



**LOUISBURG PARK AND TREE BOARD
MEETING MINUTES
Monday, February 11, 2019**

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

ATTENDANCE

Board Members: Wayne Knop, Ernie Reinhart, Michael McClellan and Jack Kline (Departed 8:06pm)

City Administrator: Nathan Law

City Council: Steve Town

City Staff: Jean Carder

Rec. Commission: Greg Prettyman

Recording Secretary: Rusty Whitham

Visitors: Holly McLain and Dusty Travis

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 Jack Kline. Motion passed 5-0.

Item 3: APPROVAL OF THE MINUTES:

A motion was made by Wayne Knop to approve the minutes from the January 14, 2019 Park and Tree Board meeting. The motion was seconded by Jack Kline. Motion carried 4-0-1 Bob Bazin abstained.

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 with Holly McLain from the Louisburg Library concerning “Summer Bash 2019” schedule of events.

Holly McLain provided a brief description of the three library events that will occur at City Park:

- Saturday June 8, 2019 (7-9pm) – Music in the Park
- Saturday June 15, 2019 (9pm-Midnight) – Movie in the Park
- Saturday June 22, 2019 (9pm-Midnight) – Movie in the Park

Wayne Knop asked if one porta-potty is sufficient for these events. Holly McLain replied with yes.

Ernie Reinhart asked if other food trucks can attend Summer Bash 2019. Reinhart noticed that Papa Scott's Street Eats Food Truck is scheduled to be at the Music in the Park event on June 8, 2019. No other food vendors were listed on the event flyer. Holly McLain stated that other food trucks can attend these events. She went on by saying that Scott's Street Eats Food Truck owner agreed not to charge to the library any fees to attend Summer Bash 2019. While other food truck companies that McLain has contacted require a fee to attend. Staff reminded everyone that a license is required for all food trucks operating within city limits. Food licenses can be obtained through the City Clerk. The fee for a food license is \$10 a day.

Michael McClellan asked if the Library has coordinated their events with the First Baptist Church. McClellan wants to avoid scheduling conflicts that will result in overcrowding and congested parking along the streets. Holly McLain stated that the Library works with the church every year for this event. The church has indicated that there are no issues with the schedule.

After a brief discussion, a motion was made by Ernie Reinhart to approve the Summer Bash 2019 schedule of events. Michael McClellan seconded the motion. The motion passed 5-0.

This motion will be forwarded to the City Council on February 18, 2019 for additional consideration.

Item 7: A discussion concerning a proposal to host "Tiny Home Fest" in L/Y Park. The event organizer has requested June 8-9 as the potential event dates. Additional information for this event can be found at: www.tinyfestmidwest.com

Administrator Nathan Law mentioned that the event organizer has decided to hold "Tiny Home Fest" at the Cider Mill this year. It was also mentioned that staff used the special events procedures outlined in City Ordinance 988 when working with the organizer. The special events procedures maybe something that should be considered when discussing an all-inclusive park reservation policy item 10 of this meeting.

No further discussion occurred on the topic.

OLD BUSINESS:

Item 8: A staff update concerning the replacement of the rails on the pavilion and the relocation of two pieces of play equipment with monument markers at City Park.

Staff mentioned that the City Council approved the expenditure of \$8,125.00 for the replacement of safety rails the pavilion in City Park. The contractor, DL Machine, has been contacted to schedule the work.

Staff mentioned that the City Council approved the expenditure of \$2000.00 to relocate two pieces of play equipment and two-monument marker in City Park. The contractor, Acton Construction, has been contacted to schedule the work.

No further discussion occurred on the topic.

Item 9: A discussion concerning the need to install a fence near the play equipment in City Park. A fence was recommended by City Council to prevent children from running into the street.

After a brief discussion, it was requested that Staff obtain quotes to install a 4' chain-link fence along the Northside of the park to prevent children from entering the street. The chain-link fence must be coated with either rubber or plastic to prevent injury.

Dusti Travis suggested that the benches located near the play equipment be repositioned to create a barrier between the road and play equipment. Repositioning the benches will encourage parents to actively monitor their children. The benches are currently facing away from the play equipment.

No further discussion occurred on the topic.

Item 10: A discussion concerning the Master Parks Plan to include the establishment of an all-inclusive park reservation policy and a priority list of projects/improvements in the parks system.

Staff recommended that the Park and Tree Board prioritize the list park improvements outlined the Draft Master Parks Plan. It was explained that a single comprehensive priority list of projects that includes all the parks is vital for future development of the parks system. This list should take into account community needs and available resources. In the long term, this list will be used to make improvements using the annual budgetary process. In the short term, this list will be used to make improvements using available end of year funds (less expensive low hanging fruit projects). As a first step in creating an all-inclusive priority list, it was agreed that each park representative prioritize in their projects in their individual parks:

Ernie Reinhart prioritized the projects in City Park as follows:

1. Picnic Shelter
2. Asphalt Walkways/Path
3. Landscaping and Park Signage (2ea)
4. Screening for Porta-potty

Michael McClellan prioritized the projects in Lewis-Young Park as follows:

1. Four-plex Ballfields
2. Pave Gravel Parking
3. Jogging/Walking Trails – Asphalt Connecting Ballfields and Soccer Fields
4. Replace Aging Play Equipment
5. Additional Play Equipment
6. Outdoor Stage
7. Rec Building – Convert Powell Observatory into a Rec Office/Building (When Available)
8. Batting Cage – Netted Area without Machines
9. Tennis Courts
10. Frisbee Golf - Bob Bazin mentioned that a Frisbee Golf Course will be constructed this year

Wayne Knop prioritized the projects in Ron Weers Park as follows:

1. Trail Lighting
2. Expanded Parking Areas
3. Replace Aging Play Equipment, and install additional Play/Exercise Equipment
4. Fishing Dock
5. Sledding Area (Inexpensive – Complete As Funds Are Available)
6. Tree and Plant Identification Markers (Inexpensive – Complete As Funds Are Available)
7. Lake Aeration System (Complete When Grant Money Is made Available)
8. Trail Markers (Inexpensive – Complete As Funds Are Available)

9. Emergency Call Stations

10. Electric Charging Stations (Complete When Grant Money Is made Available)

Administrator Law stated that Staff will determine price estimates for items 1-3 in each park. This item will be discussed again at the next meeting.

A lengthy discussion occurred concerning that draft park reservation policy. The Park and Tree members made recommendations to this policy. Staff will incorporate the changes and present park reservation policy to the board again on March 5, 2019 at the next Park and Tree Board meeting.

REPORTS:

Item 11: Individual area of responsibility updates:

Bob Bazin (Chairperson) – No Comment was made.

Vacant Position (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) – No Comment was made.

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

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

City Administrator – No Comment was made.

Item 12: ADJOURNMENT:

A motion was made by Ernie Reinhart to adjourn the meeting. The motion was seconded by Michael McClellan. Motion carried 4-0 (Jack Kline not present). The meeting concluded at 8:52pm.

Submitted by Rusty Whitham