

**LOUISBURG CITY COUNCIL
REGULAR MEETING
JULY 17, 2023
6:30 P.M.**

Livestream link: <https://boxcast.tv/view/louisburg-city-council-7-17-23-sets5rrgkhzwbwq7ymbp>

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. APPROVE MINUTES - of the July 5, 2023, meeting
5. APPROVAL OF BILLS
6. RECOGNITION OF SCHEDULED VISITORS
 - A. Jennifer Leikam
 - B. Representative with Frontier's Day Committee
7. PUBLIC COMMENTS: Persons who wish to address the Mayor and City Council 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. Please state your name and address.
8. DEPARTMENT REPORTS
 - A. Finance
 - a. 2nd Quarter Financial Report
 - b. Investment Bids
 - B. Public Works – Lead & Copper Draft RFP
9. CITY ATTORNEY'S REPORT
 - A. KOMA/KORA Mini-Training
10. MAYOR'S REPORT
 - A. Convention and Tourism Committee
 - B. Appointment to Fill Vacancy – Board of Zoning Appeals

11. ADMINISTRATOR'S REPORT

- A. Park & Tree Board – Donations Policy
- B. Park & Tree Board – Trail Signs
- C. Little Round House – Bids Revisited
- D. Master Plan Review – Continued
- E. Executive Session

12. COUNCIL/COMMISSION REPORTS

13. ADJOURNMENT

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
July 5, 2023**

Livestream:

<https://boxcast.tv/view/louisburg-city-council-7-5-23-ymofqooo9gsipay0r2kr>

The Council of the City of Louisburg, Kansas, met at 6:30 p.m. in regular session in the City Hall Council Chambers. Mayor Mayor Donna Cook presiding.

Council Members Steve Town, Tiffany Ellison, Scott Margrave, Clint Ernst and TJ Williams
City Administrator Nathan Law
Finance Director Rick Mikesic
City Clerk Jessica McGowin
Police Chief Josh Weber
Fire Chief Gerry Rittinghouse
Communications Coordinator Jean Carder
City Attorney Mary Stephenson

PLEDGE OF ALLEGIANCE

Councilmember Scott Margrave led the pledge of allegiance.

Mayor Cook extended her gratitude to all who volunteered for Freedom Fest.

APPROVAL OF THE CONSENT AGENDA

Mayor Cook would like to amend the consent agenda by moving item 12 council reports to item 8 so that department heads can leave early if Council has no questions for them. She would also like to add two executive sessions for non-elected personnel after public comments. Councilmember Williams moved to accept the amended agenda, seconded by Councilmember Ernst and carried 5-0.

APPROVAL OF MINUTES

Councilmember Ellison moved, seconded by Councilmember Margrave and carried 5-0, to approve the minutes from the June 20, 2023, regular meeting.

APPROVAL OF BILLS

Councilmember Town moved, seconded by Councilmember Ernst and carried 5-0, to approve the bills list.

SCHEDULED VISITORS

None

PUBLIC COMMENTS

None

EXECUTIVE SESSSION

Ellison moved, seconded by Margrave and carried 5-0, to recess into executive session to discuss personnel matters of non-elected personnel pursuant to the non-elected personnel matter exception KSA 75-4319(b)(1) with the Council and City Attorney present for 30 minutes with the open meeting to resume at 7:05 p.m.

Council returned to open meeting at 7:05 p.m.

Ellison moved, seconded by Williams and carried 5-0, to recess into executive session to discuss personnel matters of non-elected personnel pursuant to the non-elected personnel matter exception KSA 75-4319(b)(1) with the Council, City Administrator and City Attorney present for 10 minutes with the open meeting to resume at 7:16 p.m.

Council returned to open meeting at 7:17 p.m. with no action taken.

COUNCIL REPORTS

WILLIAMS – Thanked Steve Town and fire department personnel for their hard work putting together a successful firework show for Freedom Fest. He also thanked Jean Carder and Chief Weber. He estimated it took about 150 total man hours for the 22-minute firework show. Ellison said it was one of the best fireworks shows she has seen.

ERNST – Congratulated the Police, Fire and staff for a successful Freedom Fest and rodeo. Ernst addressed the need for early communication and even over communication of any issues that arise in the City, to be more transparent to the community. He believes this will minimize negativity towards the City.

ELLISON – Attended the Metcalf 2.0 success and ribbon cutting. Ellison was glad to be part of that and said it looked very nice and it is something the City should be proud of. As the liaison for LRC she gave an update on when the next meeting would be and what would be discussed.

MARGRAVE – None

TOWN - Proud of Freedom Fest and will continue to work on making it better each year.

