



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

**Livestream link:** : <https://boxcast.tv/view/louisburg-park-tree-board-vqmysdkeryzfdfe7vl5m>

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:**

**City Council:** Steve Town

**City Administrator:** Nathan Law

**City Staff:** Jean Carder

**Louisburg Rec Commission:** Shelly Sattler

**Recording Secretary:** Robert Lake

**Visitors:** Pat Apple

**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 6-0.

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

Motion was made by Wayne Knop to approve the February 13, 2023, minutes, and was seconded by Ryan Westhoff and passed 6-0.

**Item 4: PUBLIC COMMENTS:**

None

**NEW BUSINESS ITEMS:**

**Item 5:** Election of Officers and Appointment of Responsibilities.

The board had a brief discussion regarding appointments. It was decided to leave all appointments the same. Motion to keep all appointments the same was made by Mike McClennan and was seconded by Andy Gibbons and passed 6-0.

**Item 7:** Scheduled speaker of electric bikes on walking trails. Please see attached memo.

Scheduled visitor Pat Apple addressed the board regarding the Lake trails and pedestrians who walk it, and the individuals who ride bikes who could potentially harm the pedestrians. Pat Apple asked if there could be some change with the trails to ensure no one would get hurt.

The board had discussion regarding what potential changes could occur for e-bikes or bikes in general. The board though educating trail users on trail etiquette might be helpful.

The board discussed signage regarding trail etiquette.

Motion was made by Jack Kline for 12 trail etiquette signs to be placed at trails at Lewis-Young and Ron Weers Park, and seconded by Ryan Westhoff and passed 6-0.

**Item 8:** Discussion 2023 Fishing Derby. The date for the derby is June 17, 2023

The board had brief discussion on fishing derby and the condition of the lake.

### **OLD BUSINESS ITEMS:**

**Item 9:** Councilmember Steve Town discussion of trail lights. Please refer to handouts provided at previous meeting.

Councilmember Steve Town asked the board if they had any contact with the Lake HOA regarding lighting and what their thoughts would be. It was advised no one has had any contact with the HOA yet.

Discussion occurred where the lights would be placed and the size of the lights and poles to be erected and who would benefit for lighting on the trail. It was decided the best lighting fixture was the 20-foot light.

Wayne Knop made a motion to approach the Lake HOA, no one seconded the motion, motion did not carry.

It was decided that Wayne Knop would contact the Lake HOA regarding the lighting and what all was proposed.

**Item 10:** Continued discussion of potential locations of pickleball court.

Discussion occurred regarding potential locations of the pickleball courts. It was asked if a partnership between the school and the City would be possible.

No decision was made from this discussion.

**Item 11:** Discussion of gutters pricing for shelter at Ron Weers Park. Please see attached memo.

The board had discussion regarding the quote pricing.

Wayne Knop made a motion to recommend and approve for Olathe Sheet Metal to put the gutters on the shelter house at Ron Weers Park, was seconded by Ryan Westhoff and passed 6-0.

**Item 12:** Discussion of cemetery screening. Please see attached memo.

Discussion of screening for the cemetery was discussed. It was advised by city staff the Fox Hall and Cemetery Board declined a fence and wanted trees. It was asked that Jack Kline, Ryan Westhoff and Andy Gibbons to attend their meeting to provide input on screening.

**Item 13:** Discussion on disk golf tournament. Please see attached memo.

The board provided costs of disk golf tournaments by different cities. The board had discussion regarding the costs and the disk golf tournament.

No decision was made for this discussion.

**Item 6:** Playground Inspections-Board will adjourn to parks to conduct inspections and reconvene at approximately 7:30 pm. Sample inspections forms included for your use.

Due to most board members checking their parks prior to the meeting, the board did not adjourn and this item was discussed by board members in their individual reports.

### **REPORTS:**

#### **Item 14: Individual area of responsibility updates:**

- Bob Bazin (Chairperson) –
- Ryan Westhoff (Aquatic Center) – Checked the park, no issues. Nothing further to report.
- Andy Gibbons (City Park) – Has not checked the park yet. Had nothing to report.
- Wayne Knop (Ron Weers Park) – Checked playground equipment, everything looks okay, does have some cosmetic issues on slides and bar from wear and tear. On border fence around the mulch half a dozen pins are up and needs to be pushed down. Other items that need to be addressed are some gaps on the trails that should be sealed due to tree roots. On east side of the trail two big limbs are down and need to be removed. The Little Round House need new windows and paint. The covers are still off the electrical boxes and need to be replaced. The bathrooms were locked, and he was not able to look at them. On the shelter the lights need to be cleaned due to several insects around them.
- Jack Kline (Forestry Manager) – Nothing to report.
- Michael McClellan (Lewis-Young Park) – No issues other than possibly putting in compacted gravel path from the road to the playground. The batting cages were done, it was advised the individuals who put up the batting cages need to return to pick-up left-over items. The two picnic tables at A field are no longer there and need to be replaced. Bathrooms floors need to be swept and power washed. City workers should ensure all trash is picked up and trash bags are properly placed in the trashcan, so no trash falls down in the barrel.
- Shelly Sattler (Louisburg Rec Commission)- She advised the board of the past Easter event, and how it went well. She also advised she is attempting to utilize all fields and to have teams travel less.

- Nathan Law (City Administrator) – provided the dog park location which will be on the east side of the City Pool. Provided update on the Lake aerator and provided the update on grant funding, in which the city was awarded a grant of the recycled tire picnic tables but not the playground surfacing.

**Item 15:** Adjournment

Michael McClellan made a motion to adjourn the meeting, was seconded by Andy Gibbins and passed 6-0. The meeting ended at 7:58 p.m.

Submitted by Robert Lake