

**Louisburg Park & Tree Board Meeting**  
**6:45 p.m. Monday, January 12, 2026**  
**City Council Meeting Room, 215 South Broadway**

Livestream link:

<https://boxcast.tv/view/park--tree-board-ebbaefhyh2jfvtyetlg>

**Item 1: PLEDGE OF ALLEGIANCE**

**Item 2: ADOPTION OF THE AGENDA**

**Item 3: APPROVAL OF THE MINUTES:**

- Minutes from December 8, 2025, meeting

**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.

**SCHEDULED VISITORS:**

None

**NEW BUSINESS ITEMS:**

**Item 5:** Scout Rocket Launch 3-1-26

**Item 6:** Metal Detecting Permit

**Item 7:** Park and Tree Annual Review/ Proceedings 2025

**Item 8:** LYP Hayfield Land Lease Agreement 2026

**Item 9:** 2026 Joint Workshop and 2027 Budget Request

**OLD BUSINESS:**

None

**REPORTS:**

**Item 9: Individual area of responsibility updates:**

- Wayne Knop (Chairperson)
- Julia Hacker (Aquatic Center)
- Andy Gibbins (City Park)
- Ryan Westhoff (Ron Weers Park)
- Patrick Martin (Forestry Manager)
- Kenny Dover (Lewis-Young Park)
- Brad Sells (Louisburg Rec Commission)
- Nathan Law (City Administrator)

**Item 10:** Adjournment

**LOUISBURG PARK AND TREE BOARD  
MEETING MINUTES  
MONDAY, December 8, 2025**

Livestream Link:

<https://boxcast.tv/view/park--tree-board-bpb7ftcp5avx5jby2vvm>

The Park and Tree Board of Louisburg, Kansas, met at 6:30 p.m. in the City Hall Council Chambers with Chairperson Wayne Knop presiding.

**ATTENDANCE:**

**Members:** Patrick Martin, Julia Hacker, Wayne Knop, Ryan Westhoff, Kenny Dover, Andy Gibbins

**Mayor:** Donna Cook

**City Council:** Steve Town

**City Administrator:** Nathan Law

**City Staff:** Jean Carder

**Louisburg Recreation Commission:** Brad Sells

**Recording Secretary:** Danny Summa

**Visitors:** Carol Aust

**PLEDGE OF ALLEGIANCE**

Chairperson Knop led the Pledge of Allegiance.

**ADOPTION OF THE AGENDA:**

Andy Gibbins moved and Patrick Martin seconded, and motion carried 6-0 to approve the agenda.

**APPROVAL OF THE MINUTES**

Wayne Knop asked for an amendment of the minutes to remove the word requested and change it to suggested on the LYP improvements topic. There was also a misspelling of Knop that was amended.

**PUBLIC COMMENTS**

**Carol Aust- Community Garden Space-** Carol Aust discussed a community garden, asked the board why they thought a community garden was a good idea underneath the water tower. Wayne Knop discussed the ideas of other areas that were talked about for a community garden. the Park and Tree Board felt that it was the best location for the time being. And it was not a permanent structure if the space was... developed. It can easily be torn down and removed. The

