

MINUTES
[Approved June 5, 2025]
LIBERTY PARKS AND RECREATION BOARD
May 1, 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 5:58 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 – Deb Loomis made the motion, seconded by Vern Windsor, to approve the April 3, 2025 minutes as presented. 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

OLD BUSINESS

- Historical Markers Updates – Erika Brant shared that the Mayor had created a task force to celebrate America 250 in 2026. She shared that one of the items the task force suggested for next year was to update the hmdb.com website with information on the historic markers throughout the City. Then landing pages would be added to the City’s website and to the Park’s website. Jackie Kennedy asked if she needed to provide information, and Erika Brant shared she could share what she had, and then the America 250 Task Force would take the lead on updating the remaining information. Jackie Kennedy asked about adding the historic markers as amenities on Parks & Trails location online. Erika Brant also shared that the first draft of the Interurban Railroad marker was moving through the staff for proofing and edits, and that it would be sent to Jackie Kennedy, the Clay County Archives and Martha Lafite for approval later in May. Jackie Kennedy shared that the Courier Tribune’s annual Explore Liberty publication came out and featured information on three of the markers in Liberty parks. Jackie Kennedy also shared a note from a friend expressing her thanks for the addition of the Interurban Railway markers in Westboro/Canterbury Park.

NEW BUSINESS

GRP Wegman Agreement

The Parks and Recreation Department continues to look for ways to make its park and recreation facilities more energy efficient. In the past, we were able to add solar panels at the sports complex to help offset electrical consumption costs. We continue to look to do the same at the Liberty Community Center.

In researching companies that provide these services, staff found a price agreement through Greenbush Purchasing Cooperative with GRP Wegman including solar panels installed at public schools and other government entities.

Over the past several months parks staff has been working with GRP Wegman to explore options to make the Liberty Community Center more efficient and possibly add solar systems to the facility.

The next step in the process is to sign a master services agreement (MSA) that clearly outlines how the City and GRP Wegman move forward and work together on various tasks that may enhance City facilities. When the MSA is signed, GRP Wegman will develop Facility Improvement Measures that will outline a cost and a cost benefit to each suggested option to improve energy consumption. An example could be upgrading light switches to motion sensors in office areas. Staff will review the cost to replace the switches and the future benefit, and decide if we want to move forward with that task. If so, GRP Wegman will provide details for staff to do the work in-house or will provide contractors that can perform the work to GRP Wegman specifications.

Staff recommends entering into an agreement with GRP Wegman to identify and evaluate Facility Improvement Measures and provide recommendations for designing and implementing such measures.

Tom Garland shared that this contract isn't for specific work, but would be to share data between the Community Center and GRP Wegman to explore options and make recommendations for potential work or tasks that can be completed at a later date. John Riedel asked if this was just for Parks & Rec or for the whole City. Tom Garland shared that it could be for the full City, but that for now it was just Parks & Rec. He shared that Utilities had expressed interest and has sat in on a few meetings with GRP Wegman. Christopher Hand asked if this contract bound LPR to do the suggested tasks, Tom Garland said it did not. He shared this was an agreement to consult, but not to do specific work. It would be utilized as a way to put together a framework and then decide which tasks to move forward with. If approved, Staff would be sharing data with GRP Wegman, and GRP Wegman would provide analysis and suggestions back. The next step would be a task order with a dollar amount attached. The tasks we decide to move forward with would be brought forward at future Park Board meetings and would then be sent to City Council for approval. Tom Garland shared that once signed an initial round of tasks would be presented within a couple of months. He also shared that this agreement had been vetted by the City's legal team.

Christopher Hand made the motion, seconded by Anissa Christine, to recommend entering into an agreement with GRP Wegman. 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

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. And, the Secretary/Treasurer shall be responsible for the bylaws and its annual review.

James Gifford, Board Secretary/Treasurer, reviewed the Park Board Bylaws and did not feel like any changes need to be made at this time.

Anissa Christine, Board Vice President, reviewed the Park Board member development book. She worked with BJ Staab to make a few grammatical changes and asked the Board about one of the goals to make the City aesthetically pleasing. Jackie Kennedy shared the history of that bullet point and shared it had come about prior to the founding of the Liberty Arts Commission. The Board agreed to remove that bullet point as the Liberty Arts Commission had taken that goal on as their own.

BJ Staab asked the Board to review the Liberty Parks & Recreation History document and to email him with any changes they may have. He also shared that he would make these updates and would send the revised document to the Board for their records.

Park Board Path Update

BJ Saab provided an update on the 2025 objectives of the Parks & Rec Department as they relate to the LPR Destination Paths document. He reminded the Board that in December they set 2025 objectives as they relate to the Paths document, and now he was sharing updates on the progress being made toward each objective.

Vision: A Destination—Liberty Parks and Recreation desires to be a key player in the creation of a destination community that both retains current and attracts new residents, businesses, and visitors to Liberty.