DEPARTMENT REPORTS

Police – Chief Weber reported that the two new hires have started and their academy training date is set. He gave a good report on the rodeo and Freedom Fest event, both went well with no issues. Weber stated that the department has received tasers and will work on issuing them. Ellison asked about neighborhood watch programs. Weber stated that he is in favor of them and in the past, they used to be provided, when they are better staffed, they will look into providing training.

He will also continue to work with the City Administrator and the Judge on the Dangerous dog and Vicious dog city code.

Fire – Chief Rittinghouse wanted to Publicly thank everyone who helped at Freedom Fest. He appreciated the Mayor and Councilmember Williams for helping. He felt like their presence showed a sense of gratitude to all of the staff that worked that day.

Coming up- Pump service testing in Paola. He will stagger trucks to and from Paola to be tested.

New extraction tools received – The fire department staff and volunteers will be using the new extraction tools they received on old vehicles on July 15th.

The Fire Department will be holding a pool party as a thank you to its volunteers and their families in July.

Public Works – Administrator Law presented in Public Works Supervisor Hufferd's absence. A list of contractors was provided to Council for the 2023 crack and seal bids. Council discussed the bid options. Ernst moved, seconded by Williams and carried 5-0, to move forward with Complete Pavement Maintenance for the work.

CITY ATTORNEY'S REPORT

City Attorney Mary Stephenson – Presented a short training on Kansas Open Meetings Act. This training will be conducted for about 10 minutes for the next several meetings.

MAYOR'S REPORT

Metcalfe 2.0 mowing – Cook discussed the Right of Ways along the new construction on Metcalfe Road that are not being mowed. Administrator Law clarified she is taking the space between the sidewalk/trail and curb. She would like to see the city take that over and mow the areas to keep it uniform and nice. She stated that the current amount being spent for upkeep on Broadway is between \$5,000 to \$8,000 each year and she believes we should do the same for Metcalfe. She asked for the opinions of the other council members. Ellison asked if the city maintains other locations. Law said there are a few and provided examples. Town asked about snow removal on the sidewalk/trail and if then the City would be responsible for that too. Ernst said there is nothing in place that indicates what the area should look like. Discussion occurred about grass, landscape, rocks and other options. Ernst asked how a nuisance violation would be handled in the area. Law provided options for that. Margrave asked what the difference would be between this area on Metcalfe and the older part of town that has alleys as far as maintenance. Law said since he arrived in Louisburg the city has not maintained alleys and it is the property owner's responsibility to maintain those areas. Ernst said he thinks the first action should be to create some plan so the area can be uniform. Cook directed Law and City Attorney Stephenson will work together to see legally what can be done and bring it back to a future meeting.

Frontier Days – Cook said the tourism committee would like to revive Frontier Days in June next year. It is tentatively scheduled for June 8, and she has talked with Rodeo Gold Productions about moving the rodeo to the same weekend and to revive the parade. Ellison wanted to make sure this was budgeted for properly since Council is in the middle of preparing the budget for next year and this event was not in it. Cook said there is currently \$4,000 from the hotel tax that could be used for this. The group will meet again next week with representatives from the Chamber and Miami County Economic Development.

ADMINISTRATOR'S REPORT

Special Event Permit Application draft – Law presented council with a draft of proposed changes to the current special event application. Law said one of the changes was to implement an application completion 45 days prior to the event which mirrors Code language for Park & Tree Board. Councilmember Ernst provided a few thoughts on changes to include listing local and out of town event organizers. Discussion occurred. Council tabled the item to a future meeting.

Convention and Tourism Committee – Mayor Cook currently has two candidates to name to the committee but needs a total of five. She will bring a list of appointments for this committee to a future meeting.

ArchiveSocial – Law presented Council with information for a third-party company, ArchiveSocial, that would capture and archive the City's social media accounts that could be utilized to fulfill a KORA request. There was discussion and it was decided not to pursue the service at this time.

Master Planning Review – Administrator Law provided an update of this master plan review. Ellison said the information really provides Council with a running tally of projects completed. She said projects are also captured in the budget in the capital improvement plan.

ADJOURNMENT

At 8:49 p.m., Williams moved, seconded by Margrave and carried 5-0, to adjourn the meeting.

