

Louisburg Park & Tree Board Meeting
6:30 p.m. Monday, March 9, 2026
City Council Meeting Room, 215 South Broadway

Livestream link:

<https://boxcast.tv/view/park--tree-board-hnbxke5hyhiapfkpuot>

Item 1: PLEDGE OF ALLEGIANCE

Item 2: ADOPTION OF THE AGENDA

Item 3: APPROVAL OF THE MINUTES:

- Minutes from February 9, 2026, 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: Election of Officers, Appointment of Responsibilities and Attendance Policy Review

Item 6: Security For Pickleball/Tennis Courts

Item 7: Cemetery Tree Planting

Item 8: Doors at Ron Weers Park Shelter

Item 9: KOMA Review

OLD BUSINESS:

Item 10: Park and Tree Board Memorial Program

REPORTS:

Item 11: 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 12: Adjournment

**LOUISBURG PARK AND TREE BOARD
MEETING MINUTES
MONDAY, FEBRUARY 9, 2026**

Livestream Link:

https://www.louisburgkansas.gov/AgendaCenter/ViewFile/Agenda/_02092026-893

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: Kenny Dover, Andy Gibbons, Patrick Martin, Julia Hacker

Mayor: Donna Cook

City Council: Steve Town

City Administrator: Nathan Law

City Staff: Jean Carder

Louisburg Recreation Commission:

Recording Secretary: Danny Summa

Visitors: none

PLEDGE OF ALLEGIANCE

Chairperson Knop led the Pledge of Allegiance.

ADOPTION OF THE AGENDA:

Julia Hacker moved and Kenny Dover seconded, and motion carried 5-0 to approve the agenda with the addition of the Park and Tree Board Memorial Program review.

APPROVAL OF THE MINUTES

Patrick Martin moved and Andy Gibbons seconded, and the motion carried 5-0 to approve the minutes of the Jan. 12, 2026, meeting.

PUBLIC COMMENTS

None

NEW BUSINESS

Tree Planting 2026– Danny Summa discussed a budgeted item of \$5,000 for planting of trees throughout the city. Summa was seeking the Park and Tree Boards input on where to plant the trees and what kind of trees to plant. One idea was planting at the cemetery would be a good spot. Summa proposed varieties of evergreens to create some sort of screen for the cemetery with

some different varieties of flowering trees and shrubs to separate the cemetery from the road. Summa asked for the Park and Tree Board's opinion of what they thought about a good place to plant trees. Summa was hoping to coordinate tree planting with some volunteer efforts of either Earth Day, Arbor Day, or Park Spruce Up Day. Wayne Knop asked about the durability of pines or evergreens and with disease resistance and asked the views of the board members. More discussion occurred about the cemetery and the possibility of planting there. Wayne Knop mentioned that we needed to take account of the utilities underground at the at the cemetery. Summa stated that he would track all that down and have it marked before planting.

Mayor Donna Cook mentioned that the Fox Hall and Cemetery Board were also talking about planting trees in the cemetery, but they were talking about planting them throughout the cemetery. So maybe it is worth meeting with them to see about possible planting. More discussion occurred about planting within the cemetery limits, within the gravestones, amongst the graves.

Kenny Dover asked what type of spacing we were talking about. Summa mentioned probably a twenty by a hundred, about two thousand square feet area near the kiosk in the cemetery, but to ensure that we are not blocking the city electronic sign from the line of sight to the road.

Summa stated he'd like the park and tree board to pick out the variety of trees and design what the area would look like, so it could be presented to the council in March.

Park and Tree Board suggested Patrick Martin work with Summa to come up with a plan for the cemetery. Martin stated that he would like to plant smaller diameter trees to aid in establishing healthier trees. Knop asked if this was all done at the cemetery, will this come out of the Park and Tree Board budget or will this come out of the Fox Hall and Cemetery Board budget? Summa stated, for this purpose it would be budgeted money out of the Park and Tree Board because it's already budgeted and he was unsure if the cemetery had a line item budgeted for planting trees this year.

Metal Detecting Permit Summa discussed a citizen's request for a metal detecting permit in the parks. The applicant, George Balko, is aware of all associated rules. Julia Hacker moved to permit George Balko to metal detect within the Louisburg Parks for the period of 6 months effective February 9, 2026, to expire August 9, 2026. Kenny Dover seconded the motion, which carried 5-0.

