

MINUTES
[Approved January 8, 2026]
LIBERTY PARKS AND RECREATION BOARD
December 4, 2025
Liberty Community Center

CALL TO ORDER

The regular business meeting of the Liberty Parks and Recreation Board was called to order by Board President Ryal Brier at 6:01 p.m.

Board members in attendance were: Ryal Brier, Anissa Christine (arrived at 6:20 p.m.), James Gifford, Christopher Hand, Rachel Hollinberger, Jackie Kennedy, John Riedel, and Vern Windsor. 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 Deb Loomis was absent.

OPEN FORUM – Peggy Hauser was present to observe the entire meeting. Cassie Flora and Carol Brock were present for open forum.

BJ Staab honored Liberty Parks & Rec Foundation (LPRF) Board Member and previous Park Board Member, Patrick Flora. He shared that Patrick Flora would be retiring from his position on the LPRF Board and as the Tee It Up Fore Parks Golf Tournament Chair. BJ Staab shared that in the 13-years as chair of the Golf Tournament Patrick Flora has raised \$148,865 to support the LPRF Scholarship Program. Jodi Capps, LPRF Board Chair, was also present to thank Patrick Flora for his years of service.

Robert Weagley was present to present to the Board. He shared that he is interested in raising around \$50,000 for the installation of a music park with approximately 6-8 instruments at Westboro/Canterbury Park. He would like the installation to be in honor of the Liberty Public Schools Fine Arts Teachers. BJ Staab shared that he and Robert Weagley had spoken about his project a few times and had had a conversation with a company that produces these musical pieces. BJ Staab also shared potential locations in Westboro/Canterbury Park, and shared that installation for these instruments would be fairly simple and that LPR Staff could install them. BJ Staab shared that the Board would consider the proposal and would then get back in touch with Robert Weagley at a later date.

APPROVAL OF MINUTES – Jackie Kennedy made the motion, seconded by Christopher Hand, to approve the November 6, 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	ABSENT
John Riedel	AYE
Vern Windsor	AYE

APPROVAL OF NOVEMBER 10 EMAIL VOTE – Following the November 6, 2025 meeting, BJ Staab emailed the Board to request approval for an emergency purchase not to exceed \$55,935.50 for a replacement swimming pool boiler for the Liberty Community Center Pool from Myrick Mechanical. On Friday, November 7, 2025, the existing boiler experienced a critical failure requiring immediate replacement to maintain the pool water temperatures for instructional classes, leisure swimming and space for both Liberty high school swim teams. Myrick Mechanical, the City’s provider for HVAC preventative maintenance and on-call repair services, was able to respond on Monday, November 10, 2025 to perform the necessary work, and had the new unit functional by Friday, November 14, 2025.

Board members replied to the email vote on November 10, 2025 to recommend the approval of the emergency purchase of a new boiler for the Liberty Community Center Pool to City Council as follows:

Ryal Brier	AYE
Anissa Christine	AYE
James Gifford	NO RESPONSE
Christopher Hand	AYE
Rachel Hollinberger	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
John Riedel	AYE
Vern Windsor	AYE

Vern Windsor made the motion, seconded by Anissa Christine, to approve the November 10, 2025 email vote. Motion passed unanimously

VOTE:

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

OLD BUSINESS

LPR 2026 Budget

BJ Staab shared that he and Ryal Brier had attended a City Council study session in November to present the 2026 LPR budget. They shared that the presentation had gone well, and that BJ Staab had shared the budget challenges the Board had discussed at the November meeting. He reminded the Board that first read of the budget would be held at the December 8 City Council meeting and if it went to a second read that would be held on December 15.

Bennett Park Master Plan Update

The Liberty Parks and Recreation Board desires for the park system 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. Toward that end, the Board has designated eight “paths” to the destination. One path prescribes making Liberty parks into destination parks.

