

**MINUTES**  
**[Approved February 5, 2026]**  
**LIBERTY PARKS AND RECREATION BOARD**  
**January 8, 2026**  
**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 6:02 p.m.

Board members in attendance were: Ryal Brier, Anissa Christine, James Gifford, Christopher Hand (left at 6:43 p.m.), Rachel Hollinberger, Jackie Kennedy, Deb Loomis, and John Riedel. Staff members in attendance were BJ Staab, Parks and Recreation Director; Tom Garland, Assistant Director; and Erika Brant, Community Engagement Manager. Board member Vern Windsor was absent.

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

**APPROVAL OF MINUTES** – James Gifford made the motion, seconded by Christopher Hand, to approve the December 4, 2025 minutes as presented. Motion passed unanimously. Deb Loomis abstained due to absence at the December 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	ABSENT

**OLD BUSINESS**

**Community Center Memberships – Resident vs. Non-Resident Rates**

BJ Staab shared an update on the transition to resident and non-resident rates for Community Center Memberships. He shared that Staff was recording the number or membership cancellations and was keeping track of the reason members reported for their cancellations. He shared that only two cancellations directly referenced the rate increase as the reason for their cancellation, however twelve listed financial reasons while not directly listing the rate increase. He also shared that eight referenced going to another gym, and no one said change to resident and non-resident rates was the reason for their cancellation. Instead, most listed non-use and/or personal reasons as the reason for their cancellations.

BJ Staab did share that there may be another wave of cancellations when the bank drafts hit bank accounts on or around January 15 and members see the rate increase in their accounts. Overall, BJ Staab shared the following cancellations had occurred in each of the following categories:

<b>Membership Category</b>	<b>Resident # of Cancellations</b>	<b>Non-Resident # of Cancellations</b>
<b>Family</b>	9	13
<b>Adult</b>	11	15
<b>Adult +1</b>	3	2
<b>Youth</b>	6	2
<b>Senior</b>	3	7

Jackie Kennedy asked if this information had been shared with City Council. BJ Staab stated that it had not been shared but that he planned to share it later in the month. Ryal Brier suggested that Staff should keep track of cancellations in the first quarter of 2026. BJ Staab shared that Staff did plan to keep track of cancellation information moving forward.

The Board discussed how this rate of cancellations compared to previous years. BJ Staab shared that new members have joined since the rate increased were announced, and that Staff planned to pull a full report later in the year to compare 2026 to previous years. He promised to share additional information with the Board at the February meeting.

**Sports Apparel**

BJ Staab reminded the Board they had approved the purchase of 2026 sports apparel at the December meeting, and shared that the contracts had not yet gone to City Council. A few days after the December Park Board meeting, one of the approved vendors shared they would be unable to commit to the agreed upon pricing. That means, that contract for adult championship shirts would need to be rebid. BJ Staab shared that the remaining contracts would go before City Council soon, and the adult championship shirts would be brought back before Park Board for approval once a new vendor was secured.

**NEW BUSINESS**

**Kohl Wholesale Contract**

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

Services covered by this contract include all concession food and supplies that will be resold in FY 2026. The Sports Complex operating budget includes funding for all food and beverage in the amount of \$120,000, of which \$70,000 is planned for food and supplies.

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

BIDDER	“basket of goods” ANNUAL COST ESTIMATE
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Kohl Wholesale	\$70,000
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Staff recommends engaging in a guaranteed pricing contract with Kohl Wholesale for food products in 2026. This agreement is year two (2026) of the potential three (2025, 2026 and 2027), one-year agreements.

BJ Staab shared we've worked with Kohl several years and were happy to continue working with them.

Anissa Christine 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	ABSENT

**LPR Revenue Policy**

BJ Staab reminded the Board they had approved the LPR Revenue Policy in March 2025. He shared that this isn't brought forward every year, but that Staff had a few suggested updates. BJ Staab highlighted several changes.

Staff recommends adopting the following LPR Revenue Policy.

**I. STATEMENT OF NEED**

The Liberty Parks and Recreation Board ("Board") recognizes that the Liberty Parks and Recreation Department ("Department") cannot operate its programs and services on tax subsidy alone. The Board recognizes the need to establish a set of fees and/or charges that are fair and equitable for the use of facilities, programs, and services offered by the Department.

**II. AUTHORITY AND RESPONSIBILITY**

The Board recommends and the City Council approves all budgets, and through that duty sets the fiscal policy and priorities for the Department. It is the policy of the Board to have an open public forum at all meetings, which allows for citizen involvement and support.

