconded by Jackie Kennedy, to recommend staff recommendation to City Council. Motion passed unanimously.

VOTE:

Ryal Brier	AYE
James Gifford	AYE
Christopher Hand	ABSENT
Rachel Hollinberger	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
John Riedel	AYE
Vern Windsor	ABSENT
Anissa Wolfe	ABSENT

**Ruth Moore Restroom**

The existing restroom facility in Ruth Moore Park is in significantly poor condition and has been renovated numerous times. This structure has exceeded its useful lifespan. Replacement of the restroom is part of the 2025 park operations budget and will reduce future maintenance needs of the structure.

The City of Liberty Parks and Recreation Master Plan (Goal 3, Objective 3.4) recommends making all parks inclusive and accessible. According to the associated community survey, having restrooms in parks was rated a "*High Priority*" item. This rating indicates that any improvements in this area are likely to have a positive impact on the greatest number of households. Replacement of this facility has been highly requested from patrons that use the park. This project meets that neighborhood request.

Park staff researched available public restroom facility styles to identify and meet the appropriate needs of the park and neighborhood users. A pre-cast two-room facility offered by CXT, Inc. was identified as ideally suited for the replacement restroom. Staff submits this motion to approve this purchase from CXT, Inc. utilizing the Sourcewell Cooperative Pricing Agreement.

Tom Garland shared that this new facility would be similar to the restroom recently installed at Westboro/Canterbury Park. He also shared that Staff would handle all demolition, site grading, concrete and the installation of the restroom. Ryal Brier asked how many park restrooms would still need updating once this replacement was complete. Tom Garland shared this was the final restroom that needed to be updated aside from locations that currently had portables.

Jackie Kennedy made the motion, seconded by James Gifford, to recommend staff recommendation to City Council. Motion passed unanimously.

VOTE:

Ryal Brier	AYE
James Gifford	AYE
Christopher Hand	ABSENT
Rachel Hollinberger	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
John Riedel	AYE
Vern Windsor	ABSENT

Anissa Wolfe

ABSENT

**Purchase of a 2024 John Deere Skid Steer Loader**

With the addition of the artificial turf fields at Capital Federal Sports Complex there is a need for a skid loader to unload the large bulk rubber material for the fields. The Case XT85 has been sold due to condition and age. The Case was given to the Sports Complex from City Park crews after they replaced on axle and several other parts. At the time it was suggested to only keep the loader for a year and sell it before more issues developed. Four years later the capital budget is in a position to cover the cost of a new skid steer loader for the sports complex.

Staff utilized the Sourcewell Coop for a quote to purchase a 2025 John Deere 324G skid steer loader from Heritage Tractor in the amount of \$60,922.00 (purchase and set up \$59,500 plus \$1,422 for an extended warranty). Staff recommends the purchase of the skid steer utilizing Park Sales Tax funds.

James Gifford made the motion, seconded by Rachel Hollinberger, to recommend staff recommendation to City Council. Motion passed unanimously.

**VOTE:**

Ryal Brier	AYE
James Gifford	AYE
Christopher Hand	ABSENT
Rachel Hollinberger	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
John Riedel	AYE
Vern Windsor	ABSENT
Anissa Wolfe	ABSENT

**Proposal to Name Ruth Moore Basketball Court**

BJ Staab shared several pieces of correspondence he had received asking the Board to consider naming the basketball courts in Ruth Moore Park in memory of Will Smith. Will Smith passed away in 2024, and had organized the yearly Hoops for Hope 3 on 3 Basketball tournament in Ruth Moore Park. Each year more than 100 youth participated in the tournament where they learned about conflict resolution, de-escalation, teamwork, leadership and other social skills. Letters recommending the name change came from AJ Byrd and Councilman Harold Phillips. Also included in the correspondence was a petition signed by 30 individuals.

BJ Staab reminded the Board that this suggestion had come out of the Garrison Task Force and the public meetings they held in 2024. He also shared that if the Board approved the naming of the courts, then when the courts are resurfaced later in 2025, a logo or the name would be included as a part of that resurfacing project.

James Gifford asked if the Hoops for Hope Tournament was still happening. BJ Staab shared that the tournament initially operated from 2005 to 2018, and that Will Smith's nephew was hoping to revive the tournament.

Jackie Kennedy made the motion, seconded by John Riedel, to name the basketball courts in Ruth Moore Park “The William “Will” Smith Basketball Courts” in memory of Will Smith. Motion passed unanimously.

VOTE:

Ryal Brier	AYE
James Gifford	AYE
Christopher Hand	ABSENT
Rachel Hollinberger	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
John Riedel	AYE
Vern Windsor	ABSENT
Anissa Wolfe	ABSENT

CORRESPONDENCE – BJ Staab shared some information from the City of Riverside, Missouri about their new skate park. He also shared correspondence about recent tree clearing along Homestead Trail and about the Canterbury Trail access off of S. Wales. BJ also reminded the Board about the recent vandalism in Westoboro/Canterbury Park and gave an update on the anticipated repairs to the play structure.

FINANCE – N/A for January. BJ Staab shared that Staff was working to close out 2024 and would share financial in February. He shared that he anticipated ending the year in a positive position.

REPORTS –

- Administration Division Report – Ryal Brier asked a few questions about sponsorships at Capitol Federal Sports Complex. BJ Staab reminded the Board that the initial 5-year field agreements all came to an end at the end of 2024, and that some field names would be turning over. He shared that right now one field was still without a sponsor.
- Parks Division Report – Erika Brant shared that KC Disc Golf had recently reached out to share that they had obtained a donation to replace 18 of the baskets at the Bad Rock Creek Disc Golf Course.
- Recreation Report – No additional questions outside of the printed report.
- Liberty Foundation Report – No additional questions outside of the printed report.

MISCELLANEOUS – Deb Loomis asked how the recent weather had impacted the Department. BJ Staab shared that most programs had been canceled early in the week, but that those cancellations had not caused many issues.

ADJOURNMENT – Meeting adjourned at 7:19 p.m.

The next regular meeting of the Liberty Parks and Recreation Board is tentatively scheduled for Thursday, February 6, 2025, 6:00 p.m. at the Liberty Community Center.