Paths: 2025 Objectives

Enhance community center facilities

Responding to citizen and member requests and maintenance concerns, purchase minor equipment and conduct in-house facility repairs, including but not limited to:

- Toilet compartment replacement in upstairs restrooms
 - Scheduled for replacement May 1-2
- Badge readers added to 3 facility doors
 - Completed April 18
- Concrete replacement around the bike rack
 - TBD based on budget

- Replacement of sauna structure
 - TBD based on budget – tentatively scheduled Sept 2 - 7
- Purchase of a floor cleaner for vinyl tile floors (meeting rooms & lower hallway)
 - Complete
- Community Center roof repairs
 - Work is being completed April-May

Rejuvenate existing parks and amenities

Each year during the budget process, staff conducts a review of park facilities and amenities to identify areas needing attention and continue to look for ways to make current parks and amenities more inclusive.

- Continue to review and implement the 2023 Parks Master Plan.
 - Ongoing
- Add security cameras at the Sports Complex
 - Scheduled for May 2025 installation
- Replace the Ruth Moore Park Restroom
 - Scheduled for August 2025 delivery and installation
- Add inclusive play amenity to smaller kids' playground at Westboro Canterbury
 - Park Board decided on a saucer swing. Swing has been ordered.
- Add Pour in Place surface to smaller kids' playground at Westboro Canterbury
 - Working with the surface contractor on the timetable. LPRF is funding the 6-12yr old playground surface as well.
- Add sidewalk and benches to the Westboro pickleball courts
 - Staff will complete inhouse April-May.
- Continue adding bike racks within the Parks
 - Ongoing
- Updating and Adding Trail maps and kiosks in Parks
 - Design is ongoing. Once finalized, signs will be ordered for Westboro/Canterbury and installed inhouse.
- Upgrade the Ruth Moore basketball court, goals and fencing
 - Not scheduled yet. Timeframe will be after the new restroom is installed.
- Add additional pour in place surface to City Park (replace small rock area)
 - Scheduled to be completed by May 31.

Create destination parks with innovative and inclusive amenities

Review, accept, and begin implementation of the results of the 2023 Parks and Open Space Master Plan for the future expansion of the Park System.

- Look for partnership opportunities for new parks and amenities
 - Working with MO Department of Conservation on donation of parkland adjacent to Martha Lafite and Stocksdale.
- Continue to apply for grants that would help expand the Park System
 - Continue to move forward with the Carbon Reduction Grant through MARC that would fund the Little Shoal Creek Trail even though funding is held up with Federal Govt.

- Staff received a rejection letter on our Land Water Conservation Fund grant for the development of Place Liberté.
- Ongoing
- Work with Montage developers on their new site relating to Parks & Rec
 - Ongoing
- Work with Developers for new and/or additional parkland.
 - Ongoing

Market Liberty Parks and Recreation throughout the Kansas City area

Community Engagement

- Utilization of social media on NEW Liberty Parks & Rec Facebook page and Capitol Federal Sports Complex Facebook page – photo & video content
 - Ongoing
- Monthly Destination Connection with events, photos and occasional video
 - Ongoing
- Weekly Council and press updates
 - Ongoing
- Several free Community-wide Special Events throughout the entire year
 - Big Bunny Trail Hunt, April 11-20
 - Bike Rodeo, April 26
 - Pup Cup Pop Up, May 10
 - Poolside Palooza, May 30
 - Liberty Fest, July 3
 - Splash Bash, August 15
 - Spooky Trail Hunt, October 17-31
 - Howl-O-Ween, Oct. 25
 - Veterans Day Celebration, Nov. 11
 - Hometown Holidays, Dec. 6
- Events and LPR Updates in the City of Liberty Utility Bill
 - Ongoing
- Handouts and posters at the Community Center
 - Ongoing
- Digital signs in the Community Center Lobby
 - Ongoing
- Signage throughout Parks and Facilities
 - Ongoing
- Silver Center specific informational handouts – Monthly calendars, Guide to Your Golden Years (New design replacing the Active Aging Guide)
 - Ongoing
- Custom special event prizes specifically to market parks & rec programs/parks
 - Ongoing
- Using PeachJar to send out specific information to schools in the area (Aquatics, camps, events, etc.)
 - Ongoing
- Make the website ADA compliant

- Ongoing
- Banners and signs placed at various parks around Liberty (events)
 - Ongoing
- Starting the testing process to be drone certified
 - Ongoing – Started studying
- Using website spotlights/newsflash to send out current events/programs
 - Ongoing
- Assisting the Health & Wellness Division with designs for member engagement activities (starting to become monthly)
 - Ongoing
- Creating historic markers and story boards for parks
 - In design right now of Trail Maps/Signs
- Staff participation in community groups
 - Ongoing – Sertoma, Liberty Chamber
- Staff presentations at partner events and meetings.
 - Ongoing throughout the year.
 - BJ presenting to KC Kiwanis in June

Create trail connections among neighborhoods, schools, daycares, shopping, and parks

Continue trail maintenance and overlay projects.

