

MINUTES
[For approval March 6, 2025]
LIBERTY PARKS AND RECREATION BOARD
February 6, 2025
Liberty Community Center

CALL TO ORDER

The regular business meeting of the Liberty Parks and Recreation Board was called to order by Vice President Anissa Wolfe at 6:00 p.m. Board members in attendance were: James Gifford, Christopher Hand, Rachel Hollinberger, Jackie Kennedy, Deb Loomis, John Riedel, Vern Windsor and Anissa Wolfe. 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 member Ryal Brier was absent.

OPEN FORUM – Mitch Mabry with Resonus attended to present to the Board about his proposal for the Bennett Park Constituent Engagement pilot.

APPROVAL OF MINUTES – Deb Loomis made the motion, seconded by James Gifford, to approve the January 9, 2025 minutes as presented. Motion passed unanimously. Christopher Hand, Vern Windsor and Anissa Wolf abstained due to absence at the January meeting.

VOTE:

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

OLD BUSINESS

- Historical Markers Updates – Erika Brant shared that the Ruth Ewing and Capitol Federal POW Camp Markers had been ordered from Sewah Studios and were in the queue for production. Jackie Kennedy shared information about the partnership that has grown between the Clay County Archives, Clay County Museum and the City's Public Relations Department to create historical posters for kiosks in Downtown Liberty.

NEW BUSINESS

2025 Sports Complex Concession Food

The Parks and Recreation Department operates two concession stands during programs and events held at the Sports Complex. Independent contractors are engaged to deliver concession food, beverages, and supplies to the Sports Complex concession stands. Because the services requested are specialized, services are divided into two separate groups (concession food and

supplies; beverages).

Services covered by this contract include all concession food and supplies that will be resold in FY2025. The Sports Complex operating budget includes funding for all food and beverage in the amount of \$120,000, of which \$70,000 is planned for food and supplies.

Staff solicited proposals from four area food delivery vendors (Sysco, KOHL, Graves, and EVCO) as well as publicly advertised for food and supplies delivery services. One sealed proposal was received. A “basket of goods” analysis was used to compare unit pricing between the two to ensure competitive pricing. It is important to note that the “basket of goods” analysis does not include an exhaustive list of all products purchased but focuses on the primary products purchased each year. For this analysis, staff used FY 2024 numbers of cases/units purchased as well as volume based on event usage to project FY 2025 annual costs bid, which is summarized in the table below:

BIDDER	“basket of goods” ANNUAL COST ESTIMATE	NOTES
Kohl Wholesale	\$70,000	

Staff recommends engaging in a guaranteed pricing contract with the sole bidder, Kohl Wholesale. This agreement is year one (2025) of the potential three (2026 and 2027), one-year agreements.

Jimmy Gibbs shared that Kohl Wholesale had been providing food and other supplies to the Capitol Federal Sports Complex for several years and that Staff was happy with their service.

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

VOTE:

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

Enterprise Fleet Management Contract

It is a goal of the Parks and Utilities department to develop and incorporate a Vehicle Replacement Program for its ever-aging fleet. However due to ever changing Government purchasing procurement process, increased purchase costs and increased staff time contacting dealerships, staff recommends using Enterprise to bridge those gaps.

Enterprise Fleet management's proposal will save City resources and budget dollars through a managed vehicle program. The City will utilize an open-end lease as a funding mechanism, allowing the City to acquire additional vehicles while avoiding a large capital budget outlay. This will also allow the City to replace aged vehicles with newer models to increase fuel efficiency and reduce maintenance expense. Maintenance and repair expenses will be reduced as the age of vehicles is lowered and the integration of more fuel-efficient vehicles will reduce carbon footprint. Also, this will establish a proactive replacement plan that maximizes potential equity at a time of resale, reduces operational expenses, and increases safety.

An open-end lease means there are no early termination, mileage, or abnormal wear and tear penalties. Leases are written to a residual balance to preserve cash flow. The City receives flexibility of ownership, as well as net equity from sale at the time of disposal.

The City of Liberty will have a dedicated, local account team to proactively manage and develop our fleet while delivering the highest level of customer service to facilitate day-to-day needs. Our Enterprise manager will provide ongoing analysis, which includes best makes/models, cents per mile, total costs of ownership, and replacement analysis.