Park and Tree Memorial Program- Summa stated that a citizen asked about donating a bench at the South Second and Mulberry block. Under the memorial, program the S. Second and Mulberry Block is not a designated area for a bench to be added. Summa asked if this is an area the Park and Tree board would like to add to the list. Knop stated that S. Second and Mulberry is not a designated park. Jean Carder stated that the policy of the memorial program is the park and tree boards and that is why we need to discuss it to talk about if we want to add Second and Mulberry as a park. Discussion continued about the costs of the benches that needed to be updated and the cost of the engraving of the boards, which also needed to be updated in the policy. Julia Hacker asked if these would all be placed on a slab, and if this would be put on the public works department to add the pad. Carder stated that the policy states the donation would

be required to furnish all the costs of installing the bench, from the bench itself and all parts and materials associated with installation of the bench.

Summa is asking the park and tree board for what and how they would like to update in the Park and Tree Board Memorial Program and if we'd like to add the South Second and Mulberry block to the list of places to donate benches and to let staff update pricing as it goes up, rather than bringing it to the park and tree board for updates every year. Wayne Knop asked why the person wanted a bench donated at the South Second Mulberry Block, and Jean Carder stated it sounded like the person spent a lot of time in that area or was part of the farmer's market or lived nearby, and that's why they wanted to put the bench in that area.

Kenny Dover asks who decides where the bench is placed within the park. Carder stated that it is a designated representative of the Park and Tree Board would work with the family to come up with a location to place the bench. Patrick Martin said, since we're making changes to the policy, we should probably change it from two to three inches to one to two inch in diameter for tree planting to establish a healthier tree. Nathan Law asked if we want to add that a concrete pad should be installed every time, we add a bench?

Park and Tree Board decided to read through the policy more and would like to table the discussion and bring it back to the March 9 Park and Tree Board meeting.

Park and Tree Board agree with granting permission to put a bench at the South Second and Mulberry block but would like to update the policy before reaching out to the family to give them a definitive answer.

OLD BUISNESS

LYP General Improvements 2026- Summa presented a more updated spreadsheet to the park and tree board with updated costs of the items that he thought were necessary improvements at Lewis Young Park. Summa split the list into two sections, one of just general improvements, and then one of large ticket items such as new playgrounds paving parking and curbing the lots.

Summa also discussed the joint workshop and who the park and tree board was going to send as the representative for that and to come up with a finalized list of what was to be presented to the governing body at the joint workshop.

Summa discussed the ideas for uniform signs throughout the parks starting with Lewis-Young Park. Summa briefly discussed the costs of signs and the desire to have signs that ties all the other parks and the city signs together. Patrick Martin suggested finding somebody that is good with graphics and can find a good layout of signs that will tie it together in the most affordable way.

More discussion occurred about signs in the parks and how that works, and if we needed outside support to come up with designs.

Knop stated that most of the items on the list were just maintenance items, and Summa agreed, but wanted to show the costs of what maintenance to that park looks like so there are no surprises later. Discussion continued. There was a question about the scoreboard in the parks and what

happened to the old one. Summa said it was in a trash pile behind the shop before it was recycled. Summa asked if there was anything not on the list for Lewis-Young Park improvements that the park and tree board would like him to pursue.

Knop asked about the flag football fields and what the plan is for those. Summa stated that LRC didn't plan on using them as much because they are going to move flag football out to the football stadium. Julia Hacker said the public was looking for a dog park and that area could be a good place.

Martin asked about the line item about concrete of LYP maintenance shop. Summa stated it wasn't like a huge want or need, but it was mentioned so he put it on the list. Knop stated that we may want to investigate the security system at the shop out at Lewis-Young Park because it's in need of some maintenance or a new alarm panel.

2026 Joint Workshop and 2027 Budget Request Continued- Summa asked, What is the goal of The Park and Tree Board, their personal goal of being on the Park and Tree Board.

Law stated what the city code stated as the park and tree board's responsibilities.

Hacker said she may not be the most experienced person on the board but she lives in Louisburg and she loves to be able to beautify the parks and the landscaping in a place where she lives in the community, and that's why she wants to be a part of the park and tree board. The rest of the park and tree board had no input. Summa moved on.

Summa then asked, "What are the park and tree board's priorities?"

