



**LOUISBURG PARK AND TREE BOARD
MEETING MINUTES
Monday, September 11, 2023**

Livestream link:

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

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: Steve Town

City Administrator: Nathan Law

City Staff: Jean Carder

Louisburg Rec Commission: Shelly Sattler and Tyler Olson

Recording Secretary: Robert Lake

Visitors: None

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 5-0.

Item 3: APPROVAL OF THE MINUTES:

Motion was made by Mike McClellan to approve the August 14, 2023, minutes, and was seconded by Wayne Knop and passed 5-0.

Item 4: PUBLIC COMMENTS:

None

NEW BUSINESS ITEMS:

Item 5: Discussion of upgrading Lewis-Young Playground.

Councilperson Steve Town addressed the Planning Commission and told them the playground was an idea that a few citizens had who were speaking to him and he felt that he should forward the information to the Park and Tree Board.

Mike McClellan asked if this playground would replace the current one at Lewis-Young Park or if it would be adding a playground. No answer was provided at that time. A discussion occurred about the Stilwell Park playground, the vision for this discussion, and how it was funded.

Jack Kline stated, he feels that a playground addition or a new playground should be high on the list of projects as he feels that what is currently there is not adequate for the use of the park with all that are there as the one currently there is used frequently. Kline said a playground like the Stilwell one would cost over \$200,000. Bob Bazin said the City should look for grants to see what the City could get to fund the playground. City Administrator Nathan Law spoke about past grants the City has received. Discussion occurred regarding possible grants for the playground.

City Administrator Law asked if the board would have input to replace the current playground or add playground to a different area. Mike McClellan stated he feels that a playground should be added near where the soccer fields are. Andy Gibbons asked if there was space by the new pavilion near the soccer fields, and was told there was space in that area for a playground. Discussion occurred about the locations of where playground could be located and if it should be an additional playground or replacing the current playground. It was also noted there are no permanent restroom facilities near the soccer fields. The Board discussed the options to add a permanent restroom to that area.

OLD BUSINESS ITEMS:

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

City Staff provided the Park and Tree Board with bids for purchasing trees. Discussion occurred. Andy Gibbons said due to the price of the Swamp White Oaks, it might be best to replace the Frontier Elm trees that was discussed before at Lewis-Young Park to the oak trees. Andy also recommended getting the 2-inch trees for durability reasons and to place something around the trunk of the trees. Discussion occurred.

It was decided to purchase two Swamp White Oaks and three State Street Maples trees for Lewis-Young Park and one Swamp White Oak, one State Street Maple, and one Frontier Elm for Ron Weers Park.

Wayne Knop made the recommendation to purchase the trees after City Staff finds out the delivery costs, was seconded by Andy Gibbons and passed 5-0.

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

Wayne Knop asked how many times there has been a request for using the concession stand. City staff answered telling them was not often. City Staff explained to the Park and Tree Board that City Staff and Louisburg Recreation Commission (LRC) staff had met to discuss and write out recommendations and questions for the Park and Tree Board to discuss. Discussion occurred regarding whether it should be an all-day rental or half a day rental, the price, and who might be allowed to rent the concession stand. It was asked what the City did when there was a baseball tournament at Lewis-Young Park. City Administrator Law said the groups did not use the concession stands. It was asked who would get the rental fee the City or LRC. City staff advised if concession stand was used without using any LRC equipment, it should be returned to the city, but if items are used it could be returned to LRC. Discussion occurred about which entity would

receive the rental fee and who would be responsible for inspecting/cleaning the concession stand after a rental. LRC staff present said the LRC board would need to answer some of these questions if this idea moves forward.

Further discussion occurred.

Jack Kline began going down the list of questions and recommendations and began providing his input for what he thinks should be the next steps. Once he was finished it was discussed that these rentals are not going to be very often and if they do occur more frequently to review the list once more. City staff told the Park and Tree Board the list had not been presented to the LRC Board. It was decided that LRC will provided this information to the LRC Board to see what they are wanting to move forward with.

REPORTS:

Item 8: Individual area of responsibility updates:

- Bob Bazin (Chairperson) -
- Ryan Westhoff (Aquatic Center) – Not present.
- Andy Gibbons (City Park) – Nothing to report.
- Wayne Knop (Ron Weers Park) – Wayne wanted to address the bathrooms at Ron Weers Park due to recent complaints from citizens. City staff said there were some repairs discussed and clean-up for the bathrooms that City employees will need to address.
- Jack Kline (Forestry Manager) – No report.
- Michael McClellan (Lewis-Young Park) – Michael wanted to address several issues regarding Lewis-Young Park. He advised there is a large tree limb that was south of the playground that is hanging over the playground. He said there are several low hanging branches and thought some of the trees should be trimmed. On the newly paved parking lot, several of the parking stops have shifted and need to be straightened. On the south gravel parking lot there is washout on the north end by the telephone poles. At the gravel parking lot near the soccer fields, the area around the culvert has washout and needs cleaned out and erosion control such as rocks be placed around the culvert. He was approached by citizens that were wondering if there could be larger shelter houses by the pond. The two picnic tables near the shelter house have dry rot and need attention. It was also asked if there could be improvements for the area around the tractor pull. Wayne advised the issue with widening the tractor pull area would be the moving of electric. The T-posts near the east soccer field should be removed if they serve no purpose. He asked it were possible to put a concrete pad under the porta-potties. Discussion occurred regarding utilities for Lewis-Young Park. Michael said he spoke with Matt Schultz about the frisbee golf course and that they were making progress and will be attending the next meeting.
- Shelly Sattler and Tyler Olson (Louisburg Rec Commission) - Nothing to report.

- Mayor Cook – asked the Park and Tree Board if there will be more bleachers for the rodeo for next year. Wayne, who also is the Legion representative and the Legion maintains the tractor pull area, advised he was unsure of if there will be or not.
- Nathan Law (City Administrator) – City Administrator Law asked if LRC as able to get with City Staff on the conditions of the football fields, they said they had not. Law addressed the question on landscaping for Louisburg Landing that was raised at a previous Park board meeting. Law provided an update of the dog park and their request for signage and donation banners. City staff provided an update of the playground surfacing at the Louisburg Aquatic Center Park and when upcoming events will be taking place.

➤ **Item 9:** Adjournment

Jack Kline made a motion to adjourn the meeting, was seconded by Michael McClellan and passed 5-0. The meeting ended at 7:46 p.m.

Submitted by Robert Lake