Other municipalities partnered with EFM include the Cities of: Parkville, Independence, Raymore, Blue Springs, Smithville, Gladstone and more.

Other school districts partnered with EFM include: William Jewell College, Liberty School District, University of Missouri, KCMO, and others.

Staff wants to begin with a smaller number of vehicles for the first year and get familiar with costs & savings prior to expanding the fleet replacement number. Staff recommends entering an agreement with Enterprise Fleet Management for the four vehicles listed.

The Parks Department and Utilities Department request to utilize Enterprise Fleet Management for 4 new Ford vehicles.

The Parks Department will be leasing two (2) 2025 Ford F-350 Regular Cabs XLT trucks and one (1) 2025 Ford F-350 Crew Cab XLT truck. These 3 trucks are replacing a 1998 F-150, 1999 F-250 and 2008 F-250.

The Utilities Department will be leasing a 2025 Ford Ranger XLT Supercrew replacing a 2012 Ford F150.

The City of Liberty will piggyback on the Enterprise Fleet Management Sourcewell Cooperative Purchasing agreement RFP #060618-EFM. This addresses the following; access to all fleet management services as applicable to the needs of the City of Liberty. Supports the City's need for fleet evaluation on a quarterly basis assessing costs and reviewing best practices.

- Year 1 – Parks cost \$37,240.56 (5-year lease)
- Year 1 – Utilities cost \$8,830.20 (5-year lease)

BJ Staab pointed out that this item does include an extra vehicle for the Utilities department which would not be funded by the Parks department. He reminded the Board this lease agreement had been discussed at a previous meeting. He shared that vehicle prices had increased significantly so moving to this type of agreement would be best way to keep Staff in working vehicles.

Rachel Hollinberger asked if a maintenance plan was included in the price. BJ Staab shared that could be added, but Staff was not recommending that at this time. Instead Parks Staff would handle vehicle maintenance.

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

VOTE:

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

Sports Complex Security Cameras

The Sports Complex has never had cameras throughout the complex. After numerous amounts of vandalism over the past couple of years, the Park Board recommended the installation of security cameras in the FY2025 budget.

Staff from IT and Parks & Recreation Departments met with TGS to discuss the best options to meet the current security needs of the Capitol Federal Sports Complex.

A quote was received for the purchase and installation of 9 new cameras, Entryway1: CB62-TE Bullet & CD62E Dome, Entryway2: CB62-TE Bullet & CD62E Dome, Concession Stands: 4x CH52-E Multisensor Cameras, Batting Cages: CB62-TE Bullet2, along with applicable services & hardware for each camera.

The entryway Bullet cameras will be set to get LPR license plate recognition. The other cameras will be able to take advantage of the many analytics offered by Verkada such as people history, person attributes, face detection, vehicle history.

Technology Group Solutions.....\$39,989.20

Staff will be utilizing the TGS Cooperative Purchasing agreement through TIPS. TIPS contract #230504.

Although TGS is not a sole source provider, they are the preferred Verkada camera installers and the current camera technology at the Sports Complex is Verkada. TGS is a local company so getting service or parts is typically no issues.

This project is funded through the Parks Department Sales Tax Capital budget. Staff recommends approval of a contract and expenditure with Technology Group Solutions for an amount not to exceed \$39,989.20 for security cameras at Capitol Federal Sports Complex. The Project was budgeted as part of the FY2025 Parks Capital Budget. Each camera comes with a 10-year standard manufacturer warranty.

BJ Staab shared that there would be four entry way cameras that would be license plate and vehicle identification readers. The other cameras would be placed at the concession stands and batting cages.

Rachel Hollinberger asked about how the footage would be retained. BJ Staab shared that it was all cloud based and would be retained indefinitely. Anissa Wolfe asked who would review the footage. BJ Staab shared that Staff, the City's IT department and the Liberty Police Department would all have access to the footage and could view it as needed. James Gifford asked if the system would notify users if cars or individuals enter the Sports Complex at night when the facility is closed. BJ Staab said was capable of that. Additionally, the system could be utilized to identify specific types of cars, or other specific details as needed by Staff or the Police Department. Jackie Kennedy asked if additional fees would be charged for licensing or storage. BJ Staab shared the presented price includes all of those fees, and then moving forward the licensing fees, etc. would be included in the Sports Complex's operating budget. Anissa Wolfe asked if the Sports Complex had signage notifying the public they were being recorded. BJ Staab shared there were not currently signs about cameras, but said Staff would consider adding signs once the cameras were installed. Jackie Kennedy asked about if the backstop cameras on each field were still in working order. BJ Staab said they were still in use, but reminded the Board those don't belong to Parks department and are owned and maintained by a community partner.