Is there anything on the master parks list that should be removed and he would like to come up with a list of priorities to bring up to the city council. Summa asked what they would like to remove from the park priority list or what the P&T board does not see as priorities anymore on the list. A picnic shelter at city park could be taken off the list because we have a bandstand and we were thinking about parking in that area more than a picnic shelter. Knop said taking off the concrete walkways and path at the city park and possibly if we can make a parking lot therewith just a sidewalk going to the park and one to the pickleball court.

Expanding the parking area would be the number one priority at Ron Weer's Park.

The number one priority at Lewis Young Park would be concessions' updates and signs throughout the park.

There was still interest in a fishing dock at Ron Weers Park. Martin mentioned the slab at the bench around the lake needs fill dirt.

The park and tree board agreed that updating the play equipment at Lewis -Young Park was a high priority.

Paved trails were discussed as a priority of the park and tree board, but not necessarily a high priority. The idea of expanding natural trails was discussed for runners.

A discussion about parking occurred. There were mixed feelings with the board of, if parking is a high priority at Lewis-Young Park. The majority did not feel like it was a priority to pave the parking areas. Knop mentioned that but if we were to follow city code, then it would need to be paved. Four of the Park and Tree Board felt it was a medium to low priority. One member felt it was a higher priority. Knop mentioned that the road going into Lewis-Young Park needed repair soon.

The scout shelter was also mentioned as an area that should be added to the list for possible improvements.

Knop mentioned a sewer system will have to be researched soon for Lewis-Young Park.

The number one priority for Lewis-Young Park would be concessions, and number two would be a possible kiosk and signs. And possibly an overall priority for all the parks to have signs.

The aquatic center was discussed. Julia Hacker talked about screening on the south side fence between the pool and the apartments. More discussion occurred about landscaping on the south side and if the trees planted at the apartments would be good enough. The Park and Tree board does think screening at the pool might be a very good option rather than planting trees along the fence line in that area. Knop mentioned talking to the governing body about the Park and Tree Board not having anything to do with the inside the aquatic center fence, and that it should be a standalone thing run by the city. The Park and Tree Board would oversee everything outside the fence for tree planting, the park, the aquatic center park. And possibly changing the name to Aquatic Center Park in the city code.

The Park and Tree Board agreed with Knop's statement.

Jean Carder mentioned potential grants for the Kansas Department of Wildlife and Parks for some of the items mentioned above and if that would be something the Park and Tree Board would like to pursue and bring up at the joint workshop.

More discussion occurred about possibility of grants and what things it has paid for in the past.

Summa asked to summarize and discuss what the 2027 budget requests and priorities are from the park and tree board to be presented at the joint workshop. Number one overall priority is uniform signage for all parks with implementation at Lewis- Young Park first. Number two is adding parking on the northeast corner of the block at City Park. Number three is expanding parking lots to the south at Ron Weers Park. Number four is Lewis-Young Park rehab of concession stand/restrooms and budget for new play equipment with a potential focus to be on natural style play equipment. Number five is to install landscaping between the pool and apartments to the south and or add mesh screening to the fence with screening a priority. Number six is to remove the interior of the aquatic center from the park and tree area of responsibility with only that area outside of the pool fencing to be under park and tree review. Number seven is to designate the South Second and Mulberry block as a public open green space and lend support for a multi-use structure at the block. And number eight is to pursue potential grants for the Kansas Department of Wildlife and Parks for some of the items mentioned.

More discussion occurred about South Second and Mulberry Block. Martin stated that the next steps in that would be to first have it considered a park and then to pursue cost estimate and design possibilities from a qualified source.

The park and tree board would like to see the south second mulberry committed as, a. Multi use public space. Designating as such.

Knop mentioned the uh property lines at Lewis-Young Park was recently surveyed by the new owner of the land to the south and the survey shows that the property line is within the Lewis-Young Park entrance.

He mentioned that the tree line is part of their property, and he doesn't expect anything to happen, but our fence post is on their property line and so is the tree line.

DEPARTMENT REPORTS

Aquatic Center – Nothing to Report

City Park – Put Tennis net up

Ron Weers Park – Nothing to Report (Looks Good)

Forestry – Nothing to Report

Lewis-Young Park – Nothing to Report

Louisburg Rec Commission – Community Garden meeting Mar 7 at 9am

Administrator – Nothing additional

ADJOURNMENT

At 8:21p.m., Julia Hacker moved, seconded by Kenny Dover and carried 5-0 to adjourn the meeting.