Approved:

Donna Cook, Mayor

Attest:

Jessica McGowin, City Clerk

BILLS LIST 7-17-23

360 DOCUMENT SOLUTIONS	222.60	SERVICE/SUPPLY CONTRACT
ACENTRIC	1,600.00	STORMWATER WORK ON S 16TH ST
CHASTAIN, ELIJAH	1,600.00	FREEDOM FEST BAND
COFFELT LAND TITLE, INC	260.00	LAND TITLE DOCUMENTATION
DELTA DENTAL OF KANSAS	5,813.70	DENTAL INSURANCE - ALL
ELLIOTT INSURANCE INC	8,925.00	WORK COMP/LIABILITY AUDIT
ENVIRO LINE CO	7,654.80	REPLACEMENT BULBS FOR UV
FOX COMMUNITY HALL	1,225.00	C/C REMBURSEMENT - JUNE
G-B CONSTRUCTION	166,654.00	ANNUAL CONCRETE WORK
GRIGSBY CONSULTING	3,562.50	INSPECTIONS - 2ND QUARTER
HEARTLAND PRINT & DESIGN	266.76	INSPECTION FORMS
JOHN DEERE FINANCIAL	2,899.54	WEED KILLER, CONCRETE MIX, MISC
LOUISBURG ANIMAL CLINIC	300.00	IMPOUND FEES - MAY
LOUISBURG ATHLETIC CLUB	162.50	MEMBERSHIPS
LOUISBURG MUNICIPAL UTILITIES	2,598.22	CITY UTILITIES - ALL
MENDOZA, YENI	100.00	DEPOSIT REFUND - FOX HALL
MIAMI COUNTY AUTO	268.45	AC REPAIR - PUA
MID AMERICAN FUNDRAISING	125.00	FREEDOM FUND INFLATABLES
MO-KAN DIAL, INC.	1,397.12	TELEPHONE/INTERNET SERVICES
NEW CENTURY	135.00	INTERIOR LIGHT DEACTIVATION
PEREGRINE CORP.	1,271.00	MAY UTILITY BILLS
PRINCIPAL LIFE INSURANCE	257.60	LIFE INSURANCE - ALL
QUILL	57.56	OFFICE SUPPLIES - COURT
RANK HANNAH	375.00	IN-SERVICE LIFEGUARD TRAINING
RAY LINDSEY COMPANY	26,964.75	25% BILLING - MCDONALD'S LIFT
RURAL WATER DISTRICT #2	62.29	WATER - PARKS
SAMS CLUB MC/SYNCB	7,950.84	POOL CONC/REPAIRS/UNIFORMS
SECURITY 1ST TITLE LLC	270.00	LAND TITLE DOCUMENTATION
STAPLES ADVANTAGE	95.76	OFFICE SUPPLIES - BZ & ADMIN
SUMNER ONE	62.00	COPY SERVICES - ADMIN
ULINE	641.90	TRASH CAN/PARK SUPPLIES
UTILITY SAFETY & DESIGN	9,750.00	GAS CONTRACT - JUNE
VISA	3,428.53	EQUIPMENT/POOL SUPPLIES/MISC
VISION SERVICE PLAN	1,128.70	VISION INSURANCE - ALL
WAYNE'S PLUMBING	430.00	GARBAGE DISPOSAL - POLICE
WEX BANK	4,952.89	FUEL - ALL
CLAIMS TOTAL	263,469.01	



City of Louisburg
 215 S Broadway, Louisburg, KS 66053
 913-837-5371 · www.louisburgkansas.gov

To: Louisburg Governing Body

From: Richard Mikesic

Date: July 13, 2023

Re: Composition of Cash

Please find below the composition of cash of the City of Louisburg as of June 30, 2023:

	Bank	Interest Rate	Term	Bank Balance	Book Balance
Operating Depository	First Option Bank	2.69%	N/A	6,324,103	6,271,780
Operating Checking	First Option Bank	2.72%	N/A	861,408	861,408
Certificate of Deposit	First Option Bank	3.00%	7/24/2023	3,000,000	3,000,000
Certificate of Deposit	First Option Bank	4.00%	12/1/2023	3,000,000	3,000,000
Certificate of Deposit	First Option Bank	4.25%	7/18/2024	3,000,000	3,000,000
Certificate of Deposit	First Option Bank	5.01%	12/20/2024	3,000,000	3,000,000
Freedom Fund	First Option Bank	2.58%	N/A	9,583	9,583
Fox Hall Checking	Bank Midwest	N/A	N/A	11,794	12,204
Fox Hall Money Market	Bank Midwest	0.25%	N/A	34,188	34,188
Municipal Court Bond	Bank Midwest	N/A	N/A	2,000	2,000
Cash Drawer	N/A	N/A	N/A	700	700
				19,243,776	19,191,863