- Resurface portions of the Capitol Federal perimeter trails
 - Started repair in April, completion planned for May
- Replace the Wilshire Bridge
 - Not scheduled yet
- Homestead Trail to Westboro Trail Design and Engineering
 - Engineering and site review taking place in April
- Continue to work with MARC on Grant funding for Little Shoal Creek Trail.
 - Ongoing

Create a Healthy Community

The Parks and Recreation department's Health and Wellness Team continues to lead the community with a variety of Health and Wellness programs including the following:

- Facilitates the City of Liberty Employee Wellness Program by dedicating staff resources to support the health and well-being of city employees.
 - Ongoing – Year round
- Successfully secured a \$75,000 annual AmeriCorps RSVP grant to promote volunteerism among residents aged 50+. The grant, renewed for three years starting in April 2021, now extends through 2027.
 - Ongoing
 - TBA
- Oversees and coordinates the Ruth Moore Community Garden and Orchard significantly expanding the space through the Kansas City Community Gardens and the programming to provide additional volunteer opportunities and wellness programming.
 - Ongoing

- Enhanced community engagement by hosting Wellness Weekends on the first Saturday of each month from May through October at the HDLI Farmers' Market, showcasing health-focused activities and resources.
 - Will begin in May
- Operates the Liberty Community Center's fitness and wellness facilities, offering a state-of-the-art fitness center and a wide range of wellness classes, group exercise classes, personal training and member engagement to meet community needs.
 - Ongoing
- Collaborates with the Mid-America Regional Council's Area Agency on Aging to provide behavioral health and wellness classes through their wellness hub initiative, providing services to 186 participants in 2024.
 - Ongoing
- Partners with local businesses to deliver tailored corporate wellness initiatives. Current partners include Liberty at Shoal Creek, Bonavia at Withers Farm, Blue Birds of Liberty, CCPHC, and Liberty Public Schools.
 - Ongoing
- Represents the Parks and Recreation Department at health-focused community events, promoting a healthy lifestyle and accessible wellness opportunities.
 - Ongoing
- Actively participates in the Liberty Community Health Action Team (LCHAT) board, serving as Treasurer and coordinating key initiatives like Wellness Weekends to address community health priorities.
 - Ongoing – Accepted the MPRA Achievement in Partnership award for LCHAT

Increase capacity for programs and services

Actively review funding mechanisms with Council to expand programs, services, and facilities within the park system. Staff will continue conversations with Council for additional capacity for programs and services.

Enhance the Liberty Parks and Recreation Department's funding mechanisms beyond the programs, services, memberships, and rentals:

- Sponsorships
 - Ongoing – secured new sponsors in 2025 for banners and field sponsorship. Renewed Capitol Federal sponsorship for another 5 years.
- Grants
 - Ongoing
- Continue to look for partnership opportunities for programs and services that creates additional space.
 - Ongoing
- Work with architects on opportunities for new program and revenue space.
 - On hold
- Enhance the Camp offering at LPR
 - Ongoing – 2 one-week camp offerings have been scheduled with Pedal Kids USA for June and August.

Conserve trees, forested areas, and other natural habitats

- Continue to research new vendors to enhance energy efficiencies throughout the Parks System.
 - Ongoing. In discussion with GRP Wegman on building efficiencies and solar.
- Continue grant applications for green initiatives.
 - Ongoing
- Enhanced funding for tree planting, tree care and native pollinator plantings.
 - Ongoing

Parks & Rec Master Plan Update

BJ Staab shared an update on the Imagine Liberty 2032 Parks & Recreation Master Plan Prioritized Action Plan and shared progress made toward each objective and task. He reminded the Board that we review these items annually to see how we are progressing through the objectives. He also shared that he wanted the Board to review this prior to finalizing the 2026 budget to ensure these goals are still relevant. He promised to add time to a future meeting to discuss the goals and objectives in depth. He also promised to send the document to the Board in Excel. Ryal asked who set the priority levels. BJ Staab shared that the consultants who created the Master Plan set those levels, but now that we were a few years into implementing the plan he felt it was time to evaluate the plan.

GOAL #1 CREATE CONNECTIONS

Develop new walking and biking trail opportunities and promote non-motorized transportation alternatives to improve the health and well being of Liberty residents.

Updated 4/22/2025

OBJECTIVE 1.1: BRIDGE THE BIG DIVIDES								
ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Facilitate the construction of the Glenn Hendren Flyover as part of the Montage development	1		\$ 5,000,000.00	2 years	Montage	Montage	No action needed. Included in Montage Development	
Develop a bike/ped crossing of Route 291 at the intersection with Ruth Ewing Road	2		\$ 1,400,000.00	1 year	Cates Creek Trail	MoDOT TAP		
Develop a bike/ped crossing of Route 291 at the intersection with Southview Drive and Claywoods Drive.	2		\$ 1,300,000.00	1 year	Cates Creek Trail	MoDOT TAP		
Develop a bike/ped crossing of Route 291 at the intersection with Brown Street and trail to City Park	2		\$ 1,200,000.00	1 year	City Park	MoDOT TAP	Public Works is working with MODOT on design	
Develop a Southview Trail flyover across S. Liberty Parkway	3		\$ 760,000.00	1 year	Southview Trail	MoDOT TAP		

GOAL #1 CREATE CONNECTIONS

Develop new walking and biking trail opportunities and promote non-motorized transportation alternatives to improve the health and well being of Liberty residents.