In March 2015, staff publicly advertised a Request for Qualifications (RFQ) for consultant assistance to conduct planning processes involving significant public input from park neighbors and park users in the community. Seven firms submitted qualifications. A staff team reviewed qualifications and determined Vireo was a better fit to the project based on the firm’s ability to demonstrate a clear and thorough understanding of the project, the level of commitment to public input gathering by taking the meetings to the people rather than setting a single open house meeting, high level of creativity in design with previous projects with other agencies, and their ability to see beyond the park boundaries considering the system and the neighborhood when planning the park.

During the Spring/Summer of 2025, the Parks Department partnered with Resonus, 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 in today’s constituents are coming to expect. Participants provided 260 suggestions grouped into 24 major topic categories. They engaged with their neighbors’ suggestions by supporting, opposing, or elaborating 508 times, for a total of 768 opinions. While there was strong participation in the surrounding neighborhood, all the popular recommendations showed engagement across Liberty.

After reviewing results from the Resonus engagement, Park Board instructed Staff to reach out to Vireo on proposal to update the 2015 master plan.

Staff has negotiated a final scope of services and contract with Vireo for Park Board consideration. The contract has been written with a not-to-exceed amount of \$20,000 that includes all consultant services based on hourly expenses.

BJ Staab reminded the Board that this had been discussed at a previous meeting, but wanted to present the final contract to the Board for approval. Rachel Hollinberger asked if Vireo would deliver a visual representation of the suggested master plan at the conclusion of this process. BJ Staab shared that there would be a visual aspect to the plan and that he would confirm that with Vireo.

Anissa Christine made the motion, seconded by James Gifford, to recommend acceptance of the contract 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	ABSENT
John Riedel	AYE
Vern Windsor	AYE

NEW BUSINESS

2026 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 and 2026 annual costs per item bid. Please note that not all vendors bid on all items and not all items met specifications.

- Award #1 – Challenger Teamwear – Youth Soccer - \$13,355.00
- Award #2 – Custom Graphics – Youth Baseball/Softball Jerseys, Baseball Caps, and Basketball Jerseys - \$29,483.50
- Award #3 – TW Custom Branding for Bitty Sports - \$4,791.00
- Award #4 – Show Me Logos for Adult Sports Championship Shirts - \$13,562.50

Staff recommends entering into contracts for each of the awards at the amount budgeted for each set of anticipated apparel purchases.

Jimmy Gibbs reminded the Board that this was year two of the three-year contract and that the agreements presented to the Board were the same as the previous year. Jackie Kennedy asked if there were provisions in the contracts about the quality of the fabric required for the uniforms. Jimmy Gibbs said yes, but Staff was bound by the price per item so that sometimes impacted the available options. However, he did share that Staff was able to control the brands, fabric content, etc. Jackie Kennedy shared concerns about the quality of adult uniform shirts during the 2025 season. BJ Staab shared those were made by a vendor who was new to LPR in 2025. He also shared that the adult uniforms were required to be 50% cotton 50% polyester, but he would share the concerns with Staff and ask them to monitor the quality in 2026.

Anissa Christine made the motion, seconded by Vern Windsor 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	ABSENT
John Riedel	AYE
Vern Windsor	AYE

2026 Youth and Adult Sports Officials

The Parks and Recreation Department utilizes independent contractors to manage officiating services for all sports leagues. Services covered by this contract include all Liberty Parks and Recreation Department sports programs (youth recreational and competitive baseball, youth recreational and competitive softball, youth recreational and competitive basketball, youth recreational soccer, youth recreational and competitive flag football, youth recreational volleyball, adult softball, adult volleyball, and adult basketball). The division’s operating budget includes funding for this set of officiating services in the amount of \$225,000.00, which is recouped through participant registrations.

In 2023 (for 2024, 2025, and 2026), staff publicly advertised a Request for Bids for officiating services. With a limited pool of bidders available in the metro area, staff reached out to past officiating groups regarding their interest in bidding (Liberty Sports Officials, KCMSBL, Metro Officials, and ASA VIP Series). Only Liberty Sports Officials expressed an interest in bidding for officiating services. Staff reached out to other Parks and Recreation departments in the metro area. Six area Parks and Recreation departments utilize Liberty Sports Officials (Smithville, Excelsior Springs, Blue Springs, Higginsville, Richmond, and Kearney) while other Parks and Recreation Departments opt to hire their own officials. Although this is an option for Liberty Parks and Recreation Department, it has been tried in the past with no/limited success.