**CASH AND BUDGET REPORT
JUNE 2023**

50.00%

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	ENDING BALANCE	BUDGET	RECEIPTS TO DATE	EXPENSES TO DATE	BUDGET REMAINING	% SPENT
GENERAL FUND (010)	\$ 4,530,357	\$ 893,495	\$ 266,354	\$ 5,141,770	\$ 6,057,059	\$ 2,629,612	\$ 1,508,791	\$ 4,548,268	24.91%
ADMINISTRATION (105)			27,510		371,700		138,910	232,790	37.37%
FIRE (110/120)			31,902		569,099		258,938	310,161	45.50%
POLICE (130)			109,245		1,592,297		745,298	846,999	46.81%
MUNICIPAL COURT (140)			3,895		48,715		23,835	24,880	48.93%
STREETS (210)			40,776		169,878		122,633	47,245	72.19%
BUILDING INSPECTIONS (310)			4,353		114,789		25,032	89,757	21.81%
PLANNING & ZONING (320)			3,169		100,510		20,051	80,459	19.95%
PARKS (410)			45,504		283,571		170,042	113,529	59.96%
SPECIAL EVENTS (420)			-		6,500		4,052	2,448	62.34%
TRANSFERS / CAPITAL OUTLAY			-		2,800,000		-	2,800,000	0.00%
CEMETERY (011)	131,824	10,593	4,912	137,505	70,000	37,253	9,007	60,993	12.87%
INFRASTRUCTURE IMPROVEMENTS (015)	1,587,660	128,561	-	1,716,221	880,000	347,374	1,100	878,900	0.13%
SPECIAL STREETS (020)	825,791	3,717	-	829,508	920,000	79,551	-	920,000	0.00%
COMMUNITY DEVELOPMENT (021)	60,343	272	-	60,615	25,000	1,025	-	25,000	0.00%
STORMWATER (022)	392,705	9,356	4,648	397,413	366,330	53,776	17,643	348,687	4.82%
COPS FOR KIDS (032)	8,120	602	288	8,434	3,000	704	409	2,591	13.63%
POOL (040)	3,470,444	177,824	163,585	3,499,505	1,210,000	450,010	222,758	987,242	18.41%
FOX HALL (041)	45,574	1,157	389	46,392	20,000	6,037	2,864	20,000	14.32%
PARKS CONTRIBUTIONS (044)	79,528	2,791	8,792	73,527	67,000	6,854	8,792	58,208	13.12%
LY LIGHTS (047)	1,628	7	-	1,635	-	28	-	-	-
GAS OPERATING (050)	245,645	78,295	190,966	131,113	1,441,326	998,923	1,157,258	284,068	80.29%
GAS CAPITAL (051)	739,374	3,328	-	742,702	N/A	13,708	-	N/A	-
WATER OPERATING (060)	123,812	138,822	166,915	98,782	1,831,000	795,254	863,940	967,060	47.18%
WATER CAPITAL (061)	-	-	-	-	N/A	-	-	N/A	-
WATER SURPLUS (063)	547,470	2,464	-	549,934	N/A	9,348	4,458	N/A	-
WASTEWATER OPERATING (070)	1,099,540	118,946	66,494	1,151,992	1,380,900	700,039	579,448	801,452	41.96%
WASTEWATER CAPITAL (072)	2,681,624	12,070	-	2,693,694	N/A	45,846	26,965	N/A	-
PUA BOND RESERVE (082)	217,597	979	-	218,577	N/A	3,695	-	N/A	-
BOND RESERVE (083)	304,458	1,370	-	305,828	N/A	5,169	-	N/A	-
DEBT (085)	619,992	53,403	-	673,395	754,908	158,244	34,954	719,954	4.63%
AMERICA RESCUE PLAN GRANT (091)	698,595	3,144	-	701,739	N/A	11,996	10,805	N/A	-
TOTAL	\$ 18,412,081	\$ 1,641,196	\$ 873,343	\$ 19,180,281	\$ 15,026,523	\$ 6,354,446	\$ 4,449,192	\$ 10,602,423	
Freedom Fund	9,562	21	-	9,583	N/A	160	4,052		
	\$ 18,421,643	\$ 1,641,217	\$ 873,343	\$ 19,189,864		\$ 6,354,606	\$ 4,453,244		



RFP Louisburg Water Department

To: Mayor and City Council
From: Craig Hufferd, Public Works Supervisor
Date: July 13, 2023
Re: Contract New Lead and Copper Rule

Attached is a draft RFP for Service and Yard Line Inventory on Louisburg's water system for the Lead and Copper Rule revisions.

Louisburg adopted Uniform Building Code and Uniform Plumbing Code in December of 1992 as the newest codes following the lead solder change in 1986. Based on information provided by Miami County it is estimated that roughly 750 properties were built before 1993 that still exist today.

Recommendation: Please review draft RFP, discuss, and advise staff.

RFP Louisburg Water Department

City of Louisburg

Request For Proposals

Service and Yard Line Inventory

The City of Louisburg is seeking proposals to provide a Service and Yard Line Inventory for the Louisburg Water Department.

Proposal due: 8/31/2023 at 10 am CST public opening to follow.

Proposals can be submitted to the Public Works Supervisor by email chufferd@louisburgkansas.gov. You may also submit the proposals to Louisburg City Hall, 215 S Broadway St, Louisburg, KS 66053.