space has water available, restrooms, and some cameras that are at that space. Patrick Martin discussed one of the pros for having it under the water tower for visibility reasons, and better security for the community garden where it's located underneath the water tower. Wayne Knop discussed that we had leftover fencing from the cemetery that can be used, and it was a very low-cost option to put it underneath the water tower. Aust asked if there were other areas that were discussed for this area. Knop stated this was the best option for what we were trying to do. Carol asked about how many beds were going to be at the community garden. Danny Summa mentioned that right now 10 garden beds were planned and the LRC director could speak more about it. Aust started to talk about economic development in Louisburg and some of the history of the spaces. She spoke about three things that bring people to a community, one of them is the churches, second is the schools, and the third is the community downtown. Aust was concerned about how the garden looked outside the growing season. More discussion occurred about second mulberry block and the community garden space and Aust was concerned if everything was thought out. Ryan Westhoff talked about how park and tree board is trying to move forward with the community garden and seeing how it goes by starting small and this was a good space to start with to see how it works. Knop discussed how the Convention and Tourism board spoke on the S. 2<sup>nd</sup> and Mulberry block and we had joint meetings, but today for the park and tree board we were talking about the community garden space. Knop reiterated that this is not set in stone, and the community garden is meant to be portable and able to be easily moved if we decided to develop the space underneath the water tower. Summa talked about all the other spaces in town that were mentioned for community garden space. Westhoff said this is our opportunity to try it and it may not be perfect, but we can at least have a jumping off point on where we can learn from and see what we can do better. Aust asked LRC if LRC was paying for the boxes. Brad Sell said yes. Brad Sells talked about his plan for the community garden and how they were going to start with 10 beds and determine what was needed after that. He discussed further what he believed a community garden should be and who it is serving and having it in the downtown area is a better place to serve the community rather than areas such as Lewis Young Park that are farther outside of town. LRC discussed that LRC taking over the community garden allows them to take ownership of the space and if it gets unsightly there's a point of contact and somebody in charge of the overall space. Aust asked again if all this work and the fencing and the water and everything that goes into the community garden is only for 10 people for the 10 beds. Is it only serving 10 members of the community? Westhoff discussed how this is a jumping off point and a place to start the community garden and see how it goes and how it can grow or build from this point, but we needed a jumping off point. Aust wants to make sure that the property that the city is letting community garden use is going to be able to be used by the most people. Aust says she does not have anything against the farmer's market, but it has nothing to do with the City of Louisburg. Aust discussed more about the farmer's market. Wayne said it is not a city market; it's a farmer's market. Westhoff talked about a farmer's market as a city-provided space for the community to use as a farmer's market. It's not the city promoting anything, it's allowing them to utilize the space for the benefit of the community. Patrick Martin talked about the farmer's market space at South Second and Mulberry as a multifunctional park, not just a farmer's market, but as a multifunctional space. And it is not being driven or for the farmer's market, it is a space that would provide space for the farmer's market but not necessarily built for the farmer's market. Martin reiterated that the space is being investigated for multi-uses, not just the farmer's market or a community garden. Aust asked about how much the lots cost and about selling lots. Kenny Dover spoke about the original contract with the school board, and some history of how the city came to own that second Mulberry block. Nathan Law gave more backstory on the spaces that were talked about for a community garden and that this space was more of a proof-of-life concept that we can see how it builds and grows and that this

was a way to not spend a lot of money or use up a lot of city resources such as people to take on a community garden. LRC was going to take this project on for a community enrichment project. Law stated how he liked the use of old fencing from the cemetery, using raised beds that can be moved, making it portable. He liked the security aspects of the lot and that there were a lot of bonuses to the area and this is an opportunity to see how it works. Law also stated that he loves the partnership between the LRC and the city to take on this project. Aust asked how the community garden was going to promote downtown. Knop stated that it's to be seen to see how things work out. Westhoff said this is a way to add to our community for the kids, for the rest of the community, and to see how things work with the community garden. Aust discussed how she was interested in the economic development of Louisburg and how the community garden could help that. Westhoff stated that a few months back the board discussed what the purpose of the park and tree board was and are we a money-making entity or are we trying to present something to the community for community enrichment enjoyment and that's what the park and tree board is more than a money-making entity. We are looking for places to serve our community better. The Park and Tree Board is to offer pleasure to the community, not necessarily economic development. Wayne Knop stated that we are here to talk about the community garden and that we didn't really have any say about the planning and development of Louisburg and that we are just trying to hash out a community garden at this point.