Liberty Parks and Recreation Department has utilized Liberty Sports Officials for over 20 years, with positive success.

Staff recommends engaging with Liberty Sports Officials for officiating services for a final contract extension for 2026 for the third year of three, one-year agreements.

Jimmy Gibbs reminded the board this was the final year of this agreement, and that LPR had a long-standing partnership with this organization. Ryal Brier asked if there were any concerns with Liberty Sports Officials and the quality of their officiating. Several Board members shared positive experiences with Liberty Sports Officials and their staff.

Jackie Kennedy made the motion, seconded by Rachel Hollinberger 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	ABSENT
John Riedel	AYE
Vern Windsor	AYE

2026 City-Wide HVAC Contract

The City of Liberty uses independent contractors for HVAC maintenance and repair at multiple city-owned facilities. Services are split into two groups—primary and secondary facilities—based on different

equipment needs. Multiple city departments have budgeted a combined annual total of \$125,000 for these services.

Staff publicly advertised for HVAC maintenance services. Eleven companies received bid documents. A "basket of goods" analysis was employed to compare proposed unit pricing.

Staff then calculated an estimated one-year scenario for all facilities, excluding parts, which included:

- Labor rates and trip charges:
 - Primary facilities: 12 trips/year at 3 hours each.
 - Secondary facilities: 6 trips/year at 2 hours each.
- Preventive maintenance costs:
 - Primary facilities: 4 times per year.
 - Secondary facilities: 2 times per year.
- Four filter changes per year for all facilities.
- One condenser coil cleaning per year for all facilities.
- One blower belt replacement per year for all facilities.
- One service inspection of all facility boilers at the Liberty Community Center.

The City of Liberty has contracted with Myrick Mechanical for HVAC maintenance and repair since June 2023. Myrick assumed the contract from the previous provider, Heartland Mechanical, and has delivered satisfactory service in 2024 and 2025.

Myrick Mechanical was allowed a \$6 per hour labor rate increase for 2025, matching a July 2024 increase from the Pipe Fitters Union. A further \$5 per hour labor rate increase is requested for 2026 to keep pace with rising costs. Despite these adjustments, Myrick's labor charges remain significantly lower than the other bids received. For 2026, the company also proposes a guaranteed pricing contract not to exceed anticipated expenditures, along with increases to various service rates (preventative maintenance, filter replacement, condenser coil cleaning, and blower belt replacement) due to rising labor and material costs. These service rates were unchanged for 2025 and are still lower than those of other vendors.

Staff recommends entering into an agreement with Myrick Mechanical for year three (FY2026) of the potential of three, one-year agreements.

Jimmy Gibbs shared this was the final year of this agreement and that the pricing for 2026 would remain the same as it had been in 2025. He also reminded the Board that this was a contract for the whole City and not just LPR. John Riedel asked what percentage of the contract belonged to LPR vs. the remainder of the City. BJ Staab shared average expected annual expense for the Liberty Community Center was around \$18,000, the Parks Maintenance building expense was expected to be around \$1,900, and the Capital Federal Sports Complex expense was estimated to be around \$2,500.

Jackie Kennedy made the motion, seconded by Anissa Christine 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	ABSENT
John Riedel	AYE
Vern Windsor	AYE

2026 City-Wide Custodial Supplies

The City of Liberty has used Brady Industries for custodial supplies since 2020 and has been satisfied with its service. In an effort to reduce costs, city staff requested a pricing comparison from Brady based on the City's most frequently purchased items.

Brady Industries holds a 5-year contract with OMNIA Partners, a cooperative purchasing organization that provides purchasing resources to public sector agencies. The comparison showed that adopting the OMNIA Partners pricing for 2026 will result in lower costs for the City's most-used products.