Questions may be submitted to chufferd@louisburgkansas.gov by 8/24/2023.

Background

In preparation for compliance with Lead and Copper Rule revisions as applied to municipal water lines, the city is seeking a company to provide a Service and Yard Line Inventory.

Project Title: Service and Yard Line Inventory

1. Record Review

- Meet with water system personnel. Review water system records for service line info.
- Review other available documentation.

2. Survey and Inspection

- Survey customers for service and yard line information.
- Visually inspect unknown water service and yard lines.
- Where necessary, inspect the customer side of the service line (building inlet).

3. Inventory Spreadsheet and Replacement Plan

- Enter inventory data for each service line into the state inventory spreadsheet template. The inventory spreadsheet will be transferred electronically, will be a searchable document, and the city would have the capability to edit the document.
- Where required based on the inventory, develop the Lead Service Line Replacement Plan. The lead service line replacement program will be bid out after the completion of the service and yard line inventory project.

Nature of the proposal

The price should be an all-inclusive proposal and include costs per project and/or per service line. You should have three different cost estimates.

- Any related cost
- Repair of excavation (topsoil, seed, and erosion control)
- Excavation cost for 750 water meters (both sides)
- Excavation cost for 375 water meters (both sides)

Timeline

The project must be completed no later than July 31, 2024. Work may start at the convenience of the company after consulting with City staff to schedule the work at a mutually agreeable time.

Right to reject bids

The City of Louisburg reserves the right to reject any and all proposals received and accept any bid that, in its judgement, best serves the needs of the City of Louisburg, Kansas.

Disclaimer

Those submitting bids do so entirely at their own expense. There is no express or implied obligation by the City of Louisburg to reimburse any entity or individual for any costs incurred in preparing or submitting a proposal.

RFP Dated 7/18/2023

City of Louisburg

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: July 17, 2023

Re: Park & Tree Board – Draft Donation Policy

Background: Staff presented the Park and Tree Board with a draft policy for consideration of donations on park or other City-owned properties. This draft was originally provided to Council for review and comment on May 15, prior to consideration by the Park and Tree Board. Board review and discussion included a recommendation for Council to consider approving the attached draft policy. The attached policy accounts for larger infrastructure items that are not already addressed elsewhere.

Financial: Within the draft policy is consideration of maintenance and replacement value of donated items, to account for long-term costs.

Legal: None.

Recommendation: Discuss draft Donation Policy and direct staff accordingly.

Park and Recreation Outdoor Facilities Donation Policy

Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the instillation and care of donated park improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, play equipment, public art, monuments (by exception only), drinking fountains, flags, and other types of park accessories. The City desires to encourage donations while at the same time managing aesthetic impacts and mitigate on-going maintenance costs.

The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape, or adorn a donation, such as a tree, bench, or picnic table on city- owned property.

Standards established by this policy will apply to purchase of maintenance, equipment, installation techniques, donation acknowledgements, decoration and long-term care of all donations made after the adoption of this policy.

GUIDELINES FOR EXISTING DONATIONS

Definition of an Existing Donation: For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

Appearance and Aesthetics: Decoration, ornamentation, and adornment of donated elements can interfere with routine maintenance and the appearance of the donated items, if not cared for on a regular basis and installed properly, may serve to negatively impact the appearance and aesthetics of the surround property. Nothing shall be hung or tied to trees, with the exception of the memorial tree charms. Landscaping must be approved. Decorations which may be allowed on a temporary basis for a limited time should not interfere with the use of nearby public space, nor represent a hazard to motorists, bicyclists, or pedestrians. The donor shall remove any temporary decorations within a reasonable amount of time, within 30-45 days, as they can weather and become unattractive and detract from the image of the community.

Donated park elements (i.e. benches, trees, plaques, etc.) become City property. Donations made before the adoption of this policy are to be maintained by the city during its effective life span.

STANDARDS FOR NEW DONATIONS

Definitions of New Donations: New donations are those made after the adoption of this policy.

Acquisition or Purchase. The City and the community have an interest in ensuring that park elements purchased and installed are of high quality related to style, appearance, durability, and ease of maintenance. The Donor will be responsible for the purchase and installation of all park elements following approval by Park and Tree Board and City Council.

Appearance and Aesthetics: The City and community have an interest ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgement should reflect the character of the park or facility. All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance: Donated park elements and/or their associated donation acknowledgement, become City property. Accordingly, the city has the duty to maintain the donation only for the expected life cycle of the donation. If current

information is on file, donors will be informed and given the opportunity to recondition or replace the donated item at the expiration of the original life cycle.

Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short- and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure a long life, and be resistant to the elements, wear and tear, and acts of vandalism.

