

**Louisburg Park & Tree Board Meeting**  
**Monday, February 8, 2021 at 6:30 P.M.**  
**City Council Meeting Room**  
**215 South Broadway**  
**AGENDA**

**Item 1: PLEDGE OF ALLEGIANCE**

**Item 2: ADOPTION OF THE AGENDA:**

**Item 3: APPROVAL OF THE MINUTES:**

- Minutes from the January 11, 2021 Meeting

**Item 4: PUBLIC COMMENTS:**

Persons who wish to address the Park Board regarding items not on the agenda may do so at this time. Speakers will be limited to three (3) minutes. Any presentation is for informational purposes only. No action will be taken.

**NEW BUSINESS ITEMS:**

**Item 5:** Discussion concerning the procurement of trees. The Board may consider type and location of trees that are projected to be planted during the 2021 planting season. The City usually plants 7-8 new trees annually.

**Item 6:** Discussion concerning the annual park clean-up. Clean-up is done by volunteers each Spring.

**OLD BUSINESS:**

**Item 7:** Discussion concerning the location of a future Gaga Pit. A Gaga Pit was proposed by Andrew Brown as an Eagle Project on January 11, 2021. The Board approved the project but did not select a location.

**Item 8:** A continued discussion concerning a fee increase athletic fields usage.

**REPORTS:**

**Item 9: Individual area of responsibility updates:**

- Bob Bazin (Chairperson)
- Vacant (Aquatic Center)
- Andy Gibbons (City Park)
- Wayne Knop (Ron Weers Park)
- Jack Kline (Forestry Manager)
- Michael McClellan (Lewis-Young Park)
- Diana Moore and/or Amy Buffington (Louisburg Rec Commission)
- City Administrator

**Item 10:** Adjournment



**LOUISBURG PARK AND TREE BOARD  
MEETING MINUTES  
Monday, January 11, 2021**

The Park & Tree Board of Louisburg, Kansas met at 6:47p.m. in the City Hall Council Chambers with Chairperson Bob Bazin presiding (Via Cell Phone).

**ATTENDANCE**

**Board Members:** Wayne Knop and Michael McClellan

**City Council:** Sandy Harris and Steve Town

**City Administrator:** Nathan Law

**City Staff:** Jean Carder

**Louisburg Rec Commission:** Diana Moore and Amy Buffington

**Recording Secretary:** Rusty Whitham

**Visitors:** Andrew Brown

**Item 1: PLEDGE OF ALLEGIANCE**

**Item 2: ADOPTION OF THE AGENDA:**

A motion was made by Michael McClellan to approve the agenda. The motion was seconded by Wayne Knop. Motion passed 3-0.

**Item 3: APPROVAL OF THE MINUTES:**

A motion was made by Wayne Knop to approve the December 14, 2020 minutes. The motion was seconded by Michael McClellan. Motion passed 3-0.

**Item 4: PUBLIC COMMENTS:**

None

**NEW BUSINESS ITEMS:**

**Item 5:** Discussion with Andrew Brown concerning an Eagle Project at L/Y Park. Brown would like to construct a Gaga Pit.

Andrew Brown (Scout Troop 101) presented his plan to construct a Gaga Pit in L/Y Park.

Wayne Knop asked if the pit will be 20' feet wide. Andrew Brown said yes.

Michael McClellan ask what type of materials will be used to construct the pit. Andrew Brown said treated pine.

Andrew Brown mentioned that floor of the pit can be made from dirt, sand, or concrete. Wayne Knop indicated that he was interested the concrete floor option. Wayne Knop stated that he is concerned that a dirt floor may end up being muddy. Michael McClellan suggested using the same type of sand that is used on the ballfields as a floor maybe a good idea.

Michael McClellan said he was concerned about the proposed location of the pit. McClellan suggested placing the pit north of the playground may create a safety hazard. He explained younger children are typically not supervised during ballgames. The younger kids will end up climbing on the walls and falling causing injuries.

Wayne Knop mentioned that he is worried about the potential of foul balls hitting children as they play in the pit.

Michael McClellan suggests placing the pit across the street near the concession stand. City Administrator Nathan Law mentioned that the area near the concession stand may interfere with Freedom Fest events.

Wayne Knop asking if the pit will be a permanent structure with posts buried into the ground. Andrew Brown said yes this will be a permanent structure with buried posts.

City Administrator Nathan Law asked does this pit need to be in L/Y Park or will any City Park suffice. Andrew Brown indicated any park will be fine. Brown mentioned that he thought about constructing the pit in Ron Weers Park. Wayne Knop suggested City Park as a potential location. Bob Bazin mentioned that the Aquatic Center near volleyball court maybe a good spot. Multiple other locations were mentioned. After additional discussion no specific site for the gaga pit was determined. Wayne Knop said that this project is a good idea, and no one is opposed to it. However, finding the perfect site is our problem. Knop asked if the Board could have more time to consider a location. City Administrator Nathan Law suggested that the Board determine the best site in each park and discuss it further at next month's meeting.

Wayne Knop asked Andrew Brown if the Board approved the gaga pit without a specific site selected would that help him proceed with the project. Andrew Brown said it would.

After additional discussion Michael McClellan made a motion to approve the construction of a gaga pit within one of the city parks. The final site for the pit will be determined later. Wayne Knop seconded the motion. The motion passed 3-0.