Product Type	Product Code	2025 Product Pricing	2026 Product Pricing (OMNIA)
Hand Soap	KL-SCHSO3	\$33.85	\$33.50
Hand Towels	PG5203	\$50.41	\$49.56
Toilet Tissue	PK0922	\$44.18	\$41.50
Toilet Tissue	PK0292	\$43.93	\$42.06
Trash Can Liner	KL-708190	\$33.94	\$31.90
Urinal Screens	KL-161361	\$20.12	\$19.77
Gym Wipes	WE9507	\$95.12	\$94.09
Air Freshener	HSAWPA229	\$62.21	\$60.98
Floor Cleaner	CK9311	\$100.50	\$93.54
Glass Cleaner	CK9314	\$85.95	\$82.47
Disinfectant	CK9318	\$165.10	\$159.00
Disinfectant	CK9317	\$91.05	\$88.95
Floor Cleaner	2584700	\$86.10	\$86.10
Trash Can Liner	KL-709040	\$27.81	\$23.85
Trash Can Liner	KL-704508	\$20.95	\$19.65
Toilet Tissue	KL-851167	\$51.33	\$49.89

Pricing is subject to change when supplier partners negotiate specific contracts with OMNIA Partners.

Staff recommends engaging in a contract with Brady Industries for the city-wide purchase and delivery of custodial supplies, utilizing the OMNIA Partners cooperative purchasing organization pricing.

Jimmy Gibbs reminded the Board that this agreement was also a city-wide contract. He shared that Brady Industries, our vendor for several year, had joined OMNIA Partners, meaning they were now part of the cooperative pricing agreement. Due to Brady Industries joining OMNIA Partners, Staff found pricing would decrease across most products.

Rachel Hollinberger 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	ABSENT
John Riedel	AYE
Vern Windsor	AYE

GRP Wegman Contract

Ryal Brier reminded the Board that BJ Staab had emailed a request to postpone this item to January 2026.

Vern Windsor made the motion, seconded by Anissa Christine, to postpone the GRP Wegman Contract to January 2026. Motion passed unanimously.

VOTE:

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

LPR Destination Path Update

The Liberty Parks and Recreation Destination Path was updated for 2026 and was shared by BJ Staab.

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: 2026 Objectives

Enhance community center facilities

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

- Purchase new fitness equipment
- Badge reader added to facility doors
- Concrete replacement around the bike rack
- Child Watch flooring replacement
- LCC monument sign
- Outdoor Fountain Pool surface replacement
- Purchase and installation of LPAT HVAC units

Rejuvenate existing parks and amenities

Objectives: 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.
- Updating and Adding Trail maps and kiosks in Parks
- Add Shade for City Park family slide
- Trail Overlay for Northwyck Park
- Trail Overlay for Westboro Canterbury Park
- New playground surface at Northwyck Park
- New playground at Northwyck Park
- Skate Park Master Plan with citizen engagement.
- Bennett Park Master Plan update

Create destination parks with innovative and inclusive amenities

Objective: 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
- Continue to apply for grants that would help expand the Park System
- Work with Montage developers on their new site relating to Parks & Rec
- Work with Developers for new and/or additional parkland.
- Engagement and Design for a new Skatepark
- Engagement and Design for Bennett Park

Market Liberty Parks and Recreation throughout the Kansas City area

Objective: Community Engagement

- Utilization of Facebook through our new Liberty, MO Parks & Rec Facebook page, as well as Capitol Federal Sports Complex of Liberty page
- Taking more photos and videos throughout all divisions and events
- Monthly Destination Connection with events, photos and occasional video
- Weekly Council and press updates
- Several (hosting or participating in at least 15+) free Community-wide Special Events throughout the entire year