OBJECTIVE 1.2: STRIVE TO CONNECT PARKS WITH OTHER PARKS, SCHOOLS, AND COMMUNITY DESTINATIONS								
ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Develop a trail connection between Place Liberte Park and Church Street.	1		\$ 330,000.00	1 year	Place Liberte	Park Maint.	Staff is working on a design planned for 2027	
Develop a trail connection between Northwyk Park and Glenn Hendren Drive	1		\$ 740,000.00	1 year	Northwyk Park	Park Maint.	Planned for 2029	
Develop a trail connection between City Park and Downtown	1		\$ 630,000.00	1 year	City Park	Public Works	Staff will work to coordinate with Public Works as available.	
Develop a trail connection between the LCC and Westboro-Canterbury Park	2		\$ 1,080,000.00	1 year	Westboro Canterbury	Park Maint.	Staff is working on a design Planned for 2025	
Develop a trail connection between Clay Woods/Clay Meadows Park and Stocksedale Park	2		\$ 1,180,000.00	1 year	Clay Woods / Meadows	Park Maint.	Planned for 2029	
Facilitate the construction of the 8,400-LF Montage Trail	2		\$ 4,200,000.00	2 years	Montage	Montage	No action needed. Included in Montage Development	
Develop a trail connection between Clay Ridge Park and Clay Woods/ Clay Meadows Park	3		\$ 1,080,000.00	1 year	Clay Woods / Meadows	Park Maint.	Planned for 2030	
Develop a trail connection between Wilshire Park and Liberty High School	3		\$ 2,550,000.00	2 years	Wilshire	Park Maint.	Working with Public Works for a MARC Grant	

GOAL #1 CREATE CONNECTIONS

Develop new walking and biking trail opportunities and promote non-motorized transportation alternatives to improve the health and well being of Liberty residents.

OBJECTIVE 1.3: IMPROVE TRAILS IN EXISTING PARKS

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Replace paved loop trail in Place Liberte Park	1		\$ 40,000.00	1 year	Place Liberte	Park Maint.	Parks Staff completed the loop replacement in 2022	COMPLETED
Partner with Urban Trail Co. to complete and formalize the pump track in Stocksdale Park	1		\$ 20,000.00	1 year	Stocksdale	Park Maint.	Working with local trail users to coordinate renewal of the agreement	
Repair/Overlay of Claywoods Clay Meadows Park Trail			\$ 49,950.00		Claywoods Clay Meadows Park	Park Maint.	6/6 Park Board 6/24 City Council	COMPLETED

GOAL #1 CREATE CONNECTIONS

Develop new walking and biking trail opportunities and promote non-motorized transportation alternatives to improve the health and well being of Liberty residents.

OBJECTIVE 1.4: PROMOTE NON-MOTORIZED TRANSPORTATION ALTERNATIVES ACROSS LIBERTY

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Partner with LCHAT, LPS, and the BSA to conduct an annual bike rodeo for youth to learn general bicycle safety and maintenance	1		\$ -	on going	Community Center	Donations	LPR Staff - ongoing partner discussions Rodeo hosted by LPR in 2024 & 2025	COMPLETED
Install bicycle racks in all parks. CFAA request: racks for electric bike, fat tire, scooter, electricity to recharge, appropriate curb cuts, visible signage, lighting as appropriate.	1		\$ 65,000.00	1 year	Parks	Park Maint.	Parks staff installing three in 2024 planning for completion of all park sites by 2028. Sites Completed 2024: Ruth Ewing, City Park, Clay Woods, Northwck, Place Liberte.	
Install trail map kiosks in all parks with more than 1/2-mile of walking or biking trail. CFAA request: accessible to view from trail, consider font size and sign height.	1		\$ 50,000.00	1 year	Parks	Park Maint. & LPRF	Staff is working on a design planning for 2026. Westboro/Canterbury to receive maps in 2025.	
Develop a trailhead for the South Liberty Parkway trail to include 1 map kiosk, 2 benches, a drinking fountain and bike repair station. CFAA request: extend concrete pad for wheelchair transfer seating.	2		\$ 120,000.00	1 year	South Liberty Parkway	Park Maint.	Staff is working to find a good location	

GOAL #2 GAIN HOME COURT ADVANTAGE

Develop a new indoor and outdoor sports and recreation spaces to serve the needs of residents and promote Liberty as a destination for recreation across the Northland.

OBJECTIVE 2.1: PROVIDE MORE SPACE FOR INDOOR RECREATION

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Review and monitor existing cooperative use agreement with Liberty Public Schools	1		\$ -	on going	Community Center	Parks Admin	LPR Staff updating in 2024, ongoing	COMPLETED for 2024/2025
Commission a feasibility study for a new fieldhouse to be located within the Sports Village at Montage	1		\$ 70,000.00	1 year	Montage	Parks Admin	Review and approve study as facilities become available.	
Pending the outcome of the feasibility study, develop a new fieldhouse within the Sports Village at Montage	2		\$ 30,000,000.00	3 years	Montage	Special Obligation Bond	Review and approve study as facilities become available. New Community Center Ballot initiative April 2024 - voted down	

GOAL #2 GAIN HOME COURT ADVANTAGE

Develop a new indoor and outdoor sports and recreation spaces to serve the needs of residents and promote Liberty as a destination for recreation across the Northland.

