

**MINUTES**  
**[Approved June 6, 2019]**  
**LIBERTY PARKS AND RECREATION BOARD**  
**May 4, 2019**  
**Liberty Community Center**

**CALL TO ORDER**

The regular business meeting of the Liberty Parks and Recreation Board was called to order by President Karen Ridder at 6:00 p.m. at the Liberty Community Center. Board members in attendance were: Patrick Flora, Christopher Hand, Wil House, Jackie Kennedy, Deb Loomis, James Moes, and Vern Windsor. Staff members present were BJ Staab, Parks and Recreation Director; DK Taylor, Assistant Director – Recreation; and Tyler Bedell, Special Projects Manager. Absent from the meeting was Clay Lozier.

**OPEN FORUM** – Nicholas Steinkamp presented his Boy Scout project to the Board. Nicholas proposes to install benches in the Westboro/Canterbury Greenway. The design for the benches was selected by Parks. McCray Lumber will donate the lumber and concrete. Nicholas will also contact Home Depot and Lowes to request the remaining donations to complete the project. Nicholas provided the Board a diagram of the bench and locations proposed. Nicholas noted that he had been requested to make two benches but was asked, and he agreed, to build and place three benches. The Board noted that if materials were available four benches would be great. Karen Ridder inquired about why he wanted to complete the bench project for Parks. He stated the park was close to his home and he was raised in Liberty. Christopher Hand made the motion, seconded by Wil House, to approve Nicholas' project. Motion passed unanimously. VOTE:

Patrick Flora	AYE
Christopher Hand	AYE
Wil House	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
Clay Lozier	ABSENT
James Moes	AYE
Karen Ridder	AYE
Vern Windsor	AYE

**APPROVAL OF MINUTES** – Deb Loomis noted that Tyler Bedel was not in attendance at the April meeting and asked to have that correction noted in the minutes. Deb Loomis also requested to add “for adults” under the youth advisory committee requirement for background checks. Vern Windsor made the motion, seconded by Christopher Hand, to approve the minutes as amended. Motion passed unanimously. VOTE:

Patrick Flora	AYE
Christopher Hand	AYE
Wil House	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
Clay Lozier	ABSENT
James Moes	AYE
Karen Ridder	AYE

**OLD BUSINESS**

Agenda Items Follow Up – BJ Staab shared with the Board that the following items were approved by Council during the month of April:

Bennett Park CXT restroom is scheduled for delivery in July. Portable toilets will be placed in the interim from the point of removal of existing until the installation of the new has been completed.

Dog park locations – BJ noted that he and Karen Ridder brainstormed on the best approach to gain feedback from the Bennett Park neighborhood regarding the potential installation of a dog park on the east side of Bennett Park. BJ Staab has also visited with Frank Dixon who lives in the Bennett Park neighborhood. BJ has received positive feedback from Frank on the project idea. Frank noted there were many dog lovers in that area and he agreed to reach out to the neighbors. Once that feedback has been obtained, a neighborhood meeting will be scheduled.

Art sculpture plan follow up – BJ Staab confirmed the heart had been purchased by the Art Foundation and would be installed at Westboro/Canterbury Park along Withers Road. Nine other pieces of art will be selected for the rotating pieces in the downtown area in the fall. A location has not been determined for permanent installation when one of the nine is purchased next year.

Ambassadors and Advocacy Opportunities

- City Council Meeting – May 13, 2019 – Regular Session
- City Council Meeting – May 20, 2019 – Study Session
- City Council Meeting – May 28, 2019 – Regular Session

Update on City Park Use Tax Project – BJ Staab reported that Vireo had refined the numbers and the City Park project is still under budget. A meeting will be scheduled with the City Park working group in the next few weeks. Staff will be recommending to the committee to eliminate the items currently labeled as mulched spaces and only use inclusive play surfacing.

Update on Liberty Community Center Use Tax Projects – DK Taylor shared with the Board that JE Dunn Construction had received only one bid on each of three project areas and requested an opportunity to rebid those areas to assist in bringing the project in closer to the budget projections. Staff shared with the Board that the project could now be closer to \$200,000 over the projected \$700,000 budget. These overages are anticipated based on the first round of bids as well and a healthy economy.

Update on Neighborhood Projects – BJ Staab reported that the gazebo at Clay Ridge was removed. The installation of the Ruth Moore Park play equipment is currently on hold due to the rainy weather. Bids for signage replacement have been distributed. The next park to have underbrush removed is Clay Ridge.