Cost: The City has an interest in ensuring that the donor covers the full cost for the purchase, installation, and maintenance during the expected life cycle of the donated park elements. A separate fee schedule is maintained in which the City will detail costs for donations, installation and maintenance. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City park facilities. Consequently, the City will assess, at the time of the purchase, a charge sufficient to cover anticipated on-going maintenance of donated park elements during their expected life expectancy.

PROCEDURE FOR MAKING A DONATION

The City's Building and Zoning Department will manage all donations located on City park property, with the assistance of appropriate City staff.

Application: The donor must contact the City Building and Zoning Department to help determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available at the Building and Zoning office. Completed applications and payment will be made to the City of Louisburg for review and processing.

CRITERIA FOR ACCEPTANCE

Park Plan: To accept donations of a park element for a specific park facility, a park plan must exist showing the available locations for park elements. If no plan exists, then a donation may be made to another facility. If a plan exists, but does not identify a particular park element proposed for donation, the City may accept the donation under certain conditions. Under this circumstance the donation must 1) meet the true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the City, a facility may be determined to be fully developed and the opportunity for donations would not be available.

Donation Acknowledgements/Memorial Plaques: Donation acknowledgements, as approved by the City, and memorial plaques are to be directly affixed to the donation and/or are to be bronze and purchased by the donor. In cases where bronze plaques are not feasible, other alternative types can be submitted and accepted upon review of the City. All donor acknowledgements and memorial plaques will be in character with the intent of this section and shall be tasteful, and subtle. To prevent obscene or potentially offensive text from being displayed on city property, the City must approve all text for donation acknowledgement/memorial plaques.

In park bench applications the donation acknowledgement will be routed into the seat back of the bench. With the exception of the small metal plaques within current standards.

In picnic table applications the donation acknowledgement will be inserted into the concrete pad installed under the picnic table or can be routed into the middle plank of the tabletop. Multiple donors (up to 6 per table) will be allowed.

In tree installation applications the donation acknowledgement can be installed in a flush mounted concrete pad, or a medallion may be erected. This is also with the exception of the memorial tree charm.

Notification: This criteria is a requirement for both existing (at the expiration of its life-cycle period) and new donations. It shall be the responsibility of the donor to provide the Building and Zoning Department with a current

address for purposes of notification regarding their donation. For the purposes of notification, the city will send a certified letter to the donor, notifying the donor of changes related the status of their donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy).

PARK BENCHES, BICYCLE RACKS, PICNIC TABLES, AND DRINKING FOUNTAINS

Park benches, bicycle racks, picnic tables, drinking fountains, and playground components may be placed in locations approved by the Park and Tree Board and City Council in accordance with an available site plan. Items donated must be of a product approved by the Park and Tree Board and City Council, and these items become City property at time of purchase.

TREES

Landscaping and plant selection for park facilities shall be limited to the size and species of tree determined by the City and Park and Tree Board.

MONUMENTS

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any City park facility. Exceptions to this policy are for monuments installed by the City commemorating the history and/or dedication of a park facility.

OTHER DONATIONS

There may be other donations possible, other than those expressly listed or contained within this policy. The City may accept those donations subject to a review by the Park and Tree Board. The City may, or its discretion, bring any donation proposal to the Park and Tree Board, Planning Commission and City Council for review and approval.

BUILDINGS, STRUCTURES, AND PUBLIC ART

Donated buildings, structures and public art are subject full review and approval of the Park and Tree Board, Planning Commission, and City Council and are not considered as part of this policy.

CONDITIONS

Installation: Installation of donated park elements, including the donor acknowledgment/memorial plaques, will be completed by the donor upon approval by City personnel. The installation will be scheduled at a time and date as determined by Building and Zoning Department so as not to unnecessarily interfere with routine park maintenance activities.

Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgements/memorial plaques, when they interfere with the site safety, maintenance, or construction activities. In accordance with previously stated procedure in this policy, the City will send a registered letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy. If no such location can be found, the information contained on the memorial may be, at the donor's request, located on a memorial plaque set aside for this purpose at a designated location. If any memorial plaque, the City will make effort to contact the original donor on file to work with the donor to see if it can be placed in a different park with Park and Tree Board and City Council approval or the return of the memorial plaque to the original donor. If no donor is on file or the City cannot contact the donor within a month, the plaque will be placed into the care of the City until the Park and Tree Board and City Council may approve for its safekeeping, relocation or destruction.

MAINTENANCE AND REPAIR

The long-term care and maintenance of donated park elements is important to both the donor and the City.

Life Cycle Care Cost: Prior to accepting the donation, the donor must provide the annual upkeep on the donation which would include estimate of cost of yearly maintenance and repair until the end of the donation's life span. This information will be provided to the Park and Tree Board and City Council prior to accepting the donation for approval. The Park and Tree Board and City Council have the right to refuse the donation if they so choose or make recommendations they see needed for future uses.

