

Louisburg Park & Tree Board Meeting
Monday, November 13, 2023 at 6:30 P.M.
City Council Meeting Room
215 South Broadway
AGENDA

Livestream link:

<https://boxcast.tv/view/park--tree-board-q1tw14fwomoqu21gvf0f>

Item 1: PLEDGE OF ALLEGIANCE

Item 2: ADOPTION OF THE AMENDED AGENDA:

Item 3: APPROVAL OF THE MINUTES:

- Minutes from the October 9, 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 potential demolition derby event with Wayne Knop.

Item 6: Discussion of proposed park logos.

Item 7: Discussion of general use ballfield.

Item 8: Discussion of potential traffic garden.

OLD BUSINESS:

Item 9: Continued discussion of LRC new proposed fee structure for Lewis-Young Park.

REPORTS:

Item 10: 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)
- Tyler Olson (Louisburg Rec Commission)
- Nathan Law (City Administrator)

Item 11: Adjournment



**LOUISBURG PARK AND TREE BOARD
MEETING MINUTES
Monday, October 9, 2023**

Livestream link:

<https://boxcast.tv/view/louisburg-park--tree-board-njpf7pdv4jmodxes0ogl>

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, Jack Kline, and Michael McClellan.

Mayor: Donna Cook

City Council: None

City Administrator: Nathan Law

City Staff: Jean Carder

Louisburg Rec Commission: Tyler Olson

Recording Secretary: Robert Lake

Visitors: Michelle Olson and Jessica Crozier

Item 1: PLEDGE OF ALLEGIANCE

Item 2: ADOPTION OF THE AGENDA:

Andy Gibbons moved to adopt the agenda, motion was seconded by Michael McClellan, and passed 4-0.

Item 3: APPROVAL OF THE MINUTES:

Wayne Knop moved to approve the September 11, 2023, minutes, was seconded by Michael McClellan and passed 4-0.

Item 4: PUBLIC COMMENTS:

None

NEW BUSINESS ITEMS:

Item 5: Update of disk golf course by scheduled visitor Mathew Shultz

There was no update due to Mathew Shultz not being able to attend the meeting.

Jack Kline arrived.

Item 6: Tyler Olson with LRC's new proposed fee structure for Lewis-Young Park.

City Administrator Nathan Law provided an update on the proposed new fee structure at Lewis Young Park for Louisburg Recreation Commission (LRC) use.

Bob Bazin asked if this was per player per year. Tyler Olson said it was and this would be easier to track due to them knowing the number of kids they have signed up before the sport season begins. Bob Bazin asked if the cost would be \$10 per kid or would other fees be added to it. Olson said other fees would be added to the cost to pay for referees and administrative items. Michael McClellan asked if this was going to be a reduction on what they are paying now. Olson said it would be a slight reduction. Law stated there was an estimate on the report for what LRC had paid in the previous season. Bazin asked if LRC paid \$12,330 for 285 players and if that is what LRC paid the city or what the kids paid to play? Olson said that cost is what LRC paid the city and there was an increase for some sports per player. McClellan said he had a concern with reducing the fees as LRC is obtaining money from the entire school district of USD 416. The citizens inside city limits are taxed on the Lewis Young fields where no one else outside of City limits is paying. He went on to say he had a hard time wanting to put a bigger tax burden on those who are in City limits and reducing what LRC currently pays for the fields. McClellan said prior to raising the rates to what they are currently, the city has lost a lot of money for maintaining the fields and lighting at Lewis Young Park. He continued saying that the LRC rec program is a luxury, but he would have a hard time justifying why city taxpayers would pay more than what they are currently bringing in. Further discussion occurred regarding the number of citizens living in city limits compared to the USD 416 school district and the expenses LRC is asking for. Bazin asked if it would be possible if they could be provided a spreadsheet for city costs for Lewis Young Park, Law said it would be possible, but it is for Lewis Young Park not just the fields. Bazin asked to table this until the next meeting.

Item 7: Discussion of inflatable rides.

City staff told the Park and Tree Board citizens have asked to use inflatable rides at Fox Hall and at City Parks. City staff would like the Park and Tree Board to review what the special event permit states about inflatables and if they would want to make any changes or if they would like to keep it the same. City staff provided the stipulations of inflatables in the special use permit. Discussion occurred. Jack Kline made a motion to keep the current policy for inflatable rides, was seconded by Wayne Knop.