Update on Youth Advisory Committee – Patrick Flora reported back to the Board that a packet of information had been submitted to Colleen Jones who reviewed and provided a recommendation to make the application more “kid friendly.” Colleen is very excited about the project. The LPS TV channel has expressed an interest in interviewing Patrick and BJ. Christopher Hand suggested contacting Colleen weekly to continue to

share out the application process to the students. The Board also recommended the application be included on the park website. Vern recommended staff contact Sara at the University Extension Service for a list of home school children.

## NEW BUSINESS

### Westboro/Canterbury Pickle Ball Courts

The addition of a pickle ball court is included as a part of the Use Tax funds approved by voters in April 2018. This amenity was rated highly by the participants of the Westboro/Canterbury neighborhood meeting and was also mentioned by neighbors in other community meetings as an amenity that would be welcome as a new addition to the park system.

The Parks and Recreation Board met in October 2018 to establish a list of priorities for the 10 parks identified to receive Use Tax funded projects. Park Board recommended new pickle ball courts be added to one of the parks.

FENCING: Staff posted a public bid for fencing of a pickle ball court and three bids were received with Midwest Construction LLC as the low bid. Staff checked references and found Midwest to meet all requirements for the project.

Vern Windsor made the motion, seconded by Patrick Flora to recommend approval to Council of a contract with Midwest Construction Services & Products LLC in an amount not to exceed \$20,952.40 for the purchase and installation of new black vinyl fence for four pickle ball courts at Westboro/Canterbury Park. Motion passed unanimously.

#### VOTE:

Patrick Flora	AYE
Christopher Hand	AYE
Wil House	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
Clay Lozier	ABSENT
James Moes	AYE
Karen Ridder	AYE
Vern Windsor	AYE

SURFACING: Staff posted a public bid for surfacing of a pickle ball court; McConnell & Associates was the only bid received. Staff checked references and found McConnell & Associates met all requirements for the project. Patrick Flora made the motion, seconded by Deb Loomis, to recommend approval to Council of a contract with McConnell & Associates in an amount not to exceed \$79,110.00 for purchase and installation of surfacing for four pickle ball courts. Motion passed unanimously.

#### VOTE:

Patrick Flora	AYE
Christopher Hand	AYE
Wil House	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
Clay Lozier	ABSENT
James Moes	AYE
Karen Ridder	AYE

City Park Maintenance Building Update

As the City Park rejuvenation project moves forward, the maintenance buildings are to be removed. The City Park rejuvenation committee reviewed several locations and found that the land east of Terrace Street and south of New Hope Cemetery would be the best location for the maintenance facility. The location selected provides for savings in cost of utilities and preserves space on the north side for future park development. The new building will be metal with decorative stone on the front and trees and shrubs to beautify the frontage. The size of the “yard” allows for future growth. A fence is a part of the project but is not a part of this bid. This bid is for the building only. The complete project budget is \$400,000 and funding is through the sale of bonds with annual payments from the Parks Quarter Cent Sales Tax.

Three bids were received and the low bid was \$192,575.00 from SGI, a local Liberty business. Staff reviewed SGI’s prior work experience with positive results. After extensive review, staff recommends a contract with SGI. Wil House made the motion, seconded by Christopher Hand, to recommend approval to Council of a contract with SGI for an amount not to exceed \$192,575 for the purchase and installation of a new maintenance facility to be erected on the east side of Terrace Drive. Motion passed unanimously.

VOTE:

Patrick Flora	AYE
Christopher Hand	AYE
Wil House	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
Clay Lozier	ABSENT
James Moes	AYE
Karen Ridder	AYE
Vern Windsor	AYE

Guaranteed Price Agreement with JE Dunn for LCC Projects - DK Taylor shared with the Board that JE Dunn Construction had received only one bid on each of three project areas and requested an opportunity to rebid those areas to assist in bringing the project in closer to the budget projections. Staff shared with the Board that the project could now be closer to \$200,000 over the projected \$700,000 budget. These overages are anticipated based on the first round of bids as well as the healthy economy. Staff anticipates receipt of the guaranteed maximum price from JE Dunn by May 17. The next step will be a review by the steering committee as well as the budget committee. If these steps can be completed prior to the next Park Board meeting, staff will email Park Board with a request for review by email.

Slate of Officers for June Elections- Per Park Board Bylaws, each April, the President shall appoint a nominating committee. The nominating committee shall report to the full Board in June a slate of members willing to serve as officers of the Board. The election of officers occurs in June. Clay Lozier and Deb Loomis volunteered to serve on the nominating committee. In the absence of Clay Lozier, Deb Loomis presented the slate of officers as follows:

President – Karen Ridder  
Vice President – Christopher Hand  
Secretary/Treasurer – Vern Windsor  
Foundation Representative – to be ready for presentation at the June Park Board meeting.

