

Louisburg Park & Tree Board Meeting
Monday, August 14, 2023 at 6:30 P.M.
City Council Meeting Room
215 South Broadway
AGENDA

Livestream link:

<https://boxcast.tv/view/louisburg-park--tree-board-zhiovqmg6nz9cn1dgbo9>

Item 1: PLEDGE OF ALLEGIANCE

Item 2: ADOPTION OF THE AGENDA:

Item 3: APPROVAL OF THE MINUTES:

- Minutes from the July 10, 2023 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 of replacement of trees at Ron Weers Park and Lewis-Young Park.

Item 6: Discussion concerning the 2023 Fishing Derby. The derby was held June 17, 2023.

\$503.75	Beginning Balance
- \$303.16	Sam's Club
- \$287.52	Coke Products
- \$33.00	Gerken Rental-All
- \$232.00	Newspaper Ad
+ \$1,565.10	Donations
\$ 1,213.17	Remaining Balance

OLD BUSINESS:

Item 6: Concession stand usage and bake sales at parks.

REPORTS:

Item 16: Individual area of responsibility updates:

- Bob Bazin (Chairperson)
- Ryan Westhoff (Aquatic Center)
- Andy Gibbons (City Park)
- Wayne Knop (Ron Weers Park)
- Jack Kline (Forestry Manager)
- Michael McClellan (Lewis-Young Park)
- Shelly Sattler/Tyler Olson (Louisburg Rec Commission)
- Nathan Law (City Administrator)
 - Update on donation policy.
 - Update on signs

Item 17: Adjournment



**LOUISBURG PARK AND TREE BOARD
MEETING MINUTES
Monday, July 10, 2023**

Livestream link:

<https://boxcast.tv/view/louisburg-park--tree-board-7-10-23-oheov4jy3ghhf640hrz2>

The Park & Tree Board of Louisburg, Kansas met at 6:30p.m. in the City Hall Council Chambers with Chairperson Bob Bazin presiding.

ATTENDANCE

Board Members: Andy Gibbons, Ryan Westhoff, Wayne Knop, Jack Kline, and Michael McClellan.

Mayor: Donna Cook

City Council: Steve Town

City Administrator: Nathan Law

City Staff: Jean Carder

Louisburg Rec Commission: Shelly Sattler and Tyler Olson

Recording Secretary: Robert Lake

Visitors: Tom Dvorak

Item 1: PLEDGE OF ALLEGIANCE

Item 2: ADOPTION OF THE AGENDA:

Jack Kline moved to adopt the agenda, motion was seconded by Mike McClellan, and passed 6-0.

Item 3: APPROVAL OF THE MINUTES:

Motion was made by Wayne Knop to approve the April 10, 2023, minutes, and was seconded by Ryan Westhoff and passed 6-0.

Item 4: PUBLIC COMMENTS:

None

NEW BUSINESS ITEMS:

Item 5: Approval for Louisburg citizen to metal detect at Lewis-Young Park.

Chairperson Bazin advised at the last meeting this was presented before the board, due to lack of quorum it was not approved. Discussion occurred. Motion was made by Andy Gibbons to approve request and was seconded by Ryan Westhoff and passed 6-0.

Item 6: Approval for permit extension to metal detect in city parks for Louisburg citizen.

Discussion occurred. Motion was made by Wayne Knop to approve request and was seconded by Ryan Westhoff and passed 6-0.

Item 7: Approval for drone group to meet at the football field at Lewis-Young Park.

Discussion occurred. The drone group wanted to move from the soccer fields to the football field. The group currently meets every second Sunday of the month. Louisburg Recreation Commission was asked if there would be any scheduling conflicts if they were to change the location. Shelly Sattler said there would not be. Motion was made by Ryan Westhoff to approve request, was seconded by Andy Gibbons and passed 6-0.

Item 8: Approval for hobby rocket request to use Lewis-Young Park.

Visitor Tom Dvorak approached the Park and Tree Board to discuss and explain what he wanted to do. Tom said he was the only one who would be flying rockets at Lewis-Young Park. It was asked how the rocket would be propelled Tom said it was a combustible engine, low in power and sets off from launch pad. Tom said due to the regulations of the National Association of Rocketry, he is limited a rocket 53 ounces or less. Discussion of location where he would launch rockets and safety considerations were discussed. Tom advised he was covered under insurance by the National Association of Rocketry in case any damages occur. Motion was made by Wayne Knop to approve using Lewis-Young Park to launch the rockets as long as he gets with the City and LRC for scheduling those dates he would be using the park. He would also have to come before the board each year to approve request. Motion was seconded by Jack Kline and passed 6-0.

Item 9: Discussion of donation policy.

City Administrator Nathan Law explained to the Park and Tree Board there were no current policies that would accept larger infrastructure items like the batting cages. This document would provide the acceptance of larger items and the potential life costs and life expectancy. Discussion occurred. Jack Kline moved to recommend the donation policy to the City Council for approval, was seconded by Ryan Westhoff and passed 6-0.

Item 10: Discussion on concession stand usage and bake sales at parks. Please see attached memo.

Chairperson Bazin asked City staff if they had the information regarding the food license the City holds for the concession stand. City staff said they did not at this time but will for the next meeting. Discussion occurred regarding the liability for others to use the concession stand or sell premade items and who should be allowed to use the concession stand. It was asked if City staff had contacted other jurisdictions to see how they have handled this issue. City staff said they have not. City staff will research this issue with other jurisdictions and bring it back at a later meeting.