OBJECTIVE 2.2: PROVIDE MORE SPACE FOR OUTDOOR RECREATION

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Add 4 additional pickleball courts at Westboro/Canterbury Park	1		\$ 175,000.00	1 year	Westboro Canterbury	Park Maint.	Summer 2023 Construction	Complete
Facilitate the construction of the Liberty Regional Sports Park including 6 artificial turf soccer and lacrosse fields within the Sports Village at Montage	2		\$ 5,400,000.00	2 years	Montage	Montage	No action needed, included in Montage Development	

GOAL #2 GAIN HOME COURT ADVANTAGE

Develop a new indoor and outdoor sports and recreation spaces to serve the needs of residents and promote Liberty as a destination for recreation across the Northland.

OBJECTIVE 2.3: INCREASE USER FEE AND RENTAL FEE REVENUE

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Continue to monitor the market rates associated with all user fees for recreational programming	1		\$ -	Annually	Community Center	Community Center	LPR Staff	2025 budget made rental rate and youth sport rate increases
Partner with KCDG to create a Liberty disc golf tournament at Bad Rock Creek Disc Golf Course	1		\$ -	on going	Stocksdale	Park Admin	LPR Staff	Pro Tour 2025
Partner with Urban Trail Co. to create an annual Liberty mountain bike tournament at Stockdale Park	1		\$ -	on going	Stocksdale	Park Admin	LPR Staff	
Review and monitor existing agreement with Sporting Fields + Athletics	1		\$ -	Annually	Cap Fed Sports Complex	Sports Complex	LPR Staff	Ended Agreement in June 2023
Review and monitor existing agreement with Kansas City Sports	1		\$ -	on going	Cap Fed Sports Complex	Sports Complex	LPR Staff	
Develop user and rental fee structure for new fieldhouse at Montage	2		\$ -	on going	Montage	Community Center	No action needed, included in Montage Development	

GOAL #2 GAIN HOME COURT ADVANTAGE

Develop a new indoor and outdoor sports and recreation spaces to serve the needs of residents and promote Liberty as a destination for recreation across the Northland.

OBJECTIVE 2.4: INCREASE SPONSORSHIP REVENUE

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Review and monitor existing agreement with Joel Reinboehl Marketing	1		\$ -	on going	Community Center	Parks Admin	LPR Staff - reviewed April 2023. Reviewed in Jan 2025	Ongoing
Expand sponsorship opportunities at the new facilities at Montage	2		\$ -	on going	Montage	Parks Admin	No action needed. Included in Montage Development	

GOAL #2 GAIN HOME COURT ADVANTAGE

Develop a new indoor and outdoor sports and recreation spaces to serve the needs of residents and promote Liberty as a destination for recreation across the Northland.

OBJECTIVE 2.5: PLAN FOR THE EVOLUTION OF THE LIBERTY COMMUNITY CENTER

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Commission a feasibility study for the transformation of the LCC once a new fieldhouse is developed at Montage	1		\$ 75,000.00	1 year	Community Center	Community Center	Working plan included in potential new fieldhouse	On hold
Consider any of the following options: removing the outdoor aquatic space, renovating and expanding the natatorium, converting the gym into flexible studio space	3		\$ 9,000,000.00	3 years	Community Center	Special Obligation Bond	April 2024 Ballot initiative - voted down	On hold

GOAL #3 REJUVENATE NEIGHBORHOODS

Provide outstanding and unique outdoor amenities at all neighborhood parks to ensure that they remain cornerstones of the community

OBJECTIVE 3.1: BEAUTIFY PARK SPACES

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Install a monument sign and landscaping at Arthur's Hill Park on Jewell Street	1		\$ 7,000.00	1 year	Arthur's Hill	Parks Maint	New signs installed in 2023 along with landscape beds	COMPLETED
Install a monument sign and landscaping at Clay Ridge Park on Mourning Dove Drive	1		\$ 7,000.00	1 year	Clay Ridge	Parks Maint	Planned for 2025 **Renamed Ruth Ewing March 2024	COMPLETED
Install a monument sign and landscaping at Jefferson Park at the Route 291 entrance	1		\$ 7,000.00	1 year	Jefferson Park	Parks Maint	New sign installed in 2023	COMPLETED

GOAL #3 REJUVENATE NEIGHBORHOODS

Provide outstanding and unique outdoor amenities at all neighborhood parks to ensure that they remain cornerstones of the community

OBJECTIVE 3.2: REDUCE DEFERRED MAINTENANCE

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Replace the parking lot at Place Liberte Park	1		\$ 40,000.00	1 year	Place Liberte	Parks Maint	LWCF **application denied April 2025	
Replace the basketball hoops and court at Place Liberte Park	1		\$ 35,000.00	1 year	Place Liberte	Parks Maint	LWCF **application denied April 2025	
Replace the benches on the trail at Jefferson Park	1		\$ 5,000.00	1 year	Jefferson Park	Parks Maint		
Execute the 2015 Bennett Park Rejuvenation Plan	3		\$ 7,500,000.00	3 years	Bennett Park	Special Obligation Bond	Citizen Engagement Planned May 2025	

GOAL #3 REJUVENATE NEIGHBORHOODS

Provide outstanding and unique outdoor amenities at all neighborhood parks to ensure that they remain cornerstones of the community