## **NEW BUSINESS**

**Contracted Tree Removal-** Summa stated he's talking about the three remaining ash trees at the south second mulberry block and how they need to be removed and he is seeking funding to have those trees removed and taken below grade and backfilled with topsoil. Summa stated he was confident that he could get the trees removed for less than six thousand dollars and he has already starting to receive bids. Summa also stated the maintenance and removal of trees is all part of our Tree City USA status, and some of this maintenance must happen to continue our Tree City USA status. Summa discussed how Tree City USA requires volunteer hours, money spent on planting trees, removal of trees, and care and maintenance. Westhoff asked if we were thinking about planting new trees where the trees were taken out. Summa stated he wants to wait until we come up with a firm idea of what that space is going to look like before we go planting more trees. Gibbins reiterated that it's time for those ash trees to go and it's just going to get worse if we don't take care of them now. Summa stated that since we're focusing more on removal of trees this year, next year, it can be more focused on planting of trees. Knop talked about having the stumps removed as well on those trees. Westhoff said that stump removal should be part of the removal of trees as well. The board discussed that if it's not ground down below grade it'll sprout back and they recommend having them ground below grade for future planting as well. Westhoff motioned to remove the three ash trees at south second Mulberry block and have the stumps removed below grade. Wayne Knop asked why the board was voting or motioning if it's up to the city council. There was a discussion that occurred that this is a recommendation to the city council. This is a budgeted item and there should not be any reason that it does not move past city council. More discussion occurred. Boards in favor of removing the trees, 6-0.

Discussion occurred about budgeting and the budgeted amount for trees this year and if we're going to lose the money next year if we don't spend all the money. Law discussed further on how budgeting works and that there is money budgeted for the same type things next year such as tree planting, removal, maintenance, and care.

**Recycled Tire Picnic Table/ Surfacing Grant-** Summa stated that there's a grant available for picnic tables for the recycled tire picnic table surfacing grant. Staff is seeking approval from the park and tree board to see if this is something they want to pursue and bring to council. Some of the table spots that

were discussed were possibly at the farmers market for a picnic table and possibly some benches at the South 2nd and Mulberry block. Knop suggested possibly putting picnic tables at the scout shelter. There was more discussion about the scout shelter and if the refurbishing of that area could be an eagle scout project. Martin talked more on how the eagle scout projects work and seeking supplies and funding for their projects. Jean Carder spoke on the tire grant and how the grant also covers picnic benches, that could possibly be used along the trail at Lewis Young Park or other trail benches. The Park and Tree Board was in favor of applying for the grant.

### **OLD BUSINESS**

Wayne Knop discussed how he was still upset with how things are working between the park and tree board and the council. A long discussion occurred about the relationship between the park and tree board and the council and how the park and tree board is an advising committee not necessarily making decisions. We're just presenting our ideas to the city council. Law discussed how the process worked and the relationships of the Boards and Commissions with the City Council. Law also discussed budget authority and how the process worked.

Knop mentioned the Community Survey the Park and Tree Board wanted to conduct that was not approved by the Council. Aust asked about the community survey and how that survey was conducted. Knop discussed the survey was more just to find if the Park and Tree Board are on the right track and to see what the people wanted and not what we should be doing as a park and tree board.

**Individual areas of responsibility updates-** Knop asked about how the progress on the aquatic center is coming. Summa stated we have a contract on painting. The slides are done. Looking for contractors for plumbing. Summa is looking for better ways to save some money for showers/ plumbing. Summa talked about some of the work that still needs to be done at the pool, such as new diving board, replacing some pumps and small items around the pool that need to be replaced, such as check valves.

Andy Gibbons discussed how he thinks the tree stakes could be removed from the trees planted last year.

### **DEPARTMENT REPORTS**

**Aquatic Center** – Nothing to Report

**City Park** – Remove tree stakes from trees planted last year

**Ron Weers Park** – Nothing to Report

**Forestry** – Nothing to Report

**Lewis-Young Park** – Nothing to Report

**Louisburg Rec Commission** – Nothing to Report

**Administrator** – nothing additional

### **ADJOURNMENT**

At 7:39p.m., Ryan Westhoff moved, seconded by Kenny Dover and carried 6-0 to adjourn the meeting.

Submitted by recording secretary Danny Summa

# Memo

To: Park and Tree Board

From: Danny Summa

Date: January 12, 2026

Re: Troop KS-9901 Model Rocket Launch Request

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Scout Troop KS-9901 out of Shawnee, KS is requesting approval of The Park and Tree Board to launch rockets at Lewis-Young Park on Sunday, March 1, 2026, during their scheduled campout. They are requesting to launch them in the vicinity of the NE soccer fields at LYP. This is the second year they have made the request and are aware of the safety and weather precautions

City code states: **12-120. Remote control devices.**

Hobby rockets and remote control planes, boats, cars or other like devices shall be operated only in designated areas of the park facilities by persons as approved by The Park and Tree Board.