- Including events and LPR Updates in the City of Liberty Utility Bill
- Handouts, posters, signs and more at the Community Center
- Digital signs on the 2 TVs at the Community Center
- Two full feature articles and various updates in Parks and Rec publications - Parks & Rec Business Magazine, MPRA, Kansas City Parent, etc.
- Upgrade Signage throughout Parks and Facilities
- New Park Maps and trail kiosks
- Silver Center specific informational handouts – Monthly calendars, New Golden Guide (redesigned and updated this year), posters, etc.
- Using PeachJar to send out specific information to schools in the area (Aquatics, events, etc.)
- Updating cemetery content – website, kiosks, signage
- Updating the website to improve ADA compliance - fixing broken links, deleting extra documents, naming items, etc.
- Working to become drone certified
- Using website spotlights/newsflash to send out current events/programs
- Assisting the Health & Wellness Division with designs for member engagement activities usually monthly
- Creating historic markers and story boards for parks
- Working with partners such as Martha Lafite to create signage
- Working toward adding fun "selfie stations" in parks to get more engagement with community/park goers
- Utilizing Cardio machine tv screens Wellness Center to promote upcoming events/programs
- Marketing for Liberty Community Christmas Tree program - signs, Facebook, handouts, delivery day and food sorting photos
- Helping to update the GIS park map website

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

Objective: Continue trail maintenance and overlay projects.

- Resurface portions of the Westboro Canterbury Trail
- Resurface portions of the Northwyck Trail
- Trail Design for the Little Shoal Creek Trail
- Homestead Trail to Westboro Trail Construction

Create a Healthy Community

Objective: 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.
- 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.
- 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.

- 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.
- 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 221 participants in 2025.
- 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.
- Represents the Parks and Recreation Department at health-focused community events, promoting a healthy lifestyle and accessible wellness opportunities.
- Actively participates in the Liberty Community Health Action Team (LCHAT) involving key initiatives like Wellness Weekends to address community health priorities.

Increase capacity for programs and services

Objective: 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.

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

- Sponsorships
- Grants
- Continue to look for partnership opportunities for programs and services that creates additional space.
- Work with architects on opportunities for new program and revenue space.
- Enhance the Camp offering at LPR
- New weekday programs – KC Chess Club and Mad Science

Conserve trees, forested areas, and other natural habitats

Objectives:

- Continue to research new vendors to enhance energy efficiencies for the Community Center and Parks System.
- Continue grant applications for green initiatives.
- Pilot program to give trees to home owners that will remove Bradford pear trees on their property up to 30 trees
- Plant 250 new trees as part of the America 250 celebration.

Community Center Memberships – Resident vs. Non-Resident Rates

At the **October 2006 Park Board meeting** the discussion included 2 primary topics; membership fee increases and removal of non-resident status for memberships, room rentals, and programs at the Community Center. Park Board made the following recommendations to the City Council effective January 2007

- All sports programs be offered at the same base rate.
- Any increase to the Community Center resident memberships fees shall not exceed 20%
- Any increase to the Community Center non-resident membership fees shall not exceed 10%

- Non-resident Liberty Community Center program fees shall be calculated at 50% higher than the resident rate up to a maximum of \$10
- Non-resident Liberty Community Center rental fees shall be calculated at a 30% higher than the resident rate.
- The residency for the Community Center memberships, rentals, and programs is hereby redefined from the city limits of Liberty to the Liberty Public School District boundaries.

At the **August 2013 Park Board meeting** staff brought forward the option to remove non-resident fees from the Liberty Community Center memberships, programs and room rentals based on the following;

- To remain competitive in the fitness marketplace. The Liberty fitness competitors do not have fees based on where a member resides.
- Consistency in the fees throughout the Parks and Recreation Department
 - No non-resident fees assessed for programs or services through sports division
 - No non-resident fees assessed for programs or services through Aging Services
 - There are no non-resident fees assessed to any senior utilizing the Community Center through Silver Sneakers
- Original funding for the Community Center operations was 50% general fund and 50% user fees. With no longer support from the general fund for facility operations or capital, there is a logical progression to consider removal of the non-resident fees.
- Broaden the base from which membership, rental, and program revenues are drawn, reducing the cost to taxpayers for potential operational subsidy.