Item 11: Discussion of deck chairs.

City Administrator Nathan Law told the Park and Tree Board of complaints City staff have been receiving about the usage of deck chairs. The complaint was that several people are placing personal items in chairs to claim them so they may use them for pool breaks. This leaves several individuals without a seat. Discussion occurred. No action was taken.

Item 12: Discussion of additional park benches at Ron Weers Park.

City staff told the Park and Tree Board of a request to add benches around the playground area where it is shaded by the trees. Discussion occurred. Chairperson Bazin told City staff to let him know how much the benches would cost, and he would donate one and find another individual to possibly donate the other bench.

Item 13: Discussion of possible event “Muddy Princess”. Please see attached memo.

Park and Tree Board discussed and decided to not approve the event.

OLD BUSINESS ITEMS:

Item 14: Discussion of park signage. Please see attached memo.

City staff provided samples of possible park signage that was previously requested by the Park and Tree Board. Discussion occurred. It was decided for each trail to have a front and back sign at each opening for the trail etiquette sign. This would be a total of 24 signs for all trails. The Lake, Metcalf 2.0, and Lewis-Young Park trails. The board decided a total of 30 were needed. For the “no horse or motorized vehicle” signage. The board wanted 12 of those signs to be ordered for the trails at Lewis-Young Park. Mike McClellan made a motion to recommend the purchase of 30 trail etiquette signs and 12 “no horse and motorized vehicle” signs. Motion was seconded by Wayne Knop and passed 6-0.

Item 15: Update of park inspections from members who did not inspect prior to the April 10, 2023, meeting.

Board Member Andy Gibbons inspected City Park. He found all playground equipment in good condition. The only issue was the concrete footings showing on the two spinning play equipment where mulch had been kicked away from the footing. The tennis court net was extremely low and sagging. Several shelter lights are out. Cables were dangling from the shelter, and it is unknown where they are supposed to go. On the ceiling of the shelter, there is a large black mark that needs to be looked at. The trees that were planted a year and a half ago need the tree stakes removed and if possible, something around the trunk of the tree so lawn mowers won't damage the tree by hitting it.

REPORTS:

Item 14: Individual area of responsibility updates:

- Bob Bazin (Chairperson) – June 15th is the proposed date for the 2024 Fishing Derby.
- Ryan Westhoff (Aquatic Center) – Nothing to report.
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- Andy Gibbons (City Park) – Provided report in item 15.

- Wayne Knop (Ron Weers Park) – Nothing to report but wanted to provide an update on the meeting with the Lake Subdivision HOA and they have not contacted the City. City staff advised there are new contacts at the HOA and will provide that information.
- Jack Kline (Forestry Manager) – Nothing to report.
- Michael McClellan (Lewis-Young Park) – At Lewis-Young Park, if City staff could pay more attention to the trash in the trash receptacles as some are not being emptied on a regular basis.
- Shelly Sattler and Tyler Olson (Louisburg Rec Commission)- Finished baseball season and will soon begin fall sports.
- Nathan Law (City Administrator) – Update Tree City certificate and the flag is now being flown at Lewis-Young Park. The Fox Hall and Cemetery Board has discussed using the current ornamental fencing that is at the entrance of the old cemetery and using it as screening on the west side of the new cemetery. The City Council approved funding to expand the disk golf course and to make the addition more challenging. The rodeo production company will need to return to Park and Tree Board to allow for the event in 2024. Freedom Fest went well with some traffic delays at the end of the event. The celebration was well attended.

Item 15: Adjournment

Michael McClellan made a motion to adjourn the meeting, was seconded by Ryan Westhoff and passed 6-0. The meeting ended at 8:08 p.m.

Submitted by Robert Lake



Memo:

To: Louisburg Park and Tree Board

From: City Staff

Date: August 10, 2023

Re: Discussion of replacement of trees at Ron Weers Park and Lewis-Young Park

At Ron Weers Park three (3) trees were removed for the construction of Metcalf 2.0. The project is now completed, and the three trees can now be replaced. City staff are asking the Park and Tree Board what type of trees they would like to replace the ones that were removed and where they would like them planted.

Due to the weather, five (5) newer trees were damaged and cut down near the walking trail and entrance sign at Lewis-Young Park. City staff are asking the Park and Tree Board if they would like new trees to be replaced in the original position of the trees that were removed, and what type of trees they would like them to be replaced with.

Financial: Cost of trees.

Recommendation: Discuss and direct staff accordingly.



Memo:

To: Louisburg Park and Tree Board

From: City Staff

Date: August 10, 2023

Re: LYP concession stand usage, bake sale, etc

City Staff reached out to the food safety inspector regarding who would be able to sell concessions at Lewis-Young Park.

The inspector told staff, if the organization is a nonprofit, the organization is allowed to operate under the city's license. This would allow for several different nonprofit organizations to use the concession stand any time. If organization/business/individual selling concession is not a nonprofit, that entity may only sell under the city's license a total of 6 times a year.

If a person/group is selling baked goods or other prepared food items outside of the concession stand, that falls under Kansas farmers market sales which allows for the person/group who made the goods to sell and distribute the items.

Financial: None

Recommendation: Discuss and direct staff accordingly.