Submitted by recording secretary Danny Summa

Memo

To: Park and Tree Board

From: Danny Summa

Date: March 9, 2026

Re: Election of Officers and Appointment of Responsibilities and Attendance Review 2026

Election of Officers and Appointment of Responsibilities- At the February 2, 2026 City Council meeting Julia Hacker and Kenny Dover were re-appointed to the Park and Tree Board for a 3-year term by the Governing Body. In accordance with city code the Park and Tree shall elect one of the members as chairman and one of the members as vice-chairman and said members shall perform the usual functions of their offices. After such election, the chairman shall appoint each of the remaining five voting members to one of the following roles:

- (1) Louisburg City Park Liaison
- (2) Lewis/Young Park Liaison
- (3) City Lake/Ron Weers Park Liaison
- (4) Louisburg Aquatic Center Liaison
- (5) Community Forest Manager

All such elections and appointments shall take place on an annual basis.

Attendance Policy- City Code Sec. 12-301 (h) states the following: MEETINGS. The Board shall hold monthly meetings on the second Monday at 6:30 p.m. and such other special meetings as they may deem necessary for the transaction of the necessary business of the Board or Commission. **Should a member be absent from three (3) or more scheduled meetings in a calendar year, the Governing Body may ask for their resignation to the Board.** (Mayor requests the attendance policy to be read aloud.)

Recommendation: Receive and file

Memo

To: Park and Tree Board

From: Danny Summa

Date: March 9, 2026

Re: Security for Pickleball Court

Background: City Staff has received reports of vandalism/ improper use of the Pickleball Court at City Park. Some of the reports include using acorns to draw on the court, hitting baseball bats against the fences, and throwing cans/ trash.

Some ideas that have been discussed are locking the pickleball court and renting out a key. This may not be the best option since City Hall is only open Monday- Friday from 7am-4:30pm to check out a key or lock/ unlock the courts after hours.

City staff are seeking input from the Park and Tree Board on options to prevent misuse of the courts.

Memo

To: Park and Tree Board

From: Danny Summa

Date: February 9, 2026

Re: Cemetery Tree Planting 2026

Background: Tree planting was discussed at the February 9, 2026, Park and Tree Board meeting. At this meeting the Park and Tree Board discussed planting trees at the cemetery would be a good use of the budgeted funds for tree planting in 2026.

The area that City Staff and the designated Park and Tree Board member are proposing to plant is between the cemetery access road and the sidewalk along West Amity St. The area would cover about 1900sqft and would be set off 4 feet from the access road to allow parking for funerals and to account for the spread of the trees at full maturity. The designated area will be clear of the right-of-way but will have to be carefully looked at to make sure the spread of the planted trees does not impede the line of sight to the city's electronic sign.

The tree varieties will consist of various evergreens to create privacy for the cemetery, with smaller native flowering trees and shrubs between. The attached image shows the proposed area with a line from the city sign that we must consider when planting in this area. A mockup image of the proposed planting will be provided at the meeting.

Recommendation: Discuss and Advise

Financial: None

Attachment: Map of proposed area

Sample Motion: *I move to approve tree planting at the cemetery as discussed not to exceed \$5000 and recommend the Park and Tree Boards Plan to the Governing Body.*



24.5 ft

1870 sqft

77.6 ft

legend

10 ft

Work Orders

Status

68

68

Memo

To: Park and Tree Board

From: Danny Summa

Date: March 9, 2026

Re: Doors at Ron Weers Park Shelter

Background: In August 2025 The Park and Tree Board and City Staff discussed the need to replace the bathroom doors at Ron Weers Park Shelter. City staff has received multiple bids and explored the most affordable options to replace the doors while also ensuring a finished product that will last for decades.

The following is the scope of work to be conducted and the bids received:

(2) Single Hollow Metal Door and Frame

Package Dimensions : 3'-0" X 6'-7"

- Butt hinges

- Cylindrical lockset

- Closer

- Weatherstrip

- Sweeps

- Threshold

- Latch guard

Tear out and disposal.

Furnish and install the above door equipment.

Test and verify proper equipment operation with building owner.

DH PACE	\$6,605.00
Vortex Doors	\$9,314.62
IOS Kansas City	\$7,080.00

Recommendation: City Staff recommends DH Pace to replace the bathroom doors at Ron Weers Park.