Annual Member Development Book and Bylaws Review- Per the Park Board Bylaws, the Vice President shall be responsible for the Park Board Member Development Book and its annual review at the May Board meeting. As well, the Secretary/Treasurer shall be responsible for the bylaws and its annual review at the May Board meeting. Vice President Christopher Hand presented the Park Board Member Development Book that includes updates to the following areas:

- Park Board roster
- Parks and Recreation Department staff contact information
- Department organization chart
- Department 2019 budget overview
- The 2018 Department history
- Parks & Rec Foundation Overview

There were no new categories recommended to be added to the Park Board Member Development Book and no changes recommended to the other areas of the handbook.

Jackie Kennedy stated she felt four of the 12 Park Foundation members should be Park Board members. Karen Ridder added that the Foundation would like to feel the support of the Park Board. Staff reiterated the Foundation's desire is to have appointees serving on their Board that are willing to be fundraisers not just decision makers. Jackie Kennedy stated more of the year is used in decision making and less in fundraising. Jackie Kennedy made the motion, seconded by Patrick Flora, for the following changes to the bylaws:

- Under Article 4, "Election" to follow "in addition" add "two park board members alongside the current president of the Park Board" shall be elected for a two year term to serve as Park Board representatives on the Parks and Recreation Foundation Board.
- Under Article 5, "Officers" "The President shall..." add "serve on the Foundation Board"

Motion passed unanimously.

VOTE:

Patrick Flora	AYE
Christopher Hand	AYE
Wil House	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
Clay Lozier	ABSENT
James Moes	AYE
Karen Ridder	AYE
Vern Windsor	AYE

CORRESPONDENCE - there was no correspondence to be brought before the Board.

FINANCE – the April 2019 financial report was presented as printed. The Board had no additional questions. Karen Ridder thanked staff for their diligence in being fiscally responsible.

REPORTS – The Parks and Recreation Department reports were presented as printed. The Board had no additional questions. Karen Ridder added to the Foundation report that the Foundation Board had approved the installation of an inclusive play piece at Wilshire Park (utilizing the \$16,000 remaining funds from 2017 fundraising).

MISCELLANEOUS – Christopher Hand, James Moes, and Karen Ridder met late April to review sidewalk connections. Walkability throughout Liberty is so important for the healthy living and lifestyles promoted through parks and park programming. As much as trail segments are a priority for us, they need to be created in conjunction with sidewalks for the best results.

Karen will submit a recommendation to Andy Noll, Public Works Director, for the following connections:

- North side of Liberty Drive between MidJay and Liberty Drive
- North side of Hwy 291 between Brown and Moss (there is a pedestrian crossing at Hwy 291 that does not lead to sidewalks on the north side of Hwy 291.)
- South side of Hwy 291 at Murray (Skyline) and trailhead at Jefferson Park and Cates Creek Greenway
- South end of the Southview rail at South Liberty Drive Parkway west to sidewalks on South Liberty Drive Parkway (also north end of Southview Trail at South Liberty Drive Parkway west to sidewalks on Liberty Drive Parkway.)

CLOSED SESSION – At 7:40 p.m., Vern Windsor made the motion, seconded by James Moes, to adjourn to closed session to discuss contract agreements pursuant to Chapter 610 of the Revised Statutes of the State of Missouri, Section 610.021 (2). Motion passed unanimously.

VOTE:

Patrick Flora	AYE
Christopher Hand	AYE
Wil House	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE
Clay Lozier	ABSENT
James Moes	AYE
Karen Ridder	AYE
Vern Windsor	AYE

Jackie Kennedy made the motion, seconded by Vern Windsor, to adjourn the closed meeting session and adjourn to the regular meeting. Motion passed unanimously:

VOTE:

Patrick Flora	AYE
Christopher Hand	AYE
Wil House	AYE
Jackie Kennedy	AYE
Deb Loomis	AYE

Clay Lozier	ABSENT
James Moes	AYE
Karen Ridder	AYE
Vern Windsor	AYE

ADJOURNMENT – Meeting adjourned at 8:15 p.m. The next meeting of the Liberty Parks and Recreation Board is scheduled for Thursday, June 6, 2019, 6:00 p.m. at Stocksdale Park. Dinner from Mudhole BBQ will be served. The Liberty in Bloom judges will be in attendance.

With the July meeting falling on July 4, the meeting has been moved to Thursday, July 11.