At the **October 2013 City Council meeting**, approved the resolution eliminating Non-resident Fees for the Liberty Community Center Memberships, Programs, and Room Rentals.

UPDATES:

- At the **November 2025 City Council** meeting staff presented the FY2026 Parks & Rec Budget. Within the budget presentation, staff shared the challenges to balance the budget with increases to minimum wage, supplies, equipment, maintenance which warranted a 10% membership increase along with programs & rental increases in order to balance the budget.
- The Mayor and City Council directed staff and Park Board to take a look at changing the rate schedule for resident and non-residents based on financial challenges and proposed cuts.

BJ Staab shared that he had presented the 2026 LPR budget to City Council. He also shared that he had pointed out the budget issues LPR was facing in 2026, including the minimum wage increase, the increase in the cost of equipment and supplies, and flat sales tax and property tax revenue. He reminded the Board that Mayor Canuteson supported a resident vs. non-resident rate for Liberty Community Center (LCC) memberships. Following the budget presentation additional City Council members agreed that Staff and Park Board should look into creating a tiered membership structure for LCC memberships.

James Gifford asked what other communities did, and if they had resident and non-resident rates. BJ Staab shared a breakdown of current LCC memberships and the percentages of members that are currently residents vs. non-residents. He also shared scenarios for various membership rate increases. BJ Staab also shared information about other local community center prices and local gyms and whether or not they charged resident vs. non-resident rates.

Rachel Hollinberger asked if the resident vs. non-resident rates would apply to sports programs, or just LCC memberships. BJ Staab shared that resident/non-resident rates would only apply to LCC memberships. Rachel Hollinberger asked if the goal would be to not increase memberships again in 2027. BJ Staab shared that the last increase was in January 2024 and Staff would not look at increasing membership again for 2 to 3 years. BJ Staab asked the Board how the Board felt about having a resident vs. non-resident tiered system for LCC memberships. He reminded the Board that as a part of the 2026 budget presentation, the Board and Staff had proposed a flat 10% LCC membership increase for 2026 to City Council. But based on the conversations with City Council, he was bringing the decision back to Park Board for discussion and action.

Jackie Kennedy made the motion, seconded by James Gifford to establish separate Liberty Community Center membership tiers for residents and non-residents beginning in January 2026. Motion passed 6-2.

VOTE:

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

The Board then discussed the percentage increase they would like to see for LCC memberships in January 2026 for residents and non-residents.

Anissa Christine made the motion, seconded by James Gifford to increase Liberty Community Center memberships 10% for residents and 20% for non-residents beginning in January 2026. Motion passed 5-3.

VOTE:

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

BJ Staab shared that he would communicate these changes with City Admin and City Council and would report back to the Board. He also shared that Staff would work on how to communicate these changes with the community.

CORRESPONDENCE

N/A for December.

FINANCE – BJ Staab shared financial reports through October 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 – Jimmy Gibbs reminded the Board that Health & Wellness Manager, Heather Borchardt, had left her position and moved to California. He shared that her replacement had been hired. Her name is Carly Carlton and will begin on Monday, December 8.
- Liberty Foundation Report – No additional questions outside of the printed report.

MISCELLANEOUS – BJ Staab asked the Board how they felt about Robert Weagley’s presentation concerning the music park in Westboro/Canterbury. The Board discussed the idea. Jackie Kennedy shared that she liked the idea and thought that the days of parks just being places to use a playground were long gone, and that she felt parks were now places that all people can come together for things other than physical play. Vern Windsor and James Gifford also expressed support for the musical equipment. Overall, the Board agreed the project was a good idea and that Westboro/Canterbury Park would be a good location for the musical instruments. BJ Staab shared that he would follow-up with Robert Weagley to begin working on the project.

ADJOURNMENT – Meeting adjourned at 7:38 p.m.

Due to the New Year’s Day Holiday, the next regular meeting of the Liberty Parks and Recreation Board is tentatively scheduled for Thursday, January 8, 2026, 6:00 p.m. at the Liberty Community Center.