**III. STATEMENT OF PHILOSOPHY**

The philosophy of the Board is that the Department has a responsibility to offer diversified recreation services, ensuring that all citizens have equal opportunity and participation. However, since the demand upon the Department to provide services and programs is greater than the public's ability to appropriate public funds to support that demand, it becomes necessary to charge fees and pursue other supplementary revenues and resources. Fees and charges will supplement ordinary revenue sources, not replace them, nor be used to diminish government's responsibility to provide public open space and

leisure opportunities. Rather, an aggressive fees, charges, and alternate revenue sources system is viewed as a method to expand services and facilities while continuing to provide existing services.

#### **IV. DEFINITIONS**

##### A. PROGRAM CLASSIFICATIONS

**Specialized Interest Programs:** Generally, this type of program has a limited enrollment to provide a high quality of instruction or experience to the individual. The benefits of a specialized interest program are received exclusively by the participant, which results in a relatively expensive program to operate. It is considered that this type of program offsets all direct and indirect costs, and in some cases, receives a return in revenue.

**Merit Programs:** Part of the benefits from merit programs are received by the individual and part are received by the public in general. Public agencies are able to furnish these programs in the quantity and quality demanded by the consuming public at a price the public is willing to pay. It is feasible and generally desirable to charge for these services, but only to the extent that individual users pay part of the cost.

**Service Programs:** In its pure form, this is equally available and beneficial to all citizens in our community. It is generally feasible only to charge a nominal or small fee for these programs, if any fee at all, since they include special event programs that are usually free to the public, but receive a small return in revenue through its business partners, concessions, and/or rental operations.

##### B. SERVICES

**Admissions/Drop-Ins:** Are described as charges to intra facility programs on a per visit basis. Entry and exits are normally controlled, and attendance is regulated.

**Facility Rentals:** Are fee payments made for the privilege of exclusive use of the facility. This fee gives the patron the right of enjoying all of the advantages derivable from the use of the facility rented space within the rented space within the Facility without consuming, destroying or injuring it in any way.

**Sales/Rentals:** Are point-of-sale services like concessions and pro shops, and the rentals of merchandise, equipment, or other property. Objectives of sales/rentals may be:

- To provide needed supplies, which the visitor cannot obtain in the general park/facility.
- To provide sufficient revenue to cover cost of all operations and provide a profit, which will enable expansion of parks and recreation services.
- To provide rental equipment for the enjoyment of a recreation area which the visitor may not have provided for him/herself.
- To provide merchandise/rental equipment that may add to the visitor's enjoyment of the area.

##### C. ALTERNATIVE REVENUE SOURCES

**Grants:** Revenue recovered for securing a grant or outside funding for facilities and programs. This includes federal, state and local grants as well as funding from various private sector organizations.

**Land Dedication Requirements/Park Impact Fees:** Are tools used by the City to recover the cost that development of new residential and commercial development brings by increasing park use and demand.

**Sponsorships:** Partnerships with various private sector organizations with the mutual benefit of co-marketing to offer programs and services to the public. These types of partnerships are detailed in a separate policy.

**V. FEES and CHARGES POLICY**

A. Recreation Programs and Special Events

It is the policy of the Board that recreation programs and special events shall recover their costs in a manner that is inversely proportional to their benefit to the general population. Toward that end, staff shall plan recreation programs and special events so that revenues collected recover costs in the following manner:

- Special Interest Programs/Events: 150% direct cost recovery
- Merit Programs/Events: 100% direct cost recovery
- Service Programs/Events: 40% direct cost recovery
- Admissions/Drop-ins: 85% direct cost recovery
- Facility Rentals – Individual: 100% direct cost recovery
- Sales/Rentals: 150% direct cost recovery

Cost recovery need not be solely from registration or admission fees. Revenues credited toward the cost recovery may include fees and charges, sponsorships, partnerships, and grants. The figures above represent a minimum goal that may be exceeded if the market allows.

B. Resident/Non-resident Fees

Since most recreation programs are planned to recover costs, it is the policy of the Board that there may be no cost differential between fees for residents versus fees for non-residents for LPR. However, in order to encourage membership to the Department’s wellness facilities, discounts on programs and rentals may be offered to those who are members of the wellness facilities.

In order to give priority to residents living within the city limits of Liberty for the use of park facilities, the policy of the Board is that there shall be a differential between fees charged to residents and non-residents for the rental of park shelters and Community Center Memberships.

