



**LOUISBURG PARK AND TREE BOARD  
MEETING MINUTES  
Monday, February 8, 2021**

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:** Wayne Knop, Michael McClellan, Andy Gibbons, and Jack Kline (Zoom)

**Mayor:** Marty Southard (Zoom)

**City Council:** Sandy Harris (Zoom)

**City Administrator:** Nathan Law

**City Staff:** Jean Carder

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

**Recording Secretary:** Rusty Whitham

**Visitors:** Andrew Brown (Zoom)

**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 Andy Gibbons. Motion passed 5-0.

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

A motion was made by Wayne Knop to approve the January 11, 2021 minutes. The motion was seconded by Michael McClellan. Motion passed 5-0.

**Item 4: PUBLIC COMMENTS:**

None

**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.

Jack Kline (Forestry Manager) briefly mentioned that he would like to plant a grove of trees near the soccer fields at L/Y Park for a picnic area. The grove of trees would consist of 3-4 newly planted trees. Kline also mentioned that he would like to plant 2-3 specimen trees in other parks. Kline suggested planting a tulip tree.

After a brief discussion Jack Kline asked to have this discussion tabled until next month's meeting. Kline mentioned that he will provide the Board with additional details during the March 8, 2021 meeting. There were no objections. This item was tabled until the next Park and Tree Board meeting.

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

City Administrator Nathan Law provided the following update concerning scheduled clean-up events:

March 27, 2021 – City Staff will collect names of senior citizens who need outside chores (Leaf raking, flower bed clean-out) completed by volunteers. LHS’s Future Business Leaders of America (FBLA) will be the group that will lead the volunteer effort. If there are not enough homes, the students will be moved to City Park for leaf removal.

April 17, 2021 – City parks clean-up day. This volunteer effort will be spearheaded by the Ministerial Alliance. Volunteers will work in the city parks spreading mulch around the playgrounds and in the flower beds. They will also be raking and trimming shrubbery and trees.

April 24, 2021 – Citywide clean-up with residents putting out extra trash at the curb for Waste Management to collect.

No further discussion occurred concerning this item.

**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.

After a lengthy discussion Michael McClellan made a motion to place the Gaga Pit north of the concession stand in L/Y Park as illustrated in the below picture. It was also stated that sand shall be used as the foundation of the pit. The sand shall be like the type used on the ballfields (infield). Sand was selected because it will allow water to drain from the pit.

The motion was seconded by Andy Gibbons. The motion passed 5-0. Andrew Brown was present during this discussion via Zoom conference call. Andrew Brown agreed with the location of the pit and the requirement to use sand as the foundation.

Sample Gaga Pit:



## Location of Gaga Pit:



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

Diana Moore mentioned that she completed some quick math and determined that the new fee schedule will increase LRC's operating costs by \$6,000-\$8,000. This increased cost will either be eaten by LRC or passed on to the participants in the form of increased registration fees which is not a preferred option. Moore suggested adding a category specifically for LRC and USD416. Moore explained in the category fees for LRC and USD416 will remain at the current rates. This will cause no increased operating costs to either LRC or 416USD. Administrator Law concurred and said this is not an unreasonable request. All agreed that goal of the new fee schedule was not to increase cost to LRC or the USD416. There were no objections to Diana Moore's recommendation.

After additional discussion Wayne Knop made a motion to approve the below field usage fee schedule. The motion was seconded by Andy Gibbons. The motion passed 5-0.

### **Category "A"** – Louisburg Recreation Commission (LRC) or USD416 functions.

- Baseball/Softball (*rate applies if used by football*) \$30
- Soccer \$20
- Football \$20
- Light Fee (any field) \$15

### **Category "B"** – Local residents living within USD416. Teams must consist of at least 50% of its team living within USD416. 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 “C”** – Individuals living outside the USD416. Teams consisting of less than 50% of its team living within USD416. 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.*

**Note:** *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.*

Staff agreed to bring this discussion back to the Park and Tree Board next year so that the fee schedule can be reviewed again.

This motion and Park and Tree Board recommendation will be presented to City Council for additional consideration on March 1, 2021.

### **REPORTS:**

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

- Bob Bazin (Chairperson) – Nothing to report
- Vacant (Aquatic Center) – None
- Andy Gibbons (City Park) – Nothing to report
- Wayne Knop (Ron Weers Park) – Wayne Knop asked if there is any update concerning the aeration system at City Lake. Administrator Law said one of the pumps is inoperable and needs to be replaced. Staff was informed that pumps require replacement every 2-3 years. There are 4 pumps in total. It was recommended by the installer to replace all four pumps. Currently, parts are on order and there is no estimated time of repair. Knop asked if the pumps are a warrantee item. Administrator Law said that Staff will research the warranty issue.
- Jack Kline (Forestry Manager) – Nothing to report
- Michael McClellan (Lewis-Young Park) – Michael McClellan mentioned that the new field lights are in on field “A”. Michael McClellan asked when will the new fence be installed. Administrator Law said the fence material is in and we are waiting for good weather to install.

- Diana Moore and/or Amy Buffington (Louisburg Rec Commission) – Diana Moore mentioned that LRC is considering teaming-up with the Louisburg Library to hold a frisbee golf tournament. Moore mentioned that she is receiving inquiries about a potential skate park and if the City has any updates. Administrator Law said that Staff is compiling information concerning a skate park and will be discussed at next month’s Park and Tree Board meeting.
- City Administrator – Nothing to report
- 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 Andy Gibbons. The motion passed 5-0. The meeting ended at 7:16 p.m.

Submitted by Rusty Whitham