OBJECTIVE 3.3: PROVIDE MORE OPPORTUNITES FOR MULTI-GENERATIONAL PLAY

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Complete 9-hole disc golf course at Bennett Park	1		\$ 10,000.00	1 year	Bennett Park	Park Maint	Parks Staff installed the course in 2022	COMPLETED
Provide game tables at Ruth Moore Park shelter	1		\$ 10,000.00	1 year	Ruth Moore Park	Park Maint	Neighborhood meeting planned June 2025	
Provide game tables at Stocksdale Park shelter #2 Checkers, corn hole, ping pong, GaGa ball pit.	1		\$ 10,000.00	1 year	Stocksdale	Park Maint	Planned for 2026	

GOAL #3 REJUVENATE NEIGHBORHOODS

Provide outstanding and unique outdoor amenities at all neighborhood parks to ensure that they remain cornerstones of the community

OBJECTIVE 3.4: MAKE ALL PARKS INCLUSIVE AND ACCESSIBLE

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Install a small picnic shelter at Arthur's Hill Park CFAA request: Hard Surface sidewalk to access	1		\$ 35,000.00	1 year	Arthur's Hill	Parks Maint		
Install a small picnic shelter at Place Liberte Park	1		\$ 35,000.00	1 year	Place Liberte	Parks Maint		Parks Staff installed a shelter in 2021
Install a porta restroom and enclosure at Place Liberte Park	1		\$ 5,000.00	1 year	Place Liberte	Parks Maint	Planned for 2025	
Install a porta restroom and enclosure at Northwyck Park	1		\$ 5,000.00	1 year	Northwyck	Parks Maint	Planned for 2025	
Install a porta restroom and enclosure at Jefferson Park	1		\$ 5,000.00	1 year	Jefferson Park	Parks Maint	Planned for 2025	
Install a small picnic shelter at Clay Ridge Park	2		\$ 20,000.00	1 year	Clay Ridge	Parks Maint	Under review with the new playground location	
Replace the playground at Clay Ridge Park	2		\$ 60,000.00	1 year	Clay Ridge	Parks Maint	Relocated the playground to Clay Brooke and Ruth Ewing road for better visibility	COMPLETED
Install a small picnic shelter at Clay Woods Meadows Park	2		\$ 20,000.00	1 year	Clay Woods / Meadows	Parks Maint	Planned for 2026	
Replace the playground at Clay Woods/Meadows Park	2		\$ 60,000.00	1 year	Clay Woods / Meadows	Parks Maint	Planned for 2026	
Restroom Replacement at Westboro/Canterbury Park	1		\$ 100,000.00	1 year	Westboro / Canterbury	Parks Maint		COMPLETED
Replace Playground at Stocksdale Park					Stocksdale Park	Parks Maint plus Stocksdale Family		COMPLETED
Replace Safety Surface Stocksdale & Cap Fed 4-plex Playgrounds			\$ 58,899.35		Stocksdale, Cap Fed 4-plex	Capital plus Stocksdale Family		COMPLETED
Replace Safety Surface @ Westboro/canterbury Park Playground			\$ 43,000.00		W/C Park Playground	MDC Recycled Tire Grant	Grant \$40K, \$3K inhouse, Spring 2025 & LPRF project funds	

GOAL #3 REJUVENATE NEIGHBORHOODS

Provide outstanding and unique outdoor amenities at all neighborhood parks to ensure that they remain cornerstones of the community

OBJECTIVE 3.5: NURTURE PARTNERSHIPS THAT CONNECT THE COMMUNITY TO PARKS

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Partner with the Liberty Arts Commission to continue the practice of purchasing and placing a piece of sculpture from the annual rotating sculpture program in a park property CFAA How could we look at with age friendly lens?	1		\$ -	on going	Parks	Transient Guest Tax	Parks staff installed several pads for placement of art in parks	Ongoing
Partner with LPS or neighborhood associations to paint or decorate porta restroom enclosures in all neighborhood parks	1		\$ 5,000.00	2 years	Parks	Parks Admin	Westboro/Canterbury	Ongoing
Partner with local Scouts BSA units to continue the practice of incorporating Eagle Scout projects into neighborhood parks	1		\$ -	on going	Parks	Parks Admin	Parks staff continues to support Scout projects in parks every year	Ongoing
Partner with the Clay County Museum and Historical Society to develop and incorporate more historic signage into all parks	1		\$ 25,000.00	3 years	Parks	Parks Admin TGT funding	Ongoing.	2024 - Stocksdale Marker, City Park Marker, Interurban Railway Markers (2) 2025 - POW Marker, Ruth Ewing

GOAL #4 RETURN TO NATURE

Provide Liberty residents with more opportunities for passive recreation and the connection to nature that they crave.

OBJECTIVE 4.1: SUSTAINABILITY DEVELOP VACANT PARKLAND

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Rebuild natural surface loop trail in Deer Valley Park and to provide 10.7 acres for passive recreation	1		\$ 40,000.00	1 year	Deer Valley Park	Parks Maint		
Develop the vacant property between Place Liberty Park and Church Road and provide 8.7 acres for passive recreation	1		\$ 20,000.00	1 year	Place Liberte	Parks Maint		
Develop the vacant property between Northwyck Park and Glenn Hendren Drive and provide 4.7 acres for passive recreation	1		\$ 20,000.00	1 year	Northwyck	Parks Maint		
Develop the vacant property between Brian Court and the Martha Lafite Thompson Nature Sanctuary and provide 9.3 acres for passive recreation	2		\$ 400,000.00	1 year	Martha Lafite	MDC Grants	Developed MOU with MLTNS in April 2025	

GOAL #4 RETURN TO NATURE

Provide Liberty residents with more opportunities for passive recreation and the connection to nature that they crave.