Recommendation: Recommend granting permission to Troop KS-9901 to launch model rockets at LYP

Financial: None

Sample Motion: *I move to permit Scout Troop KS-9901 to launch model rockets at LYP on Sunday, March 1, 2026, during their scheduled campout.*

# Memo

To: Park and Tree Board

From: Danny Summa

Date: January 12, 2026

Re: Metal Detecting in Parks Request

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Codee Blanchett is requesting a metal detecting permit to detect metal in Louisburg Parks. He has filled out the permit and agrees to follow the guidelines set forth in the permit request.

Recommendation: Motion to approve

Financial: None

Attachment: Metal Detecting Permit for Louisburg City Parks

Sample Motion: *I move to permit Codee Blanchett to metal detect within the Louisburg Parks for the period of 6 months effective January 12, 2026, to expire July 12, 2026.*



**To:** Park & Tree Board

**From:** City Staff

**Date:** Jan. 12, 2026

**Re:** Park and Tree Board Annual Review/Proceedings 2025

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City code requires an annual report be presented to the City Council by several of the boards/commissions. The Park and Tree Board falls into that category. The following is the information that will be provided in that report.

Projects completed in 2025

- LYP shelters- Painted, concrete slab extended, new picnic tables
- Repaired backstop on Field D after wind damage
- Completed playground resurfacing at City Park
- Pickleball/ Tennis Court refurbished at City Park
- Basketball Court Refurbished at City Park
- Aquatic Center zero depth pool and features
- Aquatic Center slide refurbishment
- New pool heater
- Identify and planned area for community garden
- Weed/feed and seeded parks
- Working Dog Championship at LYP
- Mountain Bike Trail addition at LYP
- Freedom Fest
- Updated city code
- Tree Removal at S. 2<sup>nd</sup> and Mulberry
- Serviced aerators at RW park
- Pay raises for Aquatic Center staff
- Installed door closers at RW bathrooms
- Fishing Derby at RW park

January 13, 2025

- Motion was made in favor of increasing Aquatic Center Staff pay. Motion carried 3-0
- Aquatic Center Entry fee rate approved by P&T 3-0.
- Budget and Priorities for FY25 – Summa presented the Master Parks Plan for review of priorities and budget allocations for park improvements. - Focus on completing projects already funded for FY25.
- FY25 Funded Projects – Summa stated four projects are funded for this year: Shelter at Lewis and Young Park (\$30,000), pickleball court (\$54,000), a fitness park (\$150,000), and a parking lot at LYP (\$130,000).

- FY26 Priorities- FY26 budget priorities were discussed. Summa stated his park-by-park approach to focus efforts on one park at a time. City Park being priority 1 (pickleball, sidewalks, and Parking) followed by Lewis-Young Park (pave parking lot near tractor pull and going back to football fields) and then Ron Weers Park (parking lot expansion and trail lighting).
- The Park and Tree Board favored focusing on creating an all-inclusive park with various community features at the block on South 2nd and Mulberry such as an all-inclusive park, farmer's market, and community garden. The Park and Tree Board discussed a possible sledding hill at Ron Weers Park with expanded parking.

#### February 10, 2025

- Motion was made in favor of adding a new pavilion at LYP. There was question about where it was to be added. The motion carried 5-0.
- Motion was made in favor of refurbishing existing Pickleball/Tennis court at City Park. Motion carried 5-0
- Motion was made to complete playground resurfacing at City Park. Motion carried 5-0
- Scout Model Rocket Launch approved. Motion carried 5-0
- Park Spruce up day scheduled for April 5, 2025
- Omitted fitness park and paving parking lots from 2025 budget consideration after council determined not to pursue the projects.
- Selected Wayne Knop as the P&T Representative for the Joint Board and Commission Exchange to discuss sidewalks at city park, parking at City Park, parking at LYP, trail lighting at Ron Weers Park and expanding the parking lot at Ron Weers Park for 2026 budget consideration.

