

Louisburg Park & Tree Board Meeting
Monday, September 11, 2023 at 6:30 P.M.
City Council Meeting Room
215 South Broadway
AGENDA

Livestream link:

<https://boxcast.tv/view/regular-meeting-of-the-louisburg-park--tree-board-dicjx4hugxhqmtarlv91>

Item 1: PLEDGE OF ALLEGIANCE

Item 2: ADOPTION OF THE AGENDA:

Item 3: APPROVAL OF THE MINUTES:

- Minutes from the August 14, 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 upgrading Lewis-Young Playground.

OLD BUSINESS:

Item 6: Pricing of replacement trees at Ron Weers Park and Lewis-Young Park.

Item 7: Discussion of Lewis-Young Park concession stand and its uses.

REPORTS:

Item 8: 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)
 - Football Field Update.
 - Landscaping of Louisburg Landing.

Item 9: Adjournment



**LOUISBURG PARK AND TREE BOARD
MEETING MINUTES
Monday, August 14, 2023**

Livestream link:

<https://boxcast.tv/view/louisburg-park--tree-board-zhjovqmg6nz9cn1dgbo9>

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, Wayne Knop, and Michael McClellan.

Mayor: Donna Cook

City Council: Steve Town

City Administrator: Nathan Law

City Staff: Jean Carder

Louisburg Rec Commission: Shelly Sattler

Recording Secretary: Robert Lake

Visitors: None

Item 1: PLEDGE OF ALLEGIANCE

Item 2: ADOPTION OF THE AGENDA:

Wayne Knop moved to adopt the agenda, motion was seconded by Mike McClellan, and passed 4-0.

Item 3: APPROVAL OF THE MINUTES:

Motion was made by Mike McClellan to approve the July 10, 2023, minutes, and was seconded by Andy Gibbons and passed 4-0.

Item 4: PUBLIC COMMENTS:

None

NEW BUSINESS ITEMS:

Item 5: Discussion of replacement of trees at Ron Weers Park and Lewis-Young Park.

The Park and Tree Board were told by Staff that three trees that were cut down along Metcalf Road due to the improvements of Metcalf 2.0 should be placed. It was asked where they would like for the replacement trees to be located. Discussion occurred.

Wayne Knop said he would like to see the trees by the shelter house rather than close to Metcalf Road. Bob Bazin asked if planting the trees would count towards Tree City. City Staff advised it would.

It was asked what type of trees should be planted. Andy Gibbons recommended one State Street Maple, one Frontier Elm, and one Swamp White Oak. Discussion occurred.

City Staff asked if the Park and Tree Board wanted to replace the trees damaged at Lewis-Young Park with the same trees. Andy Gibbons said the current trees are Red Maples and they are cheap trees. When the Red Maples are established, they do have nice color, but do not hold up well in rough environments from lack of water, sun scolding, and lawn equipment hitting them.

City Staff asked if Andy would recommend the same types of trees as Ron Weers Park. He said yes. Discussion occurred.

It was decided at Ron Weers Park to have the three types of trees planted near the shelter house or playground. Discussion for trees at Lewis-Young Park included State Street Maples to replace the three damaged trees along the entrance drive, a Frontier Elm to replace a damaged tree along the entrance drive and a Frontier Elm near the monument sign. Gibbons recommended that PVC pipe be placed around the trunks to make sure the trees don't get damaged and have Public Works water the trees.

Wayne Knop moved to plant the five trees at Lewis-Young and the three Trees at Ron Weers Park, seconded by Mike McClellan and passed 4-0.

City Staff will provide the Park and Tree Board pricing of the recommended trees at the next meeting.

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

City Staff provided the Park and Tree Board the cost and donations of the Fishing Derby.

\$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

Discussion occurred. Nothing further occurred from this item.

OLD BUSINESS ITEMS:

Item 7: Concession stand usage and bake sales at parks.

City Administrator Nathan Law addressed the Park and Tree Board saying City Staff spoke with the state food inspector about who could and could not use the concession stand under the City of Louisburg's food license and the number of times, and individuals who sell prepared items at the park.

Law said groups may use the concession stand multiple times if they are a non-profit organization. If they are not a non-profit organization, they can only use the concession stand six times a year. Anyone wanting to sell prepared items to individuals fall under the state's Farmers Market regulations.

Discussion occurred. Mike McClellan said if we might need to have a refundable deposit down for groups that are for-profit organizations in case anything is broken or taken. Discussion occurred. City Staff said they would look into it and see what would work for the City and Louisburg Rec Commission since most of the items inside the concession stand are owned by LRC.

Continued Discussion on planting trees.

Bob Bazin asked if it would be beneficial to plant two trees by the shelter house at Lewis-Young Park. City Staff said there are currently four trees that were recently planted near the shelter house. No further discussion occurred.

REPORTS:

Item 8: Individual area of responsibility updates:

- Bob Bazin (Chairperson) – Wanted to discuss the 2024 budget for the Aquatic Center. City Administrator Law said the budget calls for a few features and a list of projects. Discussion occurred.
- Ryan Westhoff (Aquatic Center) – Not present.
- Andy Gibbons (City Park) – Nothing to report.
- Wayne Knop (Ron Weers Park) –Wanted City Staff to check into trees that were dying and asked about the status of the Little Round House. City Staff said contractors are working on it and they have a list of repairs that was provided to the contractors.
- Jack Kline (Forestry Manager) – Not present.
- Michael McClellan (Lewis-Young Park) – Was concerned regarding wash that occurs across the trail by A field, by the observatory, and on far northeast corner due to rainfall. City Staff said they would visit the park to see if there are any issues with wash crossing those areas.
- Shelly Sattler and Tyler Olson (Louisburg Rec Commission) – Told the board fall sports were about to begin with the beginning of games starting on September 9th. Shelly asked if anyone knew the condition of the football field and if it needed to be rolled or dirt added to level it.
- Nathan Law (City Administrator) – Provided update on trail signage that was approved by City Council. Told the board about the Paws at the Pool event. The governing body approved the donation policy. City Staff said next month the board will be provided a conceptual concept for a playground for Lewis-Young Park. Wayne Knop said there is a group in Paola, Kansas, that has playground equipment to sell. City Staff will obtain name of company at a

later time. It was asked if the rubber matting was placed on the Aquatic Center playground and if the tables were delivered and installed. Staff advised four tables were placed at Lewis-Young, three at City Park and one at the Aquatic Center Park. City Staff said if the board wanted to plant more trees that the Aquatic Center playground would be a good place for a tree. Andy Gibbons asked if there were any plans for trees on the south side of the Aquatic Center due to new housing construction. City Staff said they would have to look to see what the landscaping designs were.

➤ **Item 9:** Adjournment

Andy Gibbons made a motion to adjourn the meeting, was seconded by Michael McClellan and passed 4-0. The meeting ended at 7:08 p.m.

Submitted by Robert Lake



Memo:

To: Louisburg Park and Tree Board

From: City Staff

Date: September 7, 2023

Re: Discussion of upgrading Lewis-Young Park playground

Councilmember Steve Town approached staff about positive comments he had received regarding the Stilwell Community Park located just east of Metcalf off 207th St. He was asked if something like this park would be an option at Lewis-Young Park. The Stilwell location includes an inclusive playground, bathroom, and a one-mile looped trail.

Here is a picture of the playground at the park:



Here are Google Earth views of the park with the trail easily viewed:





The building with the purple roof is the shelter and the building with the grey roof is the bathrooms.

If there is interest in pursuing this type of upgrade, Staff would check into potential grants. It may be possible to apply for the next round of Kansas Wildlife & Parks grant, similar to the one that was used for the last upgrades to LYP. There would also need to be discussion about including this in a potential 2025 budget.

Financial: Unknown

Legal: None

Recommendation: Discuss and direct staff accordingly.



Memo:

To: Louisburg Park and Tree Board

From: City Staff

Date: September 7, 2023

Re: Prices for tree replacement.

At the August meeting it was decided to plant three trees at Ron Weers Park to replace the three that were removed in the right-of-way along Metcalf Road. The three trees that were selected were State Street Maple, Swamp White Oak, and Frontier Elm.

Five trees at Lewis-Young Park that were removed will be replaced with three State Street Maples, and two Frontier Elms.

City Staff obtain quotes from three separate companies for purchasing the trees.

Site One:

State Street Maple:	Swamp White Oak:	Frontier Elm:
2" - \$299.00	2" - \$189.00	2" - 299.00
2.5" - \$310.00	2.5" - \$279.00	2.5" - \$269.00
3" - \$320.00	3" - \$349.00	3" - Not Available

KAT Wholesale:

State Street Maple:	Swamp White Oak:	Frontier Elm:
2" - \$250.00	2" - \$235.00	2" - \$250.00
2.5" - \$315.00	2.5" - \$295.00	2.5" - \$295.00
3" - \$385.00	3" - \$340.00	3" - \$385.00

Suburban Lawn and Garden:

State Street Maple:	Swamp White Oak:	Frontier Elm:
2" - \$279.99	2" - \$279.99	2" - \$279.99
2.5" - \$319.99	5 Gallon - \$79.99	2.5" - \$319.99
3" - 419.99	7 Gallon - \$129.99	3" - \$419.99

Financial: Cost of trees.

Recommendation: Discuss and direct staff accordingly.



Memo:

To: Louisburg Park and Tree Board

From: City Staff

Date: September 7, 2023

Re: Discussion of LYP concession stand and its uses

City Staff reached out to Shelly Sattler and Tyler Olson of the LRC to discuss the concession stand and its uses. The concession stand is the property of the City of Louisburg while the equipment inside of the concession stand, aside from the jointly purchased pop cooler, is owned by the LRC.

During the discussion about the concession stand, Staff and LRC staff came up with the following items to be discussed.

- The rental fee is suggested at \$150 plus a \$75 security deposit that would be returned if the concession is left in good condition and no items have been broken. The total cost is \$225.
- City staff will schedule renters and collect fee and security deposit and return deposit as required.
- Like parks, should this rental be allowed in 4-hour increments or only an all-day rental? An inspection would need to occur if the rental is completed. A determination would need to be made whether it is LRC or City staff to do the inspection.
- An inspection sheet would be created that would determine if the security deposit could be returned.
- Who is responsible for cleaning the concession between rentals. (The building may be vacant several weeks between rentals). Assume City staff will clean the concession stand annually in the spring?
- Should all renters except LRC pay deposits?
- Use of LRC equipment will be determined by the LRC Board.
- Should cleaning supplies be provided and who would provide them?
- During the LRC baseball and softball season through the concession stand will not be available to be rented since it will be stocked with LRC concessions. This season is mid-May to July 4th, based on weather delays.
- The concession stand would be advertised on the City's website for rental like other parks.
- The concession will be closed mid-October once it is winterized and will not reopen until it is prepared for summer use.
- Is there secure Wi-Fi available to allow renters to take credit card payments for concession sales?
- What should renters be responsible for cleaning in addition to the inside of the concession stand, i.e., picnic tables outside, bathrooms, trash barrels?

Financial: None

Recommendation: Review and discuss and direct staff accordingly.