If the donation is accepted, the City will accept all costs for future maintenance and repair for the duration of the donations life span.

While the donation is being constructed by the donor, the City will not manage the funds associated with the donation. If the donor chooses to provide the City with the remainder of the funds they did not utilize, it will be placed in a general fund for the Park and Tree Board budget to use for all City parks and donations for maintenance costs and repairs as they deem appropriate.

DRAFT



City of Louisburg
 215 S. Broadway, Louisburg, KS 66053
 913-837-5371 · www.louisburgkansas.gov

Parks and Recreational Outdoor Facilities Memorial and Donation Application		
Name of Donor		
Address of Donor		
Phone Number: Work:	Home:	Fax:
Email:		
Description of Donation:		
Location of Donation:		
Wording on Memorial Acknowledgement:		

Donation Cost Calculations		
Element Type		
Cost of element *		\$
Life Cycle Term	Years	
Annual Life Cycle Cost	\$ (=)	
Life Cycle Cost		\$
Total cost of Donated Element		\$ **

*Includes purchase, tax, shipping, and installation.

** A 50% deposit of the total cost must be paid at the time of application, with the remainder due prior to installation

I have read the Memorial and Donations Policy

Requested by: _____

Date: _____

Reviewed by: _____

Date: _____

Park and Tree Board Approval:

By: _____

Date: _____

Memo

To: Louisburg Governing Body
From: Nathan Law
Date: July 13, 2023
Re: Park & Tree Board – Signage Recommendation

Background: Staff presented the Park and Tree Board with potential trail signage at its meeting on July 10. Trail signage was a result of previous discussions regarding trail safety and etiquette at various trails within Louisburg. The following sign samples were provided for board consideration for this purpose.



Financial: Discussion included an estimated 30 trail etiquette signs at a cost of \$1,443.00, and 12 attention signs at a cost of \$348.60. There may be additional cost for signpost materials depending on what is in stock at Public Works or may need to be ordered.

Legal: None.

Recommendation: Discuss recommendation of Park and Tree Board and direct staff accordingly.

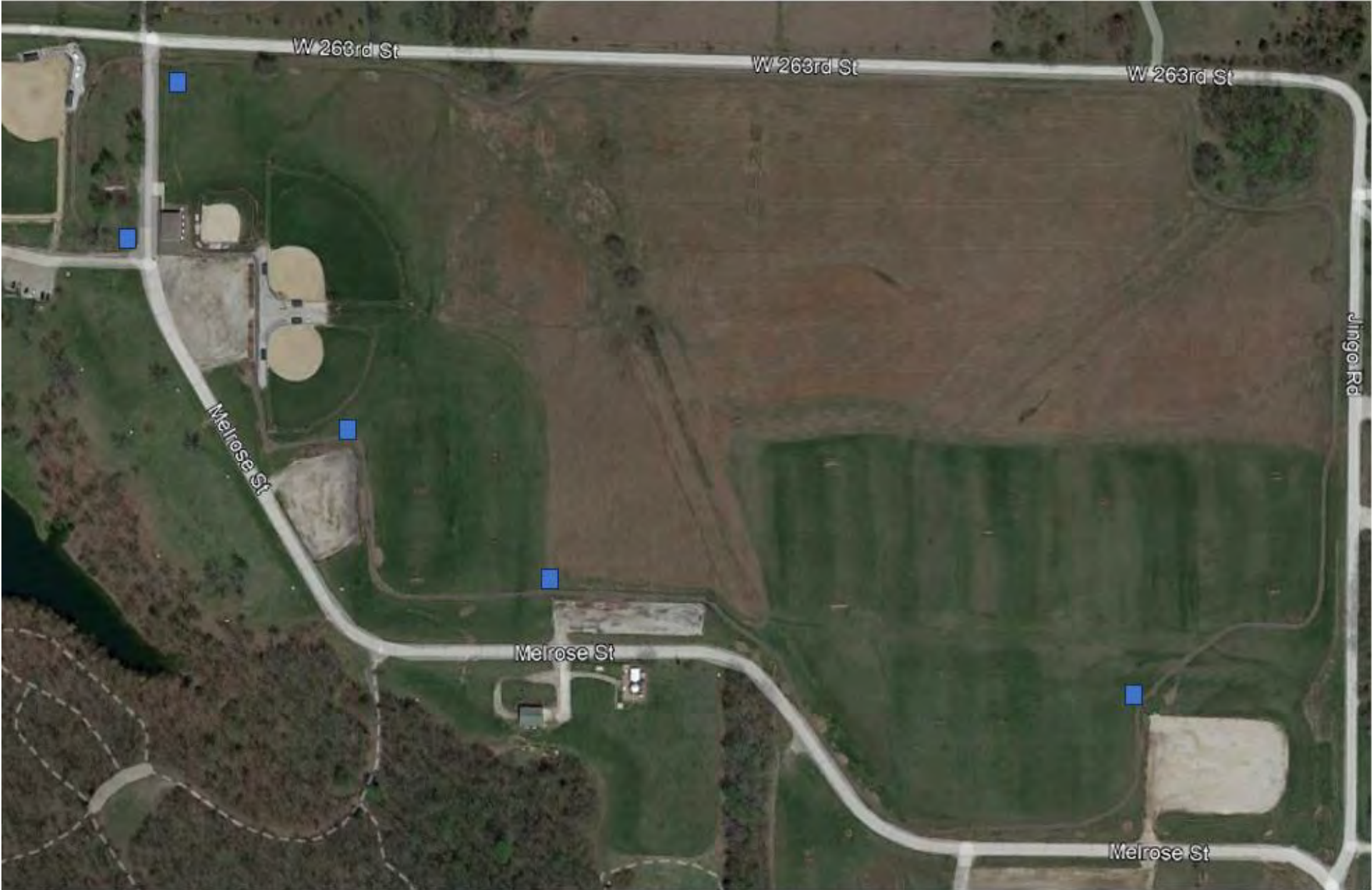
Ron Weers Park – Trail Etiquette Sign Locations



