



**LOUISBURG PARK AND TREE BOARD
MEETING MINUTES
Monday, October 8, 2018**

The Park Board of Louisburg, Kansas met at 6:30 p.m. in the City Hall Council Chambers with Acting Chairperson Jack Kline presiding.

ATTENDANCE

Board Members: Wayne Knop, Michael McClellan and Ernie Reinhart

City Council: Steve Town

City Administrator: Nathan Law

Rec. Commission: Diana Moore

Recording Secretary: Rusty Whitham

Visitors: None

Item 1: PLEDGE OF ALLEGIANCE

Item 2: ADOPTION OF THE AGENDA:

A motion was made by Ernie Reinhart to approve the agenda. The motion was seconded by Michael McClellan. Motion carried 4-0.

Item 3: APPROVAL OF THE MINUTES:

A motion was made by Wayne Knop to approve the minutes from the August 13, 2018 Park and Tree Board meeting. The motion was seconded by Ernie Reinhart. Motion carried 4-0.

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. None.

NEW BUSINESS ITEMS:

Item 5: Discussion concerning a memorial tree donation in memory of Clay Williams.

Staff mentioned that a memorial tree was donated and has been recommended that this tree be planted in L/Y Park. It's been suggested that this tree be placed in line with recently planted trees along the entrance road of the park. A memorial medallion will be affixed to the donated tree.

Diana Moore explained that this tree will be of the same species of tree that was previously planted in the park (Autumn Maple Blaze). This tree will be planted in dedication to Chuck Golba and Boyd Akins for their volunteer service. Both individuals have done a lot of work maintaining the soccer fields at L/Y Park and dedicated countless hours cleaning and maintaining the property around City Lake. This tree also memorializes Boyd Akins' grandson, Clay Williams, who has recently passed away.



Staff mentioned that this tree will be planted sometime near the end of October was conditions are conducive for transplanting.

Ernie Reinhart mentioned that the Board should approve this tree donation. He also mentioned Both Chuck Golba and Boyd Akins have done community service projects throughout the city. All Board Members agreed that this memorial tree should be approved. There were no objection to planting the tree in L/Y Park as describe above.

Item 6: Discussion concerning Parkland Use Fees

Administrator Nathan Law explained that he has reviewed the actual costs associated twith the maintenance and upkeep of the city parks. He was particularly interested in the costs incurred in L/Y Park. Law mentioned that Staff has taken a two-year snapshot of costs and has determined that the actual costs exceed the collected usage fees during a two year period (2016-2017 calendar years). Please reference submitted Staff Report. During this period, fees collected totaled \$46,054.14 while actual costs to maintain L/Y Park totaled \$186,214.02 during the same period.

Administrator Nathan Law highlighted some of the maintenance that has been done at L/Y Park during the two-year period. Some of the maintenance includes; asphaltting the football field parking lot, re-asphaltting the street, mowing, seeding, fertilizing, spraying, trash removal, and field maintenance/repairs.

Using his best estimates Administrator Law recommended the following fee increases to more accurately reflect the costs associated with maintaining L/Y Park:

<u>Sport</u>	<u>Cost to City</u>	<u>Availability through yr.</u>	<u>Recommended Full Fee/Hour</u>
Baseball	\$84,536.51	4 months, 4hrs daily	\$43.31
Soccer	\$61,403.14	6 month, 4hrs daily	\$18.01
Football	\$40,274.37	3 month, 4hrs daily	\$12.29

Administrator Law explained that our current fee structure is relatively low when compared to other communities within the area. Administrator Law then asked the Park and Tree Board to discuss and consider a usage fee increase. Law suggested that the proposed fee structure can be

adjusted however the board sees fit. He then mentioned that whatever the board agrees upon will be forward to the City Council for further consideration.

Administrator Law also explained that the purpose of this fee increase is not to completely cover the costs of maintaining L/Y Park. Our purpose is to replace some of the tax dollars currently being used and in doing so will allow for greater things to happen in the park. This money can be used to build and enhance the infrastructure and facilities in L/Y Park. Administrator Law referenced the goals outlined in the Master Parks Plan. Some of the objectives in the Master Parks Plan can be reached using additional resources that will be made available by the fee increase.

Ernie Reinhart asked when the city plan to enact the new fees if approved. Administrator Law stated that any fee increase would take effect January 1, 2019.

Wayne Knop asked how much is in annual the park budget. Administrator Law mentioned that the budget changes from year to year. It was noted in the Master Parks Plan that all money for the parks comes from the general fund. The 2018 Parks budget was \$213,969. The 2019 Parks budget will increase to \$229,566. This money is slated to maintain all the parks within the city not just L/Y Park.

Jack Kline asked if these fees are paid by the Rec Commission. Administrator Law replied with yes and added that USD416 also pays these fees. Kline then asked if the fees are the same for teams regardless if the fields are used for practice or games. Administrator Law said fees are the same.

Ernie Reinhart asked Diana Moore if the usage fee increase would be forwarded to the parents as they register their kids to play sports. Administrator Law mentioned that this issue was discussed during a last Rec Commission Meeting. It was the view of the Rec Commission at that meeting that registration fees collected should pay for the opportunity to play a sport and not the maintenance of the fields or use of the infrastructure in the park. The Rec Commission's thought is that maintenance and field upkeep cost should be paid using tax dollars. It was the opinion of the Rec Commission that registration fees will not increase due to field usage fees.

