

**MINUTES**  
**[Approved April 3, 2025]**  
**LIBERTY PARKS AND RECREATION BOARD**  
**March 6, 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 6:00 p.m. Board members in attendance were: Ryal Brier, James Gifford, Christopher Hand, Rachel Hollinberger, Jackie Kennedy, Deb Loomis, John Riedel, Vern Windsor and Anissa Wolfe. Absent: Deb Loomis. Staff members in attendance were BJ Staab, Parks and Recreation Director; Tom Garland, Assistant Director; and Jimmy Gibbs, Assistant Director.

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

**APPROVAL OF MINUTES** – James Gifford made the motion, seconded by Anissa Wolfe, to approve the February 6, 2025 minutes as presented. Motion passed unanimously. Ryal Brier abstained due to absence at the February meeting.

**VOTE:**

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

**OLD BUSINESS**

- Historical Markers Updates – Jackie Kennedy shared notes and progress on upcoming markers. Noted Kelly from newspaper wants to write story and Jackie will keep her updated.

**NEW BUSINESS**

**Addition of new business item to agenda—Ordinance Approving contract with BHC Civil Engineering for trail design between Canterbury Park to Homestead Greenway**

A motion was presented by Vern Windsor and seconded by James Gifford to add this new item to the agenda.

**VOTE:**

|                  |     |
|------------------|-----|
| Ryal Brier       | AYE |
| James Gifford    | AYE |
| Christopher Hand | AYE |

|                     |        |
|---------------------|--------|
| Rachel Hollinberger | AYE    |
| Jackie Kennedy      | AYE    |
| Deb Loomis          | ABSENT |
| John Riedel         | AYE    |
| Vern Windsor        | AYE    |
| Anissa Wolfe        | AYE    |

**Ordinance Approving contract with BHC Civil Engineering for trail design between Canterbury Park to Homestead Greenway—Tom Garland**

In 2017 Vireo provided a preliminary trail route to connect Canterbury Park south to the newly constructed trail in the Homestead Greenway. With the primary design completed staff worked with the developers of Homestead subdivision to extent the 2017 trail further west to connect Buckingham drive with a pedestrian trail over Little Shoal Creek to Campbell Road. The developer agreed to build the trail in 2023 as part of Homestead Hills second phase if the city would cover the cost for the bridge over Little Shoal Creek. In the spring of 2024 the bridge was installed and the trail pavement completed. Parks staff is looking to connect the 1700-foot gap between Homestead and Canterbury Park trails. This section of trail is planned to cross the creek twice and will need to cross South Wales Road.

BHC will review the preliminary route and model how the trail will affect any flooding that occurs along the creek. A flood study is required for all of two creek crossings to determine the best options. They will provide some basic cost estimates but parks staff is planning to use maintenance staff for clearing brush, trail grading and possibly laying rock to save on the total project costs.

Parks staff reviewed qualifications from three engineering firms and is recommending the City to inter into a contract with BHC for an amount not to exceed \$43,000.

Assistant Director Garland noted a proposed timeframe would be approximately 3 months from the date of award of contract.

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    | AYE    |
| Rachel Hollinberger | AYE    |
| Jackie Kennedy      | AYE    |
| Deb Loomis          | ABSENT |
| John Riedel         | AYE    |
| Vern Windsor        | AYE    |
| Anissa Wolfe        | AYE    |

**Sports Complex Trail Overlay—Tom Garland Reported**

The Capitol Federal Sports Complex Trail provides a connection throughout the park for pedestrians to access the other sports zones, playgrounds, ponds, and other park recreational

areas. The trail is just short of a half mile long and is in poor condition and needs repair work and an overlay. Asphalt trails require maintenance of crack sealing and seal coating to prolong the life of the material. Trail overlays reset the life cycle of the trail. With proper care, asphalt trails can last ten years between overlays.

As part of the FY2025 parks operations budget, funds were allocated for trail overlay. The Capitol Federal Sports Complex Trail is next on the list for repairs. Staff met with several paving contractors and found Tandem Paving to be the most capable contractor for the work, plus they participate in a cooperative price agreement for asphalt trail work with the City of Lee's Summit allowing us to utilize their services as they have competitive pricing.

In an effort to improve trails in existing parks, the City of Liberty Parks and Recreation Master Plan (Goal 1, Objective 1.3) recommends developing new walking and biking trail opportunities and promote non-motorized transportation alternatives to improve the health and well-being of Liberty residents. These repairs will extend the life of this trail and meet the objectives of this goal.

Staff requests the approval of a contract with Tandem Paving to complete the trail repairs and overlay work in an amount not to exceed \$42,103.50.

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    | AYE    |
| Rachel Hollinberger | AYE    |
| Jackie Kennedy      | AYE    |
| Deb Loomis          | ABSENT |
| John Riedel         | AYE    |
| Vern Windsor        | AYE    |
| Anissa Wolfe        | AYE    |

### **LPR Revenue Policy**

Liberty Parks and Recreation recognizes the need to establish and maintain a policy for fees and/or charges that are fair and equitable for the use of facilities, programs, and services offered by LPR. Director Staab made comments about the importance of "free" events available to the community.

Christopher Hand made the motion, seconded by Anissa Wolfe, to recommend staff recommendation to City Council. Motion passed unanimously.

VOTE:

|                     |     |
|---------------------|-----|
| Ryal Brier          | AYE |
| James Gifford       | AYE |
| Christopher Hand    | AYE |
| Rachel Hollinberger | AYE |

|                |        |
|----------------|--------|
| Jackie Kennedy | AYE    |
| Deb Loomis     | ABSENT |
| John Riedel    | AYE    |
| Vern Windsor   | AYE    |
| Anissa Wolfe   | AYE    |

### **LPR Parks and Trail Signs**

Approval of Trail sign/kiosk for Liberty Parks. As part of the LPR Foundation's 2024 fundraising, the Board is funding \$10,000 toward Park signs/kiosks and wayfinding.

Director Staab provided information and led discussion noting \$10,000 would fund approximately 4-5 signs.

The board was provided with a draft design of a potential park wayfinding sign. Staff received comments and will make suggested changes and bring back to the board in April.

There was no vote.

#### **VOTE:**

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

### **LPR Foundation Project List**

BJ Staab presented the suggested project list to share with the Liberty Parks & Rec Foundation. He reminded the Board that this list is curated by Staff.

Board made comments and will bring back to the April meeting.

There was no vote.

#### **VOTE:**

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

### **Parks Inclusive Amenities**

BJ Staab shared a few inclusive amenities that could be added to parks in the Liberty Parks & Rec System. Upon review, the board recommended to Director Staab to include a saucer swing to the playground in Westboro Park as a 1<sup>st</sup> priority.

### **MPRA Agency of the Year**

BJ Staab shared an update and a video on the Agency of the Year win for the department at the MPRA Conference on Thursday, February 20, 2025.

CORRESPONDENCE – N/A for March.

FINANCE – Jimmy Gibbs shared financial reports for January 2025. No questions.

### **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 – No additional questions outside of the printed report.

MISCELLANEOUS – Ryal Brier thanked Anissa Wolfe for leading the February meeting in his absence. Ryal also shared a note from a parent and thanked Paula Ruf for her organization of the youth basketball program.

ADJOURNMENT – Meeting adjourned at 7:22 p.m.

The next regular meeting of the Liberty Parks and Recreation Board is tentatively scheduled for Thursday, April 3, 2025, 6:00 p.m. at the Liberty Community Center.