OBJECTIVE 4.2: EXPAND PARTNERSHIPS WITH OUTDOOR ORIENTED AGENCIES

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Partner with MDC to offer fishing programming at the ponds at Capitol Fed Sports Complex	1		\$ 5,000.00	1 year	Cap Fed	MDC / Sports Complex		
Partner with the Martha Lafite Thompson Nature Sanctuary to offer ecology programming	2		\$ 5,000.00	1 year	Martha Lafite	MDC / Sports Complex		
Partner with MDC to offer archery programming at Cap Fed Sports Complex	2		\$ 5,000.00	1 year	Cap Fed	MDC / Sports Complex		

GOAL #4 RETURN TO NATURE

Provide Liberty residents with more opportunities for passive recreation and the connection to nature that they crave.

OBJECTIVE 4.3: PROVIDE MORE OPPORTUNITIES FOR OUTDOOR RECREATION

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Improve access to fishing ponds at Cap Fed Sports Complex	1		\$ 10,000.00	1 year	Cap Fed	Sports Complex	Parks staff continues to remove brush along the ponds to allow access for fishing	
Develop archery range at Cap Fed Sports Complex	2		\$ 10,000.00	1 year	Cap Fed	Sports Complex	Under review	

GOAL #4 RETURN TO NATURE

Provide Liberty residents with more opportunities for passive recreation and the connection to nature that they crave.

OBJECTIVE 4.4: IMPROVE THE SUSTAINABILITY OF PARK INFRASTRUCTURE AND PRACTICES

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Develop natural resource management plan for Stocksdale Park	1		\$ 15,000.00	1 year	Stocksdale	Parks Maint	Staff continues to work with user groups to help manage the natural and active areas of the park. Requested Walnut Woods from MDC 03/2025	
Partner with MDC to remove exotic vegetation at Stocksdale Park	1		\$ 15,000.00	1 year	Stocksdale	MDC Grants	Parks staff is continually working with MDC on best management practices for Stocksdale Park	
Remove exotic vegetation in Bennett Park	1		\$ 5,000.00	1 year	Bennett	Parks Maint	Ongoing	
Remove exotic vegetation in Jefferson Park	1		\$ 5,000.00	1 year	Jefferson	Parks Maint	Ongoing	
Remove exotic vegetation in Westboro/Canterbury Park	1		\$ 10,000.00	1 year	Westboro Canterbury	Parks Maint	Ongoing	
Remove exotic vegetation in Clay Woods/Meadows Park	1		\$ 5,000.00	1 year	Clay Woods / Meadows	Parks Maint	Ongoing	
Remove exotic vegetation in Clay Ridge Park	1		\$ 5,000.00	1 year	Clay Ridge	Parks Maint	Ongoing	
Remove exotic vegetation in Wilshire Park	1		\$ 5,000.00	1 year	Wilshire	Parks Maint	Ongoing	
Partner with Solar Power Companies to expand solar farm at Cap Fed Sports Complex	2		\$ 50,000.00	2 year	Cap Fed	Parks Maint	Currently in year 5 of the program and the solar panels are supplementing our power needs as planned	
Replace light fixtures at City Park ball fields with LEDs	2		\$ 60,000.00	1 year	City Park	Parks Maint	Planned for 2027	

GOAL #5 GROW WITH PURPOSE

Provide Liberty residents with more opportunities for passive recreation and the connection to nature that they crave.

OBJECTIVE 5.1: PLAN FOR THE ACQUISITION OF FUTURE PARKLAND

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Amend the parkland dedication ordinance to apply to all development not just residential	2		\$ -	1 year	TBD	Park Admin		
Increase trail corridor dedication minimum width from 30 to 50 feet	2		\$ -	1 year	TBD	Park Admin		
Increase the fee-in-lieu of parkland dedication from \$12,000 to \$30,000 per acre	2		\$ -	1 year	TBD	Park Admin		
Consider developing an outdoor leisure aquatic center in the southeast quadrant of the city	3		\$ 7,500,000.00	3 years	TBD	Special Obligation Bond		
Plan for future neighborhood parkland and trail acquisition in the undeveloped northeast and south sectors of the city via the parkland dedication ordinance	3		\$ -	on going	TBD	Parkland Dedication Ordinance		

GOAL #5 GROW WITH PURPOSE

Provide Liberty residents with more opportunities for passive recreation and the connection to nature that they crave.