City Administrator Nathan Law signed the beneficiary letter required by the Scouts to finalize the approval process.

**Item 6:** Discussion with City Staff concerning the procurement of picnic tables.

City Administrator Nathan Law said the City Council accepted a grant offered through KDHE during their meeting on January 4, 2021. This grant provides a 50% match to purchase products made by recycled tires. It was decided to purchase 8 tables. All tables picnic tables will be 8 feet long with one being handicap accessible. These tables will be replacing the old wooden picnic tables currently at L/Y Park. As part of the grant requirement, the City will need to have a recycling educational component for residents. The City will be required to inform the public that each table contains the equivalent of 20 passenger tires and 3,840 empty gallon milk jugs. The total cost for 8 picnic tables will be \$7,162. After reimbursement, the cost will be \$3,581.

City Administrator Nathan Law then explained that the Park & Tree board should choose the table color: either grey, green, or brown. Bases are black on all color choices. He also mentioned per the Memorial Program policy established by the Board, picnic tables offered through that program are available in dark brown only. Park Board may choose to go with the brown or have an alternate color since these tables are not memorial tables.

It was mentioned that there are 6 old wooden picnic tables near the concession stand. It was suggested that those would be replaced. It was also mentioned that one table can be placed in the pavilion near the pond. The remaining table may be placed near the soccer field.

After a brief discussion, the Park and Tree Board decided to purchase tables with a gray top and black bottom. It was also decided that a vote was not required because the City Council has already approved the purchase of the tables.

No further discussion occurred concerning this topic.

**Item 7:** Discussion concerning a fee increase for ballfield usage. This increase will affect out-of-town teams using ballfields in L/Y Park.

After a brief discussion Michael McClellan recommends the following fee structure for non USD416 residents:

- \$40 an hour to for games/practice
- \$50 an hour to for tournaments

Michael McClellan said that increasing usage fees for non USD416 resident teams would make Louisburg on par with metro fees. He also suggested using a flat rate fee that would include lights.

Everyone agreed that this issue requires additional discussion. This item will be added to next month's agenda.

### **OLD BUSINESS:**

**Item 8: None**

### **REPORTS:**

**Item 9:** Individual area of responsibility updates:

- Bob Bazin (Chairperson) – Nothing to report
- Vacant (Aquatic Center) – None
- Andy Gibbons (City Park) – Not Present
- Wayne Knop (Ron Weers Park) – Nothing to report
- Jack Kline (Forestry Manager) – Not Present

- Michael McClellan (Lewis-Young Park) – Michael McClellan mentioned that he received complaints about the trash bins at L/Y Park were overflowing last week. He asked that the City monitor the trash cans more closely. Wayne Knop suggested it may be a good idea to place a trash can near the frisbee golf course. Sandy Harris asked if there are trash cans located along the new trails.
- Diana Moore and/or Amy Buffington (Louisburg Rec Commission) – Diana Moore mentioned that she noticed the frisbee golf course is packed with people playing on nice days. High school kids are loving the new course.
- City Administrator – City Administrator Nathan Law mentioned that the Louisburg Library will have three sets of frisbee golf discs available for checkout soon. Administrator Nathan Law also said the access road near the tractor pull area in L/Y Park will be repaired soon.
- City Council Member Sandy Harris – Nothing to report

**Item 10: ADJOURNMENT:**

Michael McClellan made a motion to adjourn the meeting. The motion was seconded by Wayne Knop. The motion passed 3-0. The meeting ended at 7:28p.m.

Submitted by Rusty Whitham



**To:** Park and Tree Board

**From:** City Staff

**Meeting Date:** February 8, 2021

**Re:** Item #8 - A continued discussion concerning a fee increase athletic fields usage.

Based on a discussion by the Park and Tree Board on January 11, 2021 concerning field usage fees Staff has drafted a potential fee schedule. The purpose of this draft schedule is to provide additional options to the Board. The Park and Tree Board may consider other alternatives.

**Current Fee Schedule:**

**Park Type Hourly Fee**

Baseball/Softball (*rate applies if used by football*) \$30

Soccer \$20

Football \$20

Light Fee (any field) \$15

All fees are due upon and as a condition of approval. Fields will not be reserved without payment. Fees are subject to change, unless paid in full, prior to the effective date of a fee change.

Light Key Deposit: A \$25 (per key) cash deposit is required for rentals that require keys to operate field lighting at Lewis-Young Park. The key(s) must be returned within 24 hours of the last rental date to receive a refund. Use of lights for Louisburg Recreation Commission activities will be administered through the LRC Director.

**Potential Fee Schedule:**

**Category “A”** – Local residents living within the USD416 School District. Teams must consist of at least 50% of its team living within USD416 School District. Fees includes lighting system usage:

- *Baseball/Softball fields*
  - *Practice and Games \$35hr. (Rate applies if used for football)*
- *Soccer fields \$30hr.*
- *Football fields \$30hr.*

**Category “B”** – Individuals living outside the USD416 School District. Teams consisting of less than 50% of its team living within the USD416 School District. Fees includes lighting system usage:

- *Baseball/Softball Fields*
  - *Practice and Games \$45hr. (Rate applies if used for football)*
  - *Tournaments \$50hr.*
- *Soccer Fields \$30hr.*
- *Football Fields \$30hr.*