Metcalf 2.0 – Trail Etiquette Sign Locations



Lewis-Young Park – Trail Etiquette Sign Locations



Lewis-Young Park – Attention Sign Locations



Memo

To: Louisburg Governing Body

From: Nathan Law

Date: July 13, 2023

Re: Bids for Repair of Little Round House

Background: Staff compiled, presented and discussed with Council in December bids for both repairs to the Little Round House and the Lake Lift Station Fence. Since that time the fence work has been completed whereas the Little Round House has not. What follows are the remaining two of the previously provided bid estimates for work on that structure.

Company	Little Round House
In & Out Construction	\$7,500
Handyman Doug	\$3,400

Staff is seeking Council direction on either action to pursue one of the two alternate bids on the previous discussion, or to seek out new bids through advertisement and return to Council promptly.

Financial: As presented previously, Little Round House work will be paid out of the general fund parks department.

Legal: None.

Recommendation: Discuss as desired and direct staff accordingly.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: July 13, 2023

Re: Master Planning Review Continued

Background: Included as part of the administrative goals list is a regular review of master planning projects, goals and objectives. This is the first section of the Bright Future Comprehensive Plan but the thirteenth section of master planning review. The comp plan may be found at - <https://www.louisburgkansas.gov/DocumentCenter/View/366/Louisburg-Comprehensive-Plan-12-4-17>.

Louisburg Neighborhoods:

1. Create a Traditional Neighborhood Conservation Plan
2. Develop property maintenance programs
3. Prepare a Neighborhood Design Manual for infill housing
4. Establish Traditional Neighborhood sidewalk capital improvement program
5. Conduct a historic resources survey
6. Extend/enhance built-out incentive program for new development
7. Update subdivision regulations to encourage high-quality residential design and public space enhancements
8. Rezone land identified as Multi-Family Residential on the Future Land Use map to accommodate multi-family development

These eight initiatives are discussed in greater detail on pages 130-133 of the comp plan document.

On the first item, there continues to be available home renovation program for façade improvements, but this could be expanded to include establishment of a Neighborhood Revitalization District for the areas outlined in the plan document. However, staff has not pursued a Traditional Neighborhood Design Manual as discussed in this section of the plan.

On the second item, staff provides regular notice regarding property maintenance through newsletter, Facebook, and website. Staff also coordinate a regular clean-up/green-up day, trying to coordinate volunteer groups' willingness to spruce up parks or address other properties' needs.

On the third item, no Neighborhood Design Manual exists for infill housing. Infill continues to be driven by the housing market.

On the fourth item, staff has been working with Council on sidewalk options in older parts of Louisburg, including discussion of short- and mid-term funding of the same through budget considerations.

On the fifth item, staff has assisted the Historic Preservation Commission to obtain information regarding ages of buildings within the City of Louisburg. That list will help in identifying areas where historically significant aspects of buildings may qualify the structures, use, etc. for commission review. This is information used to assist also with the age of properties for the purpose of the Lead and Copper Rule information considered earlier this same meeting.

On the sixth item, there remains no additional movement or consideration.

On the seventh item, the Planning Commission recently completed efforts to make accommodations for large lot subdivision development within these regulations.

On the eighth item, staff discussed options for multi-family or mixed-use with Council during the administrative goals workshop. Otherwise, future land use multi-family properties are already zoned appropriately and this item will be removed from this list in future years.

Financial Consideration: None.

Legal Consideration: None.

Recommendation: Discuss as desired and direct accordingly.