OBJECTIVE 5.2: CREATE MODELS FOR SUSTAINABLE GROWTH OF THE DEPARTMENT

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Appoint a staff member to serve as a departmental liaison for local and regional planning efforts	1		\$ -	on going	N/A	Park Admin	Tom Garland / BJ Staab	
Create a diversified marketing plan for the department	1		\$ -	on going	N/A	Park Admin	Working on	
Appoint a staff member to serve as a volunteer coordinator and create a volunteer management plan	1		\$ -	on going	N/A	Park Admin	Erika Brant	
Develop departmental standards for park and facility design, development, and maintenance	2		\$ -	on going	N/A	Park Admin	Working on	
Appoint a staff member to serve as a public safety coordinator and create a public safety and security plan	2		\$ -	on going	N/A	Park Admin		
Appoint a staff member to serve as an accreditation coordinator and develop an internal evaluation and compliance process	3		\$ -	on going	N/A	Park Admin		
Apply for NRPA accreditation through CAPRA	3		\$ -	on going	N/A	Park Admin		

GOAL #5 GROW WITH PURPOSE

Provide Liberty residents with more opportunities for passive recreation and the connection to nature that they crave.

OBJECTIVE 5.3: PROVIDE THE NECESSARY FUNDING FOR GROWTH

ACTION ITEMS	PRIORITY LEVEL L.W.	PRIORITY LEVEL P.B./STAFF	COST	DURATION	LOCATION	FUNDING	COMMENTS	COMPLETED
Consider increasing the parks sales tax from 1/4- to 1/2-cent	1		\$ -	on going	Parks	Sales Tax	1% General Sales Tax increased in April 2025. Used for Public Safety and PD Station	
Consider transferring transient guest tax monies to the department to fund operations at the Cap Fed Sports Complex and a future Fieldhouse at the Montage Sports Village	3		\$ -	on going	Cap Fed / Montage Fieldhouse	Transient Guest Tax		

CORRESPONDENCE – N/A for May.

FINANCE – BJ Staab shared financial reports for March 2025. He also demonstrated OpenGov, the new financial software the City implemented in late 2024. He shared that the Finance Department is finalizing

the 2024 audit, and would then be working with OpenGov to roll out more robust financial reports for each department.

REPORTS –

- Administration Division Report – Deb Loomis asked about the Cartograph Asset Management System. BJ Staab shared that was new and was part of the new financial software. He shared that Tom Garland and Jimmy Gibbs were working to implement that for Parks & Rec and training Staff on the documentation process. Tom Garland shared it was a web-based system with an app, so it should be easy for staff to update it on the go. Rachel Hollinberger asked about the Resonus roll-out. BJ Staab shared the yard signs and social media would be the first step and then the software company would do the data collection.
- Parks Division Report – Jackie Kennedy asked about the dandelions in the outfield at the Sports Complex and asked how often Staff mows. Tom Garland shared that the outfields are mowed every four days and that dandelions can pop up overnight. He also shared that the Sports Complex had a new sprayer and had missed a scheduled spray, but the outfields had been sprayed earlier in the week. Jackie Kennedy asked about right-of-way mowing on Liberty Landing Rd. BJ Staab promised to reach out to Public Works. Jackie Kennedy shared an article about an archery range in the St. Louis area and the Union Sportsman Alliance who helped create the range. She shared that archery was becoming more popular and advocated for adding an archery range in Liberty.
- Recreation Report – John Riedel asked a few questions about the new charging station being installed at the Community Center.
- Liberty Foundation Report – No additional questions outside of the printed report.

MISCELLANEOUS – Jackie Kennedy asked if there was an update on the project for Clay Lozier. BJ Staab shared that he did not have an update and asked for help connecting with Clay's family.

James Gifford asked for an update on the Westboro/Canterbury trail extension. Tom Garland shared that the engineers were continuing to work on their analysis and plan.

BJ Staab shared that staff had recently reviewed and updated the Community Center's transgender guest policy with the HR Department.

BJ Staab also shared that there was an incident at the Sports Complex during a soccer game at the end of April. Staff was on-site immediately following the incident, no one was injured, and the parent who caused the issue identified.

BJ Staab reminded the Board that the registration software utilized for Parks & Rec programs, RecTrac, had been in place for several years. He shared that the software had many issues over the past few years, and that the City's IT Department is regularly on-call to troubleshoot. He shared that Staff is recommending a switch to CivicRec which is the same software company that runs the City's website. He shared this software should be much more user friendly for Staff and the community. He also shared that Staff has been demoing the software and talking to other area Parks Departments and felt it was time to transition. He did share that the cost of the new software is significantly higher than what the Department currently pays for RecTrac. He also shared that if approved, the rollout would happen in 2026. He then asked the Board if they were ok with moving forward with plans for this transition, and shared the increased expense would appear on the 2026 budget later this year. Rachel Hollinberger

asked if the software was utilized for all Parks & Rec programs. BJ Staab shared that it would be for all sports programming, memberships, shelter reservations, etc. Deb Loomis asked BJ Staab to clarify if the price increase was one-time or annually. BJ Staab shared that it was an annual increase. There would be some implementation fees, but the annual software expense would still be higher than RecTrac. BJ Staab asked the Board if they were ok with Staff moving forward with this transition. He shared that quotes, contracts, and the 2026 expenses would come back before the Board for final approvals. The Board agreed Staff should move forward with agreements and quotes for Board approval at a later meeting.

ADJOURNMENT – Meeting adjourned at 7:27 p.m.

The next regular meeting of the Liberty Parks and Recreation Board is tentatively scheduled for Thursday, June 5, 2025, 6:00 p.m. at the Liberty Community Center.