

MINUTES
[Approved May 1, 2025]
LIBERTY PARKS AND RECREATION BOARD
April 3, 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, Anissa Christine, James Gifford, Christopher Hand, Rachel Hollinberger, Jackie Kennedy, Deb Loomis, John Riedel, and Vern Windsor. Staff members in attendance were BJ Staab, Parks and Recreation Director; Tom Garland, Assistant Director; and Erika Brant, Community Engagement Manager.

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

APPROVAL OF MINUTES – Vern Windsor made the motion, seconded by James Gifford, to approve the March 6, 2025 minutes as presented. Motion passed unanimously. Deb Loomis abstained due to absence at the March meeting.

VOTE:

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

OLD BUSINESS

- Historical Markers Updates – Jackie Kennedy shared that the Historic Marker Task Force met in March and they discussed the addition of an Interurban Railway marker at Martha Lafite Thompson Nature Sanctuary. She also shared that she and Erika Brant will be meeting at Martha Lafite on Friday, April 4 to discuss the marker style and location.

Jackie Kennedy also shared that the task force discussed the markers they planned to install in 2026. The task force recommended that two would be placed at City Park one about Wine Cellar Hill and another about Jones’ Distillery. They also recommended adding a marker about the Lincoln Family at Northwyck Park and one about Michael Arthur at Arthur Hill Park.

Jackie Kennedy shared that the task force also created a list of historic markers in Liberty Parks and shared some thoughts with Staff on how to market those and share locations with the Community. She and the task force are suggesting the addition of a page on the Parks & Rec website with information on the markers. They also suggested adding the markers as

amenities to each Park and to feature the markers on social media especially when new ones are placed.

BJ Staab promised to bring some ideas on how to market the historic markers back to a future Park Board meeting.

- Trail Sign Example – BJ Staab shared revised trail signs with the Board. Everyone liked the new direction and shared some minor edits. BJ Staab shared that Staff would continue to work on the design and would share additional information at a future meeting.

NEW BUSINESS

Annual Member Development Book and Bylaws Review

According to the Park Board Bylaws, the Vice President shall be responsible for the Park Board member development book and its annual review. As well, the Secretary/Treasurer shall be responsible for the bylaws and its annual review. The review summary will be presented at the May Park Board meeting.

Ryal Brier reminded the Board that Anissa Christine, Board Vice President, and James Gifford, Board Secretary/Treasurer would be responsible for these updates. BJ Staab promised to get in touch with them in the next month to prepare for the May meeting.

Fitness Equipment Purchase

The Liberty Community Center has used Life Fitness equipment since 2002 because of the technological advances the Life Fitness brand provided above other brands. The Liberty Community Center continues to use the Life Fitness brand of equipment for its reliability, continuous advances in technology, and ease of use. Advanced Exercise Equipment, the local provider of Life Fitness/Hammer Strength equipment, is the approved Sourcewell coop provider for fitness equipment. The Sourcewell Coop is also recognized by the Mid America Regional Council (MARC) as having met the standards for an approved coop.

The total cost of this purchase is \$46,156.20; the list of fitness equipment scheduled for purchase follows:

- 2 Replacement Integrity Treadmills w/ 16-inch console (\$18,198.60)
- 2 Replacement Integrity + Elliptical Cross trainer w/ 16- inch console (\$15,398.60)
- Replacement Integrity + Recumbent Lifecycle bike w/ 16-inch console (\$6,019.30) New Cascade Air Bike Unlimited (\$1,676.50)
- Replacement Life Fitness Multi-Adjustable Bench (\$1,495.20)
- Freight and Delivery (\$3,368.00)

Total \$46,156.20. Ryal Brier asked if we received funds back from the sale of old equipment. BJ Staab shared that the old equipment is sold and funds received from the sale is added back to the budget.

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

VOTE:

Ryal Brier	AYE
Anissa Christine	AYE
James Gifford	AYE

Christopher Hand	AYE
Rachel Hollinberger	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
John Riedel	AYE
Vern Windsor	AYE

Surface for Westboro/Canterbury Playgrounds

The Parks and Recreation Department continually reviews the playground inventory within the parks system evaluating and prioritizing replacement and repair needs. During the FY2025 budget development process, the Westboro safety surfacing was identified as the highest priority to be replaced as part of the Parks operations budget.