Financial: Budgeted, Project Code 26-810-04. \$6,605.00 out of account code 040-810-01-7010

Sample Motion: *I move to recommend to the Governing Body to approve replacing the bathroom doors at Ron Weers Park shelter and awarding the bid to DH Pace for the amount of \$6,605.00.*



To: City of Louisburg Commissions/Boards/Committees

From: Staff

Date: March 6, 2026

Re: Kansas Open Meetings Act Review

Staff have compiled the following information from the Kansas Legislative Research Department on KOMA as a brief overview to be reviewed annually by the City's commissions/boards/committees. (<https://klrd.gov/publications/briefing-book-2021/kansas-open-meetings-act/>)

The Kansas Open Meetings Act (KOMA), KSA 75-4317, et seq., recognizes "that a representative government is dependent upon an informed electorate" and declares the policy of the State of Kansas is one where "meetings for the conduct of governmental affairs and the transaction of governmental business be open to the public."

The Kansas Supreme Court has recognized KOMA is to be "interpreted liberally and exceptions narrowly construed" to carry out the purpose of the law. [Mem'l Hosp. Ass'n v. Knutson, 239 Kan. 663, 669 (1986)]

State and Local Public Bodies Covered by KOMA

- State agencies;
- Political and taxing subdivisions of the state;
- Legislative bodies of the state or its subdivisions;
- Administrative bodies of the state or its subdivisions;
- Boards, commissions, authorities, councils, committees, and subcommittees of the state or its subdivisions, or of legislative or administrative bodies thereof; and
- Other subordinate groups of any of the above entities that receive or expend and are supported in whole or in part by public funds (KSA 75-4318).

Local Governments Covered by KOMA

The following local governments are covered by KOMA:

- Cities;
- Drainage districts;
- Counties;
- Conservation districts;
- School districts;

- Irrigation districts;
- Townships;
- Groundwater management districts;
- Water districts;
- Watershed districts;
- Fire districts;
- Municipal energy agencies;
- Sewer districts;
- District judicial nominating commissions (added by 2016 SB 128); and
- Other special district governments.

Meetings: What are They?

KOMA covers meetings, which are defined in KSA 75-4317a as a gathering or assembly with the following characteristics:

- Occurs in person or through the use of a telephone or any other medium for “interactive” communication (see the following “Serial Meetings” section);
- Involves a majority of the membership of an agency or body; and
- Is for the purpose of discussing the business or affairs of the body. The Kansas Court of Appeals has held that informal discussions before, after, or during recesses of a public meeting are subject to the requirements of the open meetings law. [Coggins v. Pub. Emp. Relations Bd, 2 Kan. App. 2d 416 (1978)] Calling a gathering a “work session” does not exempt the event from the law if the three requirements of a meeting are met.

Social gatherings are not subject to KOMA as long as there is not a majority of the membership present or there is no discussion of business of the public body between a majority of the membership.

Serial Meetings

The Attorney General has said serial communications among a majority of a quorum of a public body constitute a meeting if the purpose is to discuss a common topic of business or affairs of that body by the members.

Such a meeting may occur through calling trees, email, or the use of an agent (staff member) of the body (Att’y. Gen. Op. 98-26 and 98-49).

The use of instant messaging also would qualify as a meeting. KSA 75-4318(f) now deems interactive communications in a series to be subject to open meetings requirements if the communications:

- Collectively involve a majority of the membership of the body or agency;
Share a common topic of discussion concerning the business or affairs of the body or agency;
and

- Are intended by any or all of the participants to reach agreement on a matter that would require binding action to be taken by the body or agency.

Commission/Board/Committee Subcommittees

New Kansas state law has made changes to KOMA effective July 1, 2025, and is part of House Bill (HB) 2134, and adds three subsections to KSA 75-4318. Staff would like to make this board aware of these changes as follows:

(h) When a subcommittee or other subordinate group is created by a public body or agency, whenever a majority of such subcommittee or other subordinate group meets, such subcommittee or other subordinate group shall be subject to the requirements of this act.

(i) Unless otherwise stated in law, a private entity will only be considered a subordinate group of a legislative or administrative body of the state or a political and taxing subdivision if such private entity is under the control, whether directly or indirectly, of a legislative or administrative body of the state or a political and taxing subdivision.