C. Tiered Rental Fees

Fees charged for exclusive use of facilities like picnic shelters, athletic fields, and the like may be tiered to make renting facilities more economical and allow for the Department to draw from a greater share of the rental facility market. Examples of tiered systems that may be employed include:

	<u>Traditional rate</u>	<u>Tiered rate</u>
Time periods	daily	3-hour blocks
Purposes	practice field	tournament
Attendee class	individual	business
Bulk Rentals	single rental	standing reservations

D. Scholarship Policy

It is the philosophy of the Board that those children who desire to participate in a recreational activity should not be denied that opportunity due to financial hardship. However, the Board also recognizes that

the department's tax subsidy is limited. The Board desires to utilize the Liberty Parks and Recreation Foundation's Scholarship program implemented to assist families in need residing within the Liberty School District, and shall place the following requirements on the program.

- The Scholarship program will be advertised as an opportunity for registration for those who might otherwise not participate due to financial hardship. Staff will work closely with school counselors to provide information on the program to those who might benefit and may not be aware that the program exists.
- A limit of four programs per child per calendar year shall be placed on the use of the Scholarship for each qualifying family.
- The Scholarship Program is available for the following:
  - All group youth programs offered by the Liberty Parks & Rec Department
  - Memberships to the Liberty Community Center that include a school age child are also eligible.
  - Memberships to the Liberty Community Center for senior citizens.
  - Individual/private swim lessons are considered on a case-by-case basis. ○ The Scholarship Application form must be completed in its entirety to be eligible for approval. A new application is required each calendar year.
- Scholarships are not allowed for Community Programs facilitated by outside organizations. (Ex; Pedal Kids, ActivStars, Tippiie Toes)

#### E. 100% Satisfaction Guarantee

It is the philosophy of the Board that all programs and services offered by the Department must meet the expectations created by the program literature. Recognizing the importance of customer service, the Board authorizes the Director or his/her designee to offer a credit on account or refund for fees paid by an unsatisfied customer where such an offer may improve the standing of the department in the customer's eyes and where the complaint is registered prior to the close of the program.

#### F. Late Registration Fees

It is the case for many recreation programs that the planning of the program depends on the number of registrants at the time that the advertised registration period ends. Adding late registrations is often a cumbersome task and can cause disruptions or delays to others. The staff is authorized to charge late fees for registrations received after the enrollment deadline, provided that there is space available to accommodate the late registrant, in an amount not greater than \$10 per registrant. Late fee charges must be advertised with the program's promotional materials.

Staff has the authority to waive late registration fees if a situation arises in which a program needs more registrants and a waiver of late charges may encourage late signups.

Examples of programs in which late fees may be used are youth and adult sports programs and leagues, youth camps, drama programs, swim team, and any other date sensitive programs created.

#### G. Refund Policy

The policy of the Liberty Parks and Recreation Board desires to maintain the highest level of customer service. The department reserves the right to combine classes as needed or cancel due to low enrollment. When programs or reservations must be cancelled by the Department, the customer shall be made whole either through a transfer of registration/reservation or through a full refund. Refunds issued

in check form or household credit with LPR.

*Liberty Community Center Program Refunds:*

Customers choosing to cancel their registrations must do so prior to the first-class meeting for the program, and must deliver a written request for refund to the department either in person or via email. Customer-generated refunds shall incur a \$10 refund fee.

No refunds will be issued for any trips except in the case of a waitlist to fill the vacancy or the trip is canceled by the department.

In-session classes that are canceled due to inclement weather or lack of instructor will be rescheduled at the end of the session. If it is necessary to cancel more classes than time permits at the end of the session, a credit will be placed on file for class participants to use at a future time.

Due to limited class size and availability for swim lesson and camp programs, there will be absolutely no refunds, credits, or transfers beyond 72 hours prior to the start of the first class.

No refunds for non-usage of memberships or missing a program start date or rental start time or date.

*Sports Program Refunds:*

**Individual Sport Refund**

- Individuals who request a refund prior to the coaches' meeting will receive a full refund minus a \$10 refund fee
- After coaches' meeting, the refund will be the registration amount minus a \$20 refund fee
- Once schedules have been released, there will be no refunds issued

**Team Sport Refund**

- Teams will forfeit 10% of the registration fee for dropping out of the league with written notice. If a team does not give written notice prior to the game schedules being released, they will forfeit their entire entry fee.

**Tournament Refund - Prior to Tournament**

- Teams will be charged a \$100 cancellation fee in the event they cancel at least 30 days prior to the first day of the tournament. If a team does not give a 30 day notice in writing, they will forfeit the entire entry fee.

