



**LOUISBURG PARK AND TREE BOARD
MEETING MINUTES
Monday, January 14, 2019**

The Park Board of Louisburg, Kansas met at 6:45p.m. in the City Hall Council Chambers with Acting Chairperson Jack Kline presiding.

ATTENDANCE

Board Members: Wayne Knop, and Ernie Reinhart

Mayor: Marty Southard

City Administrator: Nathan Law

City Council: Steve Town

City Staff: Jean Carder

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 Wayne Knop. Motion passed 3-0.

Item 3: APPROVAL OF THE MINUTES:

A motion was made by Wayne Knop to approve the minutes from the December 10, 2018 Park and Tree Board meeting. The motion was seconded by Ernie Reinhart. Motion carried 3-0.

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: A discussion concerning the Master Parks Plan to include the establishment of an all-inclusive park reservation policy.

City Administrator Nathan Law stated the Park and Trees Board has previously reviewed the draft Master Parks Plan. This plan outlines goals and objectives for each of our parks. Administrator Law explained that this plan is a roadmap that illustrates how our parks should be developed into foreseeable future. With this being said, now would be a good time to make any changes to this draft Master Parks Plan in hopes that it will be adopted. Eventually this document will be presented to the public for comment and returned to the Parks and Tree Board for further discussion. Once all comments are considered the draft Master Parks Plan will be presented the City Council for additional considerations and potentially adopted as an official document.

Administrator Law then mentioned that an all-inclusive park reservation policy should be included into the Master Parks Plan. The City currently has policies in place to reserve ballfields, and Boy Scout camping areas but has no formal policies in place to reserve other park amenities such as shelter houses, pavilions and open spaces within the parks. Administrator Law said that it is our goal include a reservation policy into one Master Parks Plan. Staff then presented a document that outlined reservation recommendations. It was suggested that the Park and Tree Board review the document and make changes as needed. It was also mentioned that any reservation policy created should address all applicable fee schedules and preference priorities. Administrator Law then said that this item will be discussed further at the next Park and Tree Board meeting scheduled on February 11, 2019.

Ernie Reinhart stated that he noticed the proposed dog park is still included within L/Y Park in the draft Master Park Plan. Reinhart explained that members of Park and Tree Board were not supportive of this amenity as it is in the Master Park Plan at L/Y Park. Reinhart recommend that draft Master Park Plan be amended to reflect no dog park in L/Y Park. Staff agreed.

Jack Kline asked if the Master Parks Plan is document that reflects the Park and Tree Board's vision on how the parks will be developed or is this document the vision of Park and Tree Board and City Staff combined. Administrator Law explained that the Master Parks Plan is the roadmap developed by the Park and Tree Board with input from the community and City Council. City Staff is responsible to consolidate all inputs from the stakeholders and formulate the gathered information into one document for presentation. Staff will from time to time make suggestions that may be considered by this advisory board but in no way are they the authors of this document. Administrator Law reminded the Park and Tree Board that the purpose of this discussion is to review the draft Master Parks Plan to ensure that this document reflects the Park and Tree Board's wishes. City Staff will amend the draft Master Parks Plan to reflect the comments that are made tonight.

Wayne Knop mentioned that we should remove the proposal to expand the parking lot across from Stone's Farm in Ron Weers Park. Knop suggested that he would rather see the money spent on additional playground equipment. Knop mentioned that he has only seen this parking lot filled during the annual fishing derby.

Jack Kline stated that a Master Plan is how we see our parks soon, not so soon and a long time from now. Kline mentioned that the land surrounding Ron Weers Park maybe developed with residential housing in the future. Kline went on by suggesting when this occurs additional parking in Ron Weers Park will be desperately needed. Kline then asked if we remove the expansion of this parking lot can we add it at a later date. City Administrator Nathan Law explained that expanding the overflow parking lot located on the S/E corner of Ron Weers Park will be difficult because it will require some land acquisition. Law suggested that expansion of the two parking lots near the shelter is more feasible.

Knop recommended rewording the draft Master Parks Plan to say "Increase Visitor Parking in Ron Weers Park". The intention of this revision is to not be specific on where the increased parking will be created. By not detailing the parking location provides future Park and Tree Board members options to create parking where it is needed.

Knop also questioned the proposed electrical charging stations in Ron Weers Park. Knop stated that he does not think that Louisburg is ready for this kind of amenity.

Ernie Reinhart suggested that the Master Parks Plan include a priority list of projects that need to be accomplished in the parks. Reinhart explained, as money is made available, this list will become extremely useful to determine what should be done first. Reinhart stated that this list should be included in the Master Parks Plan. Administrator Law added that the Master Parks Plan should also include goal and objectives with a feasible timeframes. Reinhart suggested that a priority list, goal and objectives to include timeframes be incorporated into the Master Parks Plan prior to making this document available to the public for comment. Administrator Law agreed.

It was agreed that this item will be discussed further at the next Park and Tree Board meeting scheduled on February 11, 2019.

No further discussion occurred concerning this item.

OLD BUSINESS:

Item 7 (Also discussed): A discussion concerning the relocation of playground equipment and two memorial plaques at City Park.

Staff mentioned that the City received a bid to relocate two small pieces of playground equipment and two monument plaques in City Park. It was requested by Ernie Reinhart to have these items relocated to a different location in the same park to facilitate performances that occur at the pavilion. It was noted by Reinhart that audiences are disturbed during performances by children using the play equipment. Reinhart requested to have this equipment relocated to the north side of the park to alleviate this situation. Action Construction submitted a \$2000 bid to do the work. Action Construction was the contractor who installed the new play equipment in City Park in 2018.

After a brief discussion a motion was made by Ernie Reinhart recommending acceptance of the bid submitted by Acton Construction. This \$2000 bid is to relocate two small pieces of playground equipment and two monument plaques in City Park. This motion was seconded by Wayne Knop and passed 3-0.

This recommendation will be forwarded to the City Council for additional discussion and consideration. This item will be discussed during the January 22, 2019 City Council meeting.

Item 8 (Also discussed): A discussion concerning replacing the railing system on the pavilion located in City Park

City Staff stated that they solicited bids from four different contractors to replace the railing system on pavilion. Only two contractors submitted bids. Below are the bids:

DL Machine – 210 North Silver Street, Paola, Kansas - \$6,300.00

Doherty Steel Inc. – 21110 West 311th Street, Paola, Kansas - \$26,087.00

After a brief discussion, a motion was made by Ernie Reinhart accept the bid submitted by DL Machine. This \$6,300.00 bid is to manufacture and install new rails on the pavilion at City Park. Reinhart also requested that the new railing system be powder coated and has agreed to an additional charge. This motion was seconded by Wayne Knop and passed 3-0.

This recommendation will be forwarded to the City Council once City Staff receives a new bid from DL Machine adding additional charges for the powder coating. This new bid will include the additional costs for powder coating.

REPORTS:

Item 9: Individual area of responsibility updates:

Bob Bazin (Chairperson) – Not Present

Lee Baer (Aquatic Center) – Not Present

Ernie Reinhart (City Park) – No Comment was made.

Wayne Knop (Ron Weers Park) – No Comment was made.

Michael McClellan (Lewis-Young Park) – Not Present

Jack Kline (Forestry Manager) – No Comment was made.

Diana Moore (Rec. Commission) – No Comment was made.

City Administrator – No Comment was made.

Item 10: ADJOURNMENT:

A motion was made by Wayne Knop to adjourn the meeting. The motion was seconded by Ernie Reinhart. Motion carried 3-0. The meeting concluded at 7:26pm.

Submitted by Rusty Whitham