(j) A public body or agency that voluntarily elects to live stream their meeting on television, the internet or any other medium shall ensure that all aspects of the open meeting are available through the selected medium for the public to observe. An unintentional technological failure or an action taken by the provider of the selected medium that disrupts or prevents such live stream shall not constitute a violation of this subsection

Financial: None

Recommendation: Receive and file.

Park and Recreation Outdoor Facilities Donation Policy

Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the instillation and care of donated park improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, play equipment, public art, monuments (by exception only), drinking fountains, flags, and other types of park accessories. The City desires to encourage donations while at the same time managing aesthetic impacts and mitigate on-going maintenance costs.

The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape, or adorn a donation, such as a tree, bench, or picnic table on city- owned property.

Standards established by this policy will apply to purchase of maintenance, equipment, installation techniques, donation acknowledgements, decoration and long-term care of all donations made after the adoption of this policy.

GUIDELINES FOR EXISTING DONATIONS

Definition of an Existing Donation: For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

Appearance and Aesthetics: Decoration, ornamentation, and adornment of donated elements can interfere with routine maintenance and the appearance of the donated items, if not cared for on a regular basis and installed properly, may serve to negatively impact the appearance and aesthetics of the surround property. Nothing shall be hung or tied to trees, with the exception of the memorial tree charms. Landscaping must be approved. Decorations which may be allowed on a temporary basis for a limited time should not interfere with the use of nearby public space, nor represent a hazard to motorists, bicyclists, or pedestrians. The donor shall remove any temporary decorations within a reasonable amount of time, within 30-45 days, as they can weather and become unattractive and detract from the image of the community.

Donated park elements (i.e. benches, trees, plaques, etc.) become City property. Donations made before the adoption of this policy are to be maintained by the city during its effective life span.

STANDARDS FOR NEW DONATIONS

Definitions of New Donations: New donations are those made after the adoption of this policy.

Acquisition or Purchase. The City and the community have an interest in ensuring that park elements purchased and installed are of high quality related to style, appearance, durability, and ease of maintenance. The Donor will be responsible for the purchase and installation of all park elements following approval by Park and Tree Board and City Council.

Appearance and Aesthetics: The City and community have an interest ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgement should reflect the character of the park or facility. All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance: Donated park elements and/or their associated donation acknowledgement, become City property. Accordingly, the city has the duty to maintain the donation only for the expected life cycle of the donation. If current

information is on file, donors will be informed and given the opportunity to recondition or replace the donated item at the expiration of the original life cycle.

Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short- and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure a long life, and be resistant to the elements, wear and tear, and acts of vandalism.

Cost: The City has an interest in ensuring that the donor covers the full cost for the purchase, installation, and maintenance during the expected life cycle of the donated park elements. A separate fee schedule is maintained in which the City will detail costs for donations, installation and maintenance. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City park facilities. Consequently, the City will assess, at the time of the purchase, a charge sufficient to cover anticipated on-going maintenance of donated park elements during their expected life expectancy.

PROCEDURE FOR MAKING A DONATION

The City's Building and Zoning Department will manage all donations located on City park property, with the assistance of appropriate City staff.

Application: The donor must contact the City Building and Zoning Department to help determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available at the Building and Zoning office. Completed applications and payment will be made to the City of Louisburg for review and processing.

CRITERIA FOR ACCEPTANCE

Park Plan: To accept donations of a park element for a specific park facility, a park plan must exist showing the available locations for park elements. If no plan exists, then a donation may be made to another facility. If a plan exists, but does not identify a particular park element proposed for donation, the City may accept the donation under certain conditions. Under this circumstance the donation must 1) meet the true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the City, a facility may be determined to be fully developed and the opportunity for donations would not be available.

Donation Acknowledgements/Memorial Plaques: Donation acknowledgements, as approved by the City, and memorial plaques are to be directly affixed to the donation and/or are to be bronze and purchased by the donor. In cases where bronze plaques are not feasible, other alternative types can be submitted and accepted upon review of the City. All donor acknowledgements and memorial plaques will be in character with the intent of this section and shall be tasteful, and subtle. To prevent obscene or potentially offensive text from being displayed on city property, the City must approve all text for donation acknowledgement/memorial plaques.

In park bench applications the donation acknowledgement will be routed into the seat back of the bench. With the exception of the small metal plaques within current standards.

In picnic table applications the donation acknowledgement will be inserted into the concrete pad installed under the picnic table or can be routed into the middle plank of the tabletop. Multiple donors (up to 6 per table) will be allowed.