**Tournament Refunds Due to Weather**

- Full Refund if no games are played due to weather
- Half Refund if 1 game is started and/or played
- \$100 Refund once the second game begins
- No Refund once third game begins

*Meeting Room Refunds:*

Refunds will be issued only if written notification is received:

- (7-8) weeks notification, 75% refund less \$15 refund fee

- (5-6) weeks notification, 50% refund less \$15 refund fee
- (3-4) weeks notification, 25% refund less \$15 refund fee
- (0-2) weeks notification, no refunds will be issued

#### H. Rental Deposit Policy

A damage deposit shall be required for rental of the Liberty Performing Arts Theatre and the Red/White/Blue Rooms of the Community Center. Meeting room damage deposits shall be required upon initial reservation and returned following the rental date provided that all facilities and equipment are returned to staff in the condition in which they were rented. LPAT damage deposits are due at least five business days before the event and will be retained by the City for damages, or may be applied to unpaid portions of the rental invoice. The City reserves the right to withhold a portion of the damage deposit if damage is noted, and to charge renters for damage in an amount that exceeds the initial damage deposit, if cost for repairs exceeds the deposit amount.

#### I. Employee Discounts

City staff and City-contracted employees shall not receive a discount on programs and services for which residents are charged to participate except non-resident staff shall receive the resident discounted rate if one is offered.

#### J. Donation Policy

The Department has received many wonderful donations from individuals and businesses in the past. The staff is encouraged to pursue partnerships with others that may result in the donation of supplies, labor, or property to benefit the park system. The City reserves the right to refuse any donations that are deemed not in the best interest of the City. Donations which exceed \$5,000 in value may be forwarded to the Board at a regular business meeting for formal consideration of acceptance.

#### K. Special Interest Groups

The residents of the City of Liberty have benefitted from the not-for-profit organizations operating in the community. Partnering with these organizations can enhance their ability to provide services and programs to the community. The staff is encouraged to pursue partnerships with organizations whose missions are in alignment with the mission of the Board. Such relationships shall be documented with a User Group Agreement developed by staff and approved by the Board when those partnerships involve the use of park system property or staff assistance (time and materials).

(NOTE: Due to its unique amenities, City Park is excluded from this paragraph regarding free use.) Not-for-profit organizations may reserve a picnic shelter for a single date during non-peak rental time periods at no charge but with normal application process. (Examples include Liberty Schools, etc.) Non-peak rental time periods for all parks excluding City Park are: Monday through Thursday.

#### L. Special Equipment/Service Permit

Whenever a park patron or organization brings in rental equipment to be set up on City- owned property, the City is exposed to the risk of liability if someone in the party or in the park is injured. In order to ensure that the City's risk of liability is minimized, patrons desiring to bring in inflatables, pony rides, or other services or equipment may be required to obtain a Special Equipment/Service Permit. The permit requirements shall include proof of insurance that meets the City's loss control requirements.

#### M. Commercial Use of Public Property

City Code Section 22-A 6 includes a prohibition of the use of public property for commercial uses without prior written permission. Such permission may be in the form of a Park Use Permit. Park Use Permits may be issued only after certificate of insurance listing the City as an additional insured and payment of the permit fee has been received.

Types of Park Use Permits which may be established:

- Film/Photography permit
- Recreation Program Instruction Contract  
(fitness class, sports camp/instruction, personal training, youth camps, etc.)
- Concessions Permit
- Vendor Permit

As with the permit above, the City is at risk when the general public is invited to an event held by a private organization in a City park or facility. In some cases, a City-issued temporary use permit may be required. A certificate of insurance listing the City as an additional insured may be required, as may other event-specific requirements designed to ensure the public health, safety, and welfare. Issuance of a reservation permit or City-issued temporary use permit does not relieve the renter from other obligations related to patron safety and liability. A temporary use permit policy has been established to guide staff in determining what should be required.

**VI. POLICY REVIEW**

The Board shall review this Revenue Policy every five years, or more often as needed, to ensure equitable services are provided to the public. Fee schedules shall be submitted to the Board and City Council annually within the budget preparation process.