Diana Moore confirmed that registration fees pay for programs and not field usage or maintenance of the fields. Moore added that she is aware of the high cost of field use fees in other communities and would not be surprised if the fees are increased in Louisburg. Diana Moore also mentioned that L/Y Park desperately needs some upgrades. "It's an eyesore."

Administrator Law suggested that The Park and Tree Board consider the cost of operating the light on the fields. He also asked the board to consider the issue of vandalism in the parks. Administrator Law asked should the Rec Commission handle vandalism issues or do we consider forwarding the cost of calling in a city employee after hours to immediately repair the problem once it occurs. This may be considered when discussing priority usage fees. Currently, the city repairs vandalism the following Monday as time is available. Vandalism is not repaired on an immediate basis. Administrator Law used the following example; someone recently spayed graffiti on a soccer goal post over the weekend. In order to save overtime costs the city would have waited until the following Monday morning to remove the graffiti. The Rec Commission Director decided not to wait until Monday and removed the graffiti at their commission's cost.

Jack Kline asked if the current budget includes the cost of field lighting. Administrator Law said yes.

Wayne Knop asked if the baseball fees are higher because of the lights. Administrator Law replied with yes. He also added that the cost to maintain the baseball fields compared to the soccer and football fields is substantially higher. More time and money is used to fertilize, spray, repair outfield divots, repair infield clay, and replacing such thing as base. These are just a few of the things that cause the baseball field fees to be greater.

Michael McClellan mentioned that the baseball fields get a lot of use because they are also being used by the football teams in the fall. McClellan added every time it rains the ballfields need repair.

Administrator Law suggested that the money spent in L/Y Park is predominantly used for maintenance not improvements to the fields or infrastructure. The Park and Tree Board in the past has expressed an interest in replacing dugouts, backstops and other larger improvements to the ballfields. None of the money in our budget is earmarked for these improvements. Jack Kline asked if the budget remains the same would the city have to find additional sources of funding for the desired upgrades. Administrator Law said yes.

Ernie Reinhart stated if the usage fees pays for the daily maintenance and upkeep of the fields; then our annual park budget can be used for upgrades. Administrator Law agreed.

Ernie Reinhart then suggested that the usage fees should in round numbers and in format that is easily understood and applied.

After additional discussion Ernie Reinhart made a motion to increase the Standard and Priority field usage as indicated below. Michael McClellan seconded the motion. The motion passed 4-0.

Recommended Full Fee/Hour

<i>Use of Football Field</i>	<i>\$20.00</i>
<i>Use of Soccer Field</i>	<i>\$20.00 + \$15.00 light fee if needed</i>
<i>Use of Baseball/Softball Field</i> <i>(Regardless if used for football)</i>	<i>\$30.00 + \$15.00 light fee if needed</i>

This motion and recommendation from the Park and Tree Board will be forwarded to the City Council on October 15, 2018 for additional consideration.

Michael McClellan asked if the board can do an annual review of lighting costs at L/Y Park.

OLD BUSINESS:

Item 7: Staff update concerning aerator grant application from the Kansas Department of Wildlife, Parks & Tourism.

Staff mentioned that the city was not awarded a grant for an aerator this year. Staff will continue to apply for this grant annually.

Item 8: Discussion concerning the Master Parks Plan

Ernie Reinhart mentioned that Jean Carder did a wonderful job in creating the Master Plan document. Administrator Law stated that this plan is a fluid document that can be changed at any time or during an annual review. The intent of the Master Park Plan is to spark discussion and at some point Staff will make this plan available for public comment in a public survey. All comments will then be forward to the Park and Tree Board for review. Wayne Knop asked if this document will be published for review in the near future. Administrator Law said not right away but it will be sometime in the future.

REPORTS:

Item 9: Individual area of responsibility updates:

Bob Bazin (Chairperson) – Not Present

Lee Baer (Aquatic Center) - Not Present

Ernie Reinhart (City Park) – Reinhart wanted to know when the old play equipment will be removed in City Park. He also wanted to know when the two smaller pieces of equipment will be relocated as previously discussed. Administrator Law stated that this work is in the plan but didn't know exactly when it will be accomplished. He mentioned that he will talk to the Public Works Department to obtain a completion date.

Reinhart asked have we obtained a price quote to replace the railing on the pavilion yet. Staff stated that a company from Paola will be out this week to look at it.

Wayne Knop (Ron Weers Park) – Knop asked if the trees in L/P been re-staked. Administrator Law said yes. Knop then asked if the dirt along the trail at City Lake been replaced. Administrator Law mentioned some work has been done but he didn't know how much has been done.

Michael McClellan (Lewis-Young Park) – None

Jack Kline (Forestry Manager) – Kline mentioned that the landscaping on Broadway looks great.

Diana Moore (Rec. Commission) – None

City Administrator – None

Item 10: ADJOURNMENT:

A motion was made by Ernie Reinhart to adjourn the meeting. The motion was seconded by Michael McClellan. Motion carried 4-0. The meeting concluded at 7:33pm.

Submitted by Rusty Whitham