In tree installation applications the donation acknowledgement can be installed in a flush mounted concrete pad, or a medallion may be erected. This is also with the exception of the memorial tree charm.

Notification: This criteria is a requirement for both existing (at the expiration of its life-cycle period) and new donations. It shall be the responsibility of the donor to provide the Building and Zoning Department with a current

address for purposes of notification regarding their donation. For the purposes of notification, the city will send a certified letter to the donor, notifying the donor of changes related the status of their donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy).

PARK BENCHES, BICYCLE RACKS, PICNIC TABLES, AND DRINKING FOUNTAINS

Park benches, bicycle racks, picnic tables, drinking fountains, and playground components may be placed in locations approved by the Park and Tree Board and City Council in accordance with an available site plan. Items donated must be of a product approved by the Park and Tree Board and City Council, and these items become City property at time of purchase.

TREES

Landscaping and plant selection for park facilities shall be limited to the size and species of tree determined by the City and Park and Tree Board.

MONUMENTS

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any City park facility. Exceptions to this policy are for monuments installed by the City commemorating the history and/or dedication of a park facility.

OTHER DONATIONS

There may be other donations possible, other than those expressly listed or contained within this policy. The City may accept those donations subject to a review by the Park and Tree Board. The City may, or its discretion, bring any donation proposal to the Park and Tree Board, Planning Commission and City Council for review and approval.

BUILDINGS, STRUCTURES, AND PUBLIC ART

Donated buildings, structures and public art are subject full review and approval of the Park and Tree Board, Planning Commission, and City Council and are not considered as part of this policy.

CONDITIONS

Installation: Installation of donated park elements, including the donor acknowledgment/memorial plaques, will be completed by the donor upon approval by City personnel. The installation will be scheduled at a time and date as determined by Building and Zoning Department so as not to unnecessarily interfere with routine park maintenance activities.

Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgements/memorial plaques, when they interfere with the site safety, maintenance, or construction activities. In accordance with previously stated procedure in this policy, the City will send a registered letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy. If no such location can be found, the information contained on the memorial may be, at the donor's request, located on a memorial plaque set aside for this purpose at a designated location. If any memorial plaque, the City will make effort to contact the original donor on file to work with the donor to see if it can be placed in a different park with Park and Tree Board and City Council approval or the return of the memorial plaque to the original donor. If no donor is on file or the City cannot contact the donor within a month, the plaque will be placed into the care of the City until the Park and Tree Board and City Council may approve for its safekeeping, relocation or destruction.

MAINTENANCE AND REPAIR

The long-term care and maintenance of donated park elements is important to both the donor and the City.

Life Cycle Care Cost: Prior to accepting the donation, the donor must provide the annual upkeep on the donation which would include estimate of cost of yearly maintenance and repair until the end of the donation's life span. This information will be provided to the Park and Tree Board and City Council prior to accepting the donation for approval. The Park and Tree Board and City Council have the right to refuse the donation if they so choose or make recommendations they see needed for future uses.

If the donation is accepted, the City will accept all costs for future maintenance and repair for the duration of the donations life span.

While the donation is being constructed by the donor, the City will not manage the funds associated with the donation. If the donor chooses to provide the City with the remainder of the funds they did not utilize, it will be placed in a general fund for the Park and Tree Board budget to use for all City parks and donations for maintenance costs and repairs as they deem appropriate.

DRAFT



City of Louisburg
 215 S. Broadway, Louisburg, KS 66053
 913-837-5371 · www.louisburgkansas.gov

<u>Parks and Recreational Outdoor Facilities Memorial and Donation Application</u>		
Name of Donor		
Address of Donor		
Phone Number: Work:	Home:	Fax:
Email:		
Description of Donation:		
Location of Donation:		
Wording on Memorial Acknowledgement:		

Donation Cost Calculations		
Element Type		
Cost of element *		\$
Life Cycle Term	Years	
Annual Life Cycle Cost	\$ (=)	
Life Cycle Cost		\$
Total cost of Donated Element		\$ **

*Includes purchase, tax, shipping, and installation.

** A 50% deposit of the total cost must be paid at the time of application, with the remainder due prior to installation

I have read the Memorial and Donations Policy

Requested by: _____

Date: _____

Reviewed by: _____

Date: _____

Park and Tree Board Approval:

By: _____

Date: _____