Item 8: Discussion of dog park signage.

City Administrator Law provided the Park and Tree Board with background information as to why they are incentivizing this type of signage for the dog park. Law stated it does not go along with the park donation policy that was recently passed or within the zoning regulations as they do not account for this type of signage. It was asked where the signs would face. Law said the banners would be on the east fence line and face into the park. Jessica Crozier and Michelle Olson began speaking to the Park and Tree Board about the proposed signage. Bob Bazin asked if the Planning Commission has viewed this and if they have the final say in the signage or if they have any problems with the proposal. Michelle and Jessica told the board that they had recently brought it to the Planning Commission and said the Planning Commission was agreeable with the signage. Law stated that due to it being signage for the dog park is why it was brought before the Park and Tree Board. Discussion occurred.

Jack Kline made a motion to recommend the signage as presented for only the dog park, was seconded by Andy Gibbons and passed 5-0.

Item 9 Discussion of Powell Observatory Special Event.

City Administrator Law explained the special event permits when at park property supposed to be provided to the Park and Tree Board first, but due to the time frame of the event, it was placed in front of the City Council at their last meeting for approval. Law said the Astronomical Society of Kansas City has met all the needs for the special application process and the city was comfortable with what they are doing. The event does overlap LRC sporting events, but they will not conflict with one another, will have security for traffic control. Discussion occurred.

Wayne Knop made a motion to approve the application was seconded by Jack Kline and passed 5-0.

OLD BUSINESS ITEMS:

Item 10: None

REPORTS:

Item 11: Individual area of responsibility updates:

- Bob Bazin (Chairperson) - Nothing to report.
- Ryan Westhoff (Aquatic Center) – Not present.
- Andy Gibbons (City Park) – Asked if the tennis net at City Park could be raised and if the acorns could be blown off the court weekly. City staff said they will ask if that would be possible to do that weekly.
- Wayne Knop (Ron Weers Park) – Nothing to report.
- Jack Kline (Forestry Manager) – Nothing to report.
- Michael McClellan (Lewis-Young Park) –
-
- Tyler Olson (Louisburg Rec Commission) – Said that next weekend is the last weekend for soccer and football games and on the 21st of October is the haunted hayride.
- Nathan Law (City Administrator) – Nothing to report.
- **Item 12: Adjournment**

Michael McClellan made a motion to adjourn the meeting, was seconded by Andy Gibbons and passed 5-0. The meeting ended at 7:09 p.m.

Submitted by Robert Lake



Memo:

To: Louisburg Park and Tree Board

From: City Staff

Date: November 13, 2023

Re: Proposed park logos

The Community Development Director Sarah Altic has created park logos for each City Park. The attached document are the renditions for what she is proposing. These are conceptual drawings and can be altered. City Staff is asking for the Park and Tree Board to review the proposed logos and provide their recommendations.

Financial: None

Recommendation: Review and discuss and direct staff accordingly.

PROPOSED PARK LOGOS



CITY PARK



AQUATIC CENTER



LEWIS-YOUNG PARK



RON WEERS PARK

These park logos are conceptual and for discussion. Graphics can be altered by staff if desired.



Memo:

To: Louisburg Park and Tree Board

From: City Staff

Date: November 13, 2023

Re: Discussion of general use ballfield.

City Staff was contacted and asked if Lewis-Young Park were to expand the number of ballfields if there would be a possibility to include a general use ballfield. This field would have no reservation capability and would not detract from LRC if in additional to current fields.

This is for consideration only.

Financial: None

Recommendation: Review and discuss.



To: Louisburg Park & Tree Board

From: City Staff

Date: Nov. 10, 2023

Re: Traffic Garden

Staff recently sat in on a meeting in which a Roeland Park representative shared a new park feature called a “traffic garden” installed in a section of their 5-acre park. The traffic garden concept started in Europe and now has numerous locations across the United States and Canada. Traffic gardens are designed to be a place for young persons – either riding bikes, scooters or just walking - to learn the rules of the road on a scaled down model of city streets while being safe from traffic.

The Roeland Park traffic garden was a 5-year project that cost just under \$100,000. It is part of a larger park area that features tennis courts, a pavilion, play equipment and links to the city’s trails.