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

VOTE:

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

Martha Lafite and MO Dept of Conservation

BJ Staab shared that he was approached in December by representatives from Martha Lafite Nature Sanctuary and the Missouri Department of Conservation (MDC) about the property adjacent to Martha Lafite Nature Sanctuary. He shared that MDC was interested in gifting the land to the Liberty Parks department. MDC also expressed interest in donating the Walnut Woods property adjacent to Stocksdale Park. The Board discussed pros and cons to accepting one or both properties from MDC.

The Board agreed that Staff should continue discussions with Martha Lafite Nature Sanctuary and MDC and bring potential agreements back to the Board for consideration at a future meeting.

Resonus – Engagement Tool

The Park Board and Staff will engage the Community on future development of Bennett Park in Spring/Summer 2025. It is important to gather as much input and engage as many citizens as possible during the process.

Resonus would allow a state-of-the-art *Conversations*[™] software tool to collect and summarize input from residents via text messaging and mobile-first web portal in a natural language experience today's constituents are quickly coming to expect. *Conversations*[™] allows Parks and Recreation staff to review customer inputs based on where they live in the City and ask additional questions of the respondents to better understand their nuanced opinions.

Residents engage with the system by either texting a number or scanning a QR code that takes them to a web-based application that is optimized for their mobile phone. City staff will have a dashboard that allows them to see statistics of constituents' responses each of the suggestions made by category.

Resonus staff will:

- Provide 50 yard signs with web portal QR code and text messaging number. Distribute 25 around the community and recover at the end of the program.
- Provide 1000 physical flyers promoting the online conversation. Distribute 250 in adjacent neighborhoods to Bennett Park and 100 to local business bulletin boards.
- Create posts with links to participate on social media, including Facebook, Instagram, and X. Promote add on Meta (Facebook and Instagram) platforms.
- Distribute press releases to traditional media outlets.

The Engagement Schedule will be April 14 – June 27. Total Cost for Resonus will be \$5,000 (This cost will be split between Transient Guest Tax budget and Parks and Recreation). Total Cost for LPR = \$2,500. Staff recommends approving this agreement with Resonus.

BJ Staab shared that the initial proposal for this software was for \$9,000, and Resonus offered a discounted rate of \$5,000.

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

VOTE:

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

CORRESPONDENCE – BJ Staab shared some correspondence from a volunteer coach thanking Staff member, Thomas Connor, for his work running the Liberty Parks & Rec baseball program. BJ Staab also shared a letter asking about snow removal in Westboro/Canterbury Park.

FINANCE – N/A for February. BJ Staab shared Staff was waiting for FY2024 to be finalized by the Finance Department.

REPORTS –

- Administration Division Report – No additional questions outside of the printed report.
- Parks Division Report – No additional questions outside of the printed report.
- Recreation Report – No additional questions outside of the printed report.
- Liberty Foundation Report – Jimmy Gibbs shared that the Golf Tournament Committee would be meeting on Monday, February 10.

MISCELLANEOUS – Jackie Kennedy asked if it would be possible to add a shade structure over the play equipment at City Park. She expressed concern that the play area gets hot during the summer months. Tom Garland shared the cost for a shade structure could run \$50,000+ and the actual cost would depend on the size of the structure. BJ Staab shared Staff had received complaints occasionally about the metal slide being hot in the summer months. Tom Garland shared Staff had also planted trees that would eventually grow and provide additional shade.

BJ Staab shared that the Parks department Facebook page would be launching on Friday, February 7. Anissa Wolfe challenged the Board to like and share the page once it goes live.

BJ Staab shared that the Liberty Parks department had won Agency of the Year for a Missouri City with a population of less than 50,000 from MPRA. He shared Staff would accept the award at the MPRA Conference February 18-21. BJ Staab invited the Board to attend the Liberty City Council Meeting on Monday, February 24 where the award would be celebrated and announced.

ADJOURNMENT – Meeting adjourned at 7:11 p.m.

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