Staff applied for a Missouri Department of Natural Resources (MODNR) Scrap Tire Surface Material Grant to help cover part of the cost to replace the safety surface of the Westboro playground. The City was notified in the Fall of 2024 that \$40,000 was awarded and would be available in 2025. This is a reimbursement grant, so \$40,000 of the \$42,363.46 safety surface expense will be reimbursed by the MODNR when the project is complete.

The Liberty Parks Foundation selected the Canterbury playground for replacement of the wood fiber safety surface to match the Westboro playground. As part of this project the Foundation will reimburse the City for the cost for the second playground to received rubber safety surfacing in the amount of \$31,329.72.

Staff recommends the approval of an agreement with Taylormade Co. for purchase and installation of rubber safety surfacing utilizing the Greenbush Coop pricing agreement in a combined amount of \$73,693.18 for both projects.

- Westboro Playground Safety Surface: \$42,363.46
- Canterbury Playground Safety Surface: \$31,329.72

The City will be reimbursed by the Liberty Foundation for \$31,329.72 and by the MODNR for \$40,000 leaving the Parks Department with \$2,363.46 in costs for the two playgrounds.

These projects will be funded from the FY2025 park operations budget. BJ Staab reminded the Board that an accessible swing would be added to the Westboro Playground prior to the installation of the new surface.

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

VOTE:

Ryal Brier	AYE
Anissa Christine	AYE
James Gifford	AYE
Christopher Hand	AYE
Rachel Hollinberger	AYE
Jackie Kennedy	AYE

Deb Loomis	AYE
John Riedel	AYE
Vern Windsor	AYE

Martha Lafite Thompson Nature Sanctuary MOU

BJ Staab presented an MOU that would be signed with Martha Lafite Thomson Nature Sanctuary for use of the Rush Creek tract of land pending the Missouri Department of Conservation land donation. He shared that he and Tom Garland met with the Staff and Board of Martha Lafite to create the MOU. LPR Staff and the Martha Lafite Board are both comfortable with the document as presented. BJ Staab reminded the Board that we are still waiting on the decision from MDC about the land donation.

Deb Loomis asked what the long-term plan for this Rush Creek tract would be. Tom Garland shared the idea would be to add the Brian Ct. property to the Nature Sanctuary and to continue to operate the property as it is currently used. BJ Staab shared we could consider adding additional trails, archery, and other amenities, but for now the plan would be to continue to operate things the same as they are currently with the Rush Creek tract being a part of Martha Lafite Thompson Nature Sanctuary.

BJ Staab pointed out that he agreed to follow Martha Lafite’s rules on dogs, and even though the land would be park property, dogs would not be allowed on the property to preserve the nature sanctuary. The Board agreed with this decision.

Vern Windsor made the motion, seconded by Deb Loomis, to allow BJ Staab to sign the LPR and Martha Lafite Thompson Sanctuary MOU if the Rush Creek tract is donated to LPR by the Missouri Department of Conservation. Motion passed unanimously.

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

CORRESPONDENCE – BJ Staab shared an email from a citizen concerned about security at Capitol Federal Sports Complex during sporting events.

FINANCE – BJ Staab shared financial reports for February 2025.

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 – James Gifford thanked Staff for starting the shoe recycling program.
- Liberty Foundation Report – No additional questions outside of the printed report.

MISCELLANEOUS – Ryal Brier reminded the Board about the upcoming Disc Golf Tournament. Erika Brant shared that anyone who requested tickets should watch their email for the tickets and to contact her if they had any questions or concerns.

BJ Staab shared that he had a call with Resonus about the Bennett Park community engagement project and shared that it was moving forward and that he would have further updates at the May meeting.

ADJOURNMENT – Meeting adjourned at 7:00 p.m.

The next regular meeting of the Liberty Parks and Recreation Board is tentatively scheduled for Thursday, May 1, 2025, 6:00 p.m. at the Liberty Community Center.