#### March 10, 2025

- The board discussed keeping the officers the same as well as the park Liaisons. The board tabled the election of the Vice Chair until April 14 Park and Tree Board. Kenny Dover moved to keep Wayne Knop as Chairperson, the park liaisons to remain the same and to keep the Vice Chairperson seat vacant until April 14 Park and Tree Board to allow for full attendance
- 29<sup>th</sup> Fishing Derby scheduled for June 14, 2025. Check in at 7am, 8am start time, and lunch at 10am
- Presented refurbishing of the existing pavilions at LYP rather than constructing new. Saved \$14,000

#### April 14, 2025

- After a brief discussion on what the role of Vice Chairperson is, Kenny Dover volunteered for the position. Patrick Martin nominated Dover and Gibbons seconded the nomination. The motion passed 4-0. Wayne Knop was nominated by Jack Kline for chairperson. The nomination was confirmed 4-0 with Jack Kline abstaining
- Reviewed the roles and responsibilities of the Park and Tree Board. Attendance was discussed and noted that the city code states that members should be present at all meetings and try not to miss more than 3 meetings a year.

- Robyn Atwood requested to metal detect in the parks. She filled out the Metal detecting permit and has been educated that if she finds anything of value that it needs to be reported to the city and any holes dug need to be filled in. Patrick Martin moved to approve the permit; Andy Gibbons seconded. The motion carried to approve Robyn Atwood metal detecting permit 4-0.

#### May 12, 2025

- City Council moved to allow FBLA event to be held at Lewis-Young Park ball fields on June 14, 2025. Went before council first because of time constraints.
- Pickleball/ Tennis court refurbishment scheduled for June 2025
- Pool pumps and features up and running
- Staff is keeping bathroom doors unlocked at Ron Weers Park for the season.
- Lewis-Young Park Pavillion concrete work completed
- Backstop repair completed on Field D.
- Ribbon cutting at the Aquatic Center May 19, 2025 and pool opens May 24, 2025

#### June 9, 2025

- Possible land swap at S. 2<sup>nd</sup> and Mulberry for library owned land on Aquatic drive was discussed. Nothing proceeded other than discussion on potential. No decision was made.
- Discussed Park idea and sharing/worklist
  - Park signage is a high priority
  - Possible brick work at the bandstand at city park
  - Tree removal and trimming at various parks

#### July 8, 2025

- Motion was made in favor of adding grills at LYP pavilions. Motion carried 4-0
- Adding basketball court light was discussed at City Park. Conversation was tabled until cost estimates were received.

#### August 11, 2025

- Lewis-Young Park General improvements for 2026 were discussed. Paved parking was removed from consideration by City Council. Other improvements discussed were septic improvements, new ball fields, more trails, tree planting, and possible fishing dock.
- Discussed the CFAP program through Kansas Fish and Wildlife for possible dock funding or floating wetlands

#### September 8, 2025

- Discussed the community garden location at the City Hall beneath the water tower. LRC will be the project lead. P&T moved to approve the location of the water tower. Motion passed 4-0.
- Kansas Open Meeting Act was discussed and reviewed with the Park and Tree Board
- Basketball Court Light was approved to be installed at City Park by the Public Works Crew and electricity connection to be done by contractor. Approved 4-0

### October 13, 2025

- The Park and Tree Board discussed and made a motion for park fees and the following was approved 5-0:
  - Ron Weers- \$25 per 4 hours and \$50 for the day
  - City Park Bandstand- \$10 per 4 hours
  - City Park Pickleball/Tennis Court- \$10 per hour
  - LYP Shelter East- \$10 per 4 hours
  - LYP Shelter West- \$10 per 4 hours
  - LYP Soccer Pavilion- \$10 per 4 hours
  - LYP Outside Concession- \$10 per 4 hours
  - Scout Shelter Day Use- \$10 per 4 hours
- Park project considerations for 2027 were discussed. Parking was discussed by Councilwoman Ellison and Mayor Cook and insight was given to the P&T board on why paving was not being considered for the 2026 budget.
- Park and Tree stated their priorities are as follows and a motion was made and carried 5-0:
  - Adding parking to City Park
  - Expanding parking at Ron Weers Park
  - Develop a plan for LYP improvements

