



**LOUISBURG PARK AND TREE BOARD
MEETING MINUTES
Monday, May 13, 2019**

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

ATTENDANCE

Board Members: Wayne Knop and Ernie Reinhart
City Administrator: Nathan Law
Mayor: Marty Southard
City Council: Thorvald McKiernan
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 April 8, 2019 Park and Tree Board meeting. The motion was seconded by Ernie Reinhart. Motion passed 3-0.

Item 4: PUBLIC COMMENTS:

No public comments

NEW BUSINESS ITEMS:

Item 5: Discussion with Reid Justesen concerning an Eagle Project in L/Y Park.

Reid Justesen (Boy Scout Troop 101) explained that he wishes to construct and install a sign at L/Y Park that will identify the location of the Eagle Trail (Bob Finch Trail). Justesen mentioned that he would like to place the sign near the shelter closest to the lake. He also stated that he would like to place a small garden near the bottom the sign. Justesen stated the garden would enhance the sign and protect it from damage caused by mowing equipment.

Jack Kline asked how would the letters would be placed on the sign. Kline asked will the letters be routed or painted? Justesen suggested that he will use a combination of wooden letters affixed to the sign and painted letters. Kline then asked will you use nails to attach the wooden letters. Justesen stated that his is unsure of the fastening method at this time but agreed that screws would be an option.

Jack Kline then asked what is the type of plants and size of garden planned at the bottom of the sign.

Kline explained that the Board will listen to this proposal tonight but would want Justesen to come back at a later date to present detailed material and construction plans for final approval.

Ernie Reinhart asked what type of posts would be used to support the sign. Will they be metal or wooden posts? Reid Justesen mentioned that he is planning on using wooden support posts and is considering metal. Reinhart suggested that Justesen come back with detailed plans with a sketch with different options and prices. Reinhart recommended that Justesen draft a plan for the maintenance of the garden until the plants are established. Who will provide the maintenance and watering of the garden for the first year Reinhart asked. Justesen suggested that Scouts can do this maintenance for the first year.

Jack Kline suggested that Justesen research the optimum planting time for the species of plants that will be installed in the garden. Kline then asked what type of border would be constructed around the garden. Justesen stated that he hasn't considered a border but agreed to look into having one.

Wayne Knop asked where does the trail start. Knop then asked will the sign have directions to lead people to the trail. Justesen suggested that the trail begins at the dam. Justesen also agreed to provide directions to the trail on his sign.

After addition discussion, Ernie Reinhart made a motion to approve Reid Justesen's concept to construct and install a sign with garden that identifies the location of the Eagle Trail in L/Y Park. This motion had one stipulation:

1. Reid Justesen shall return to the Park and Tree Board at a later date to present detailed construction plans that includes materials, pricing, and sketch. Justesen will also present a garden plan that includes maintenance, planting timeframe, border details, mulch and type of vegetation that will be planted.

Wayne Knop seconded the motion. The motion passed 3-0.

OLD BUSINESS:

Item 6: Discussion concerning upcoming improvements to City Park. (Benches, Pavilion Repairs and the relocation of 2 pieces of play equipment and markers)

Staff explained the following:

- Three benches were placed on order. These benches will be shipped on May 28, 2019. Once they are received plans for installation will be finalized.
- Pavilion rails are currently being fabricated. They should be installed around May 25, 2019 pended weather or manufacture delays.
- The Contractor could not provide Staff with an estimated timeframe to relocate the memorial markers.

No further discussion occurred concerning this item.

Item 7: Discussion concerning the 24th Annual Fishing Derby scheduled for Saturday June 15, 2019.

Diana Moore asked if the Rec Commission could have a table at the fishing derby for information and possible signups for an upcoming fishing camp event. No objections to Moore's request were made.

No further discussion concerning this item occurred.

Item 8: Discussion and clarification of the Field Rental & Parks Reservation Policy that was approved by the Parks and Tree Board on March 11, 2019.

Staff recommended the following changes to page 5 of the Field Rental & Parks Reservation Policy:

QUESTIONS OR NEED ASSISTANCE WITH BALL FIELD RENTAL?

For users not affiliated with the Louisburg Recreation Commission, please call City Hall, 837-5371, for questions or assistance. LRC users should contact the LRC Director. Contact the Louisburg Recreation Commission at 837-1910.

Structure Rental Policy and Fees

CAMPING AT LEWIS-YOUNG PARK

There are three Scout Camping areas at Lewis-Young Park that may be reserved. Please contact City Clerk Traci Storey at 913-837-5219 for more information.

An organization must complete a special events permit must be completed to reserve a camping area. A Certificate of Liability insurance is required in the amount of \$1 million for the permitted dates. The certificate of liability insurance and an endorsement letter naming the City of Louisburg as additionally insured must be submitted at least two weeks in advance of the first rental date.

After a brief discussion Ernie Reinhart made a motion to approve the above mentioned changes to the Field Rental & Parks Reservation Policy. Wayne Knop seconded the motion. The motion passed 3-0.

REPORTS:

Item 9: Individual area of responsibility updates:

Bob Bazin (Chairperson) – Not Present

Dave Maddax (Aquatic Center) – Not Present

Ernie Reinhart (City Park) – Mentioned a list of issues that need to be accomplished at City Park.

1. Grass planted and dirt work needs to be done where the old playground equipment and swing set was
2. Leaves need to be removed at tennis court.
3. Tennis court lights are not all functioning
4. Trash can located in the pavilion is full and needs to be emptied.

Wayne Knop (Ron Weers Park) – No Report

Michael McClellan (Lewis-Young Park) – Not Present

Diana Moore (Rec. Commission) – No Report

City Administrator – No Report

Item 8: ADJOURNMENT:

Wayne Knop made a motion to adjourn the meeting. The motion was seconded by Ernie Reinhart. The motion passed 3-0. The meeting ended at 7:01pm.

Submitted by Rusty Whitham
Acting recording secretary