This park feature may be something the Park & Tree Board would like to discuss for future budget years. Potential sites could be City Park, which would fulfill the goal of creating sidewalks or paths

through that park. The Farmers Market block might be an ideal spot due to its proximity to downtown and recent sidewalk work completed in this part of town.



This website will provide additional information on traffic gardens including photos:
<https://www.trafficgardens.com/abouttrafficgardens>

Legal: None

Financial: None

Recommendation: Discuss and direct Staff accordingly.



Memo:

To: Louisburg Park and Tree Board

From: City Staff

Date: November 13, 2023

Re: Continued discussion of LRC proposed fee structure.

At the last meeting, Louisburg Recreation Commission (LRC) provided a proposal for a new fee structure. After discussion it was decided to table this proposal until the next meeting. Board members asked if city staff would be able to provide a cost breakdown of Lewis-Young Park from the previous year so they could review and assess the cost breakdown accordingly. City Staff provided that information to the board at a later date.

Attached is the Lewis-Young Park expenses.

Financial: None

Recommendation: Review and discuss and direct staff accordingly.

**Lewis Young Expenditures
Year Ended 2022**

General Fund - Department 410			Special Streets Fund		Total	
	Total Parks	L/Y Portion	L/Y	Explanation		
Salaries	120,675.03	60,337.52	-		60,337.52	Salaries
Fica/Medicare	8,792.69	4,396.35	-		4,396.35	Fica/Medicare
Life Insurance	85.96	42.98	-		42.98	Life Insurance
Eye Insurance	314.79	157.40	-		157.40	Eye Insurance
Dental Insurance	729.48	364.74	-		364.74	Dental Insurance
Health Insurance	12,145.63	6,072.82	-		6,072.82	Health Insurance
KPERS	12,371.46	6,185.73	-		6,185.73	KPERS
Unemployment	2,365.14	1,182.57	-		1,182.57	Unemployment
Personnel	157,480.18	78,740.09	-		78,740.09	Personnel
Telephone	1,012.65	506.33	-		506.33	Telephone
Insurance	4,942.68	2,471.34	-		2,471.34	Insurance
Engineering Services	4,820.00	-	-		-	Engineering Services
Contract Labor	-	-	-		-	Contract Labor
Education and Training	265.59	-	-		-	Education and Training
Vehicle Repairs and Maintenance	5,259.29	2,629.65	-		2,629.65	Vehicle Repairs and Maintenance
Equipment Repairs and Maintenance	1,627.95	813.98	-		813.98	Equipment Repairs and Maintenance
General Repairs	2,950.32	379.67	-		379.67	General Repairs
Building Maintenance	3,832.41	3,832.41	-		3,832.41	Building Maintenance
Landscaping/Streetscaping	7,956.33	1,500.00	-		1,500.00	Landscaping/Streetscaping
L/Y Park Maintenance	21,840.20	21,840.20	-		21,840.20	L/Y Park Maintenance
Lake Maintenance	4,095.50	-	-		-	Lake Maintenance
Contractual	58,602.92	33,973.56	-		33,973.56	Contractual
Utilities	1,127.85	497.84	-		497.84	Utilities
Electricity	13,363.22	14,682.72	-		14,682.72	Electricity
Trash	2,477.55	2,477.55	-		2,477.55	Trash
Gas, Oil, Etc.	5,682.89	2,841.45	-		2,841.45	Gas, Oil, Etc.
Uniforms and Accessories	1,400.83	700.42	-		700.42	Uniforms and Accessories
General Supplies	24,407.89	12,203.95	-		12,203.95	General Supplies
Office Supplies	127.96	-	-		-	Office Supplies
Commodities	48,588.19	33,403.92	-		33,403.92	Commodities
Vehicles	7,009.67	3,504.84	-		3,504.84	Vehicles
Equipment	785.17	392.59	-		392.59	Equipment
Capital Outlay	15,967.00	15,967.00	-		15,967.00	Capital Outlay
Capital Improvements	-	-	111,741.00	Parking - Asphalt	111,741.00	Capital Improvements
Capital	23,761.84	19,864.42	111,741.00		131,605.42	Capital
Total	288,433.13	165,981.99	111,741.00		277,722.99	Total