### November 10, 2025

- Logan Descheper presented his Eagle Scout Project to the P&T board. Descheper is seeking to add trail signs to the Mountain biking trails at LYP. P&T favored his plan and moved to approve his project 4-0.
- Park and Tree requested to put out a survey to gauge Louisburg residents on what the park priority projects should be, like the survey done in 2024 as part of the master parks plan. This request was not approved by City Council.

### December 8, 2025

- Moved to approve the removal of 3 Ash trees at S. 2<sup>nd</sup> and Mulberry with stumps ground below grade, and the motion carried 6-0
- The Park and Tree Board moved to support the use of the Recycled Tire Picnic table/ Surfacing Grant to purchase one picnic bench and two sitting benches to be utilized at one of the Louisburg Parks. Council approved this request 1-5-26.

Financial: None

Legal: None

Recommendation: Review and file

# Memo

To: Park and Tree Board

From: Danny Summa

Date: January 12, 2026

Re: LYP Hayfield Land Lease Agreement 2026

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Background: For the past number of years, the City of Louisburg has had a farm lease contract for the hayfields at LYP through March 1, 2030. After a death in the family of the current lessee, they will no longer be able to farm the approximately 46 acres of uncultivated pastureland located in Lewis-Young Park for the purposes of haying.

This memo is to notify the Park and Tree Board the City of Louisburg will be soliciting a new Land Lease Agreement at LYP.

Recommendation: Receive and File

Financial: None

# Memo

To: Park and Tree Board

From: Danny Summa

Date: February 10, 2025

Re: 2026 Joint Workshop and 2027 Budget Request

Background: The City Council desires the opportunity to meet with the various board and commission members at a joint meeting in late February/early March, for an exchange of ideas. As part of the special meeting, The Park and Tree Board is to consider requested efforts by the boards/commissions, 2027 budget priorities, changes needed or requested in processes (communications, how items are presented to Council, how requests for review are taken to boards/commissions), etc.

The city staff request input from The Park and Tree Board to create a list of talking points to be presented at the joint workshop. This meeting can be used to establish shared goals between the Park and Tree Board and the Governing Body to ensure any project being pursued is a shared priority. The list will include 2026 projects that have been budgeted that the City Staff and Park and Tree Board would like to complete, 2027 priority items, budget requests and followed by best practices in exchanging information between various boards/commissions and council.

The following is a list of budgeted projects for 2026 for the Aquatic and Recreation Fund:

Tree Planting, Care and Maintenance	\$5000
Bathroom doors at RW Park	\$8000 budgeted (seeking lower cost options)
General Improvements LYP (fields, concession, etc.)	\$250,000
Roll-up Doors for Aquatic Center	\$16,000

City staff are requesting the Park and Tree Board to help develop a guide to aid the discussion with the Governing Body by answering the following:

- What are the Park and Tree Boards top 3 priorities in the Parks?
  - Do these align with the Governing Body Priorities?
  - What are the Governing Body Priorities for Parks?

- For the budgeted General Improvements at LYP what are the Park and Tree Boards priority for general improvements?
  - What is the Governing Body's priorities for LYP General Improvements
  - Do these priorities match?
- What is the Vision/ Goal for the Park and Tree Board and the Parks throughout Louisburg?
  - What is the Governing Body's vision/ goal for the Parks
  - Is this a shared vision?
- What is the Governing Body seeking when being presented with ideas from the Park and Tree Board?
  - How can the Park and Tree Board do better at presenting their ideas?
  - How can City Staff do better at presenting to the Park and Tree Board?
  - How can the Governing Body aid the Park and Tree Board to develop a plan of action?
- What are any additional talking points for the Joint Workshop?

Financial: None.

Recommendation: Finalize a list to present at the 2026 Joint Workshop.