**Exhibit A – Service/Program Category Guideline**

Service/Program	Service	Merit	Special Interest	Admissions / Drop-ins	Facility Rentals
<b>Cost Recovery Goal</b>	<b>40%</b>	<b>100%</b>	<b>150%</b>	<b>85%</b>	<b>100%</b>
<b>Leagues</b>					
Youth			X		
Adult			X		
Pre-Season Clinics			X		
Pick-Up Leagues			X		
<b>Fitness</b>					
Exercise / Fitness Classes – land and water			X		
Dance			X		
Healthy Community Challenge	X				
<b>Instructional</b>					
Craft			X		
Healthy Cooking		X			
Babysitting-CPR-First Aid		X			
Cheerleading			X		
Gymnastics/Karate			X		
Swim Lessons			X		
Dog Obedience			X		
<b>Camps</b>					
Sport Specialty			X		
Day – Active Kids, Splash			X		
<b>Pre-School</b>					
Fitness/exercise			X		

Sport Instruction (bitty)			X		
<b>Special Events</b>					
Bunny Hunt / Spooky Trail	X				

Deb Loomis made the motion, seconded by Rachel Hollinberger to adopt the revised LPR Revenue Policy. 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        | ABSENT |

**CORRESPONDENCE**

N/A for January.

**FINANCE** – BJ Staab shared financial reports through November 2025. BJ Staab reminded the Board it would be a few months before he had final numbers for 2025 to share. He also shared that City Administration was able to cover the emergency boiler replacement from the General Fund instead of from the Park Budget.

**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 – Rachel Hollinberger asked about the administrative process to change members from resident to non-resident in the computer system. BJ Staab shared staff had to go into each account and manually change everyone over. He also shared Staff was also still working on the Civic Rec transition which was going well, but it was also an intense process. BJ Staab shared Carly Carlton had been hired as the new Health & Wellness Manager and planned to attend the February Park Board meeting.
- Liberty Foundation Report – No additional questions outside of the printed report.

**MISCELLANEOUS** – BJ Staab shared an update on the engineering and permitting for the trail connection from Homestead Trail to Westboro/Canterbury Greenway. Tom Garland shared that he had received the permit, and there were still a few additional steps to finalize the plan. However, he shared that the Parks Maintenance team would begin clearing brush and trees along the intended trail path so that contractors could begin work on abutments, etc. Tom Garland also shared that letters would be mailed to the neighbors along the intended path of the trail in the coming weeks.

Tom Garland shared the new trail would be down the hill closer to the creek rather than higher and closer to the adjacent homes and yards. He also shared that through this process he had received approval to connect to Westboro/Canterbury Trail through the culvert, under S. Wales. Christopher Hand asked about

lighting the culvert once the trail was completed, and Tom Garland said that was possible and could be considered.

James Gifford asked if there was a way to make the trail down from S. Wales to Westboro/Canterbury less steep. Tom Garland said that based on the current right of way and topography there was not away to make that less steep. However, a handrail could be added. Tom Garland shared that he was still waiting on pricing to build the trail, and BJ Staab reminded the board that the construction of this connection was not budgeted for 2026. James Gifford asked about diverting funds from another project to complete this connection in 2026. BJ Staab said he thought that could potentially happen, but it would depend on where final pricing landed. Tom Garland also shared that some utility work needed to happen alongside the trail construction, so hopefully there would some shared expenses.

BJ Staab shared that Mary Jane Duffy and Dan Carr, would like to salvage the tobacco barn on the property they are developing on Withers Rd. He shared that Staff is working with them to move the tobacco barn to Buckingham Rd. to be the trailhead for Homestead Trail. The Parks Maintenance team poured concrete for the foundation, and Mary Jane Duffy and Dan Carr had hired a crew to move the barn. He shared that Mary Jane Duffy is very excited about the project and about reusing the barn as a trailhead. She has a lot of old photos and information about the barn. He shared that she would like to create a storyboard about the barn to go at the trailhead. BJ Staab shared that she connected Mary Jane Duffy and Jackie Kennedy to discuss a potential storyboard.

Jackie Kennedy shared that she had talked to Mary Jane Duffy, and shared that Mary Jane Duffy also has some stone benches, and that she would like to have one of the benches moved to the trail with the historical marker. Jackie Kennedy also shared that she had invited Mary Jane Duffy to attend the next Historical Marker Task Force meeting as a special consultant for 2026. She plans to ask Mary Jane Duffy to partner with Tony Meyers, from the Clay County Archives, to compile the information Mary Jane Duffy has to create a storyboard about the tobacco barn.

Jackie Kennedy asked what the trail would be called, and suggested renaming Homestead Trail after a person once it is completed. BJ Staab agreed the Board could revisit that topic when the trail is completed.

ADJOURNMENT – Meeting adjourned at 6:52 p.m.

The next regular meeting of the Liberty Parks and Recreation Board is tentatively scheduled for Thursday, February 5, 2026, 6:00 p.m. at the Liberty Community Center.