

**UNIVERSITY PARK IMPROVEMENT DISTRICT**

**General Board Meeting**

**Cedar Hill Club House**

January 4, 2011

The meeting was called to order at 7:30 P.M.

Board Members present:

X Gary McCabe, President  
X Michaela Closson, Treasurer  
X Wendy Sommers, Secretary

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

Water rates were discussed, as Stanley Glaum brought a water rate structure document to the meeting which he obtained from the RWD#1 meeting.

From the water rate scale presented to RWD#1, it appears that water rates will increase every year over the next 5 years for the City of Manhattan, which in turn is flowed through increasing water rates for RWD#1.

The increases will in turn affect University Park Improvements District, as our water comes from RWD#1.

There is a copy of the letter from RWD#1 pasted into the minutes on the next page.

There being no further business the meeting adjourned.

Respectfully Submitted,  
Wendy Sommers

**UNIVERSITY PARK IMPROVEMENT DISTRICT**

**General Board Meeting**

**Cedar Hill Club House**

February 1, 2011

Due to inclement weather conditions, and the closing of all County Offices on February 1, 2011, the February 2011 meeting was cancelled.

There being no further business the meeting adjourned.

Respectfully Submitted,  
Wendy Sommers

# UNIVERSITY PARK IMPROVEMENT DISTRICT

## General Board Meeting

### Cedar Hill Club House

March 1, 2011

The meeting was called to order at 7:30 P.M.

Board Members present:

- Gary McCabe, President
- Michaela Closson, Treasurer
- Wendy Sommers, Secretary

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

Rein Herrman updated the board on the progress of the University Park website. He has updated the website with more current information and added minutes to past meetings. He indicated that the website is very simple to update, but limited to the type of information it can do.

He went over some of the other things which a newer website can do for the park, to be more informative and more inter-active for all residents. He mentioned that if we want to centralize the information which is posted, and have it be more community involved, we will need to get away from the current "google" site which it is under now.

A newer website might mean a monthly fee. This is something the board will need to visit more about and have discussions with other residents to see if there is an interest for a more inter-active website.

Rein also went over the progress of the boat dock and where they are at with repairs. He and a handful of other residents (and non-residents) have been working to re-vamp the boat dock and make major repairs for a longer-life dock. They have turned the lay-out of the dock, so it will be more assessable by two boats, rather than one. It is now length-way verses having the width of the dock up to the walk-way.

The new walk-way will be 4 feet verses 3 feet. Matthew Schindler donated lumber for the walk-way. The work done so far has been with current materials or donated items. The cost estimate for the remaining work is approximately \$549.92. This may vary depending on the location and shipping cost for certain items. The estimate includes 3 float drums, cleats, edge guard, and various hardware.

Wendy motion to approve the cost estimate, Gary seconded. Motion passed.

Rein will order items and have an invoice for Michaela to reimburse him.

Curt and Cindy Friedrich were present to discuss the water/sewer rates increases. Curt had previous conversations with Michaela in regards to the rates and understanding exactly what was being increased. Curt has visited with Leon Hobson, Director of Public Works for Riley County and has gotten valuable information regarding the increases.

First, the water and sewer fund has been depleted, and no reserves are available. This prompted the "loan" from the County which will be part of the increase on our monthly billing.

And, in order to turn around the depleted fund and additional increase in the rates was made in order to start building reserves for the future.

The structure for water rates was changed; lowering the “minimum” usage of gallons from 5,000.00 to 3,000.00. The first “tier” has an increase in the amount for water, with each tier being adjusted in price.

There is also an increase in the administrative fee, and the sewer charges have moved from \$23.50 to \$27.30.

Leon Hobson indicated to Curt that a letter/memo will be included with the March billing for University Park which will explain each increase and how much billing will be for minimum amounts.

Curt has concerns which he addressed with Leon, and some ideas which he shared with the U.P. board. Expenses for our Operator sewer and water up-keep increased over the last few years. With some of the increase coming from expected upgrades and items which are required by KDHE, some of the other increases were noted from our “Operator” Bob Blume. Mr. Blume currently has the contract with Riley County to operate our sewer and water systems. Mr. Blume has done some work within the park which was required, but came in at higher cost than even Leon Hobson thought.

In the past Leon Hobson did not review as well the proposed work that Mr. Blume had done. Leon is now keeping a closer eye on work that Mr. Blume proposes, with approval required for anything which does not fall within daily/weekly operating expenses.

Curt inquired of the board if there is anyone else which can bid on the Operator contract. With most of that being handled by Public Works, Wendy mentioned that she would contact Leon Hobson about the possibility of other individuals bidding on the contract and what the costs were for other Improvement Districts in the area for their operator expenses. To date, Mr. Blume is the only operator which has bid on the contract for several years.

Curt has ideas which he has asked the board to pursue, such as reviewing the monthly sewer charge. It is currently a flat fee, can this be adjusted or increased to keep up with the increasing water rates.

Also, the mill levy (which is a basis for property taxes in the area) has actually decreased over the past few years.

Curt thought that a review of the mill levy and visiting with the county about increasing it would then require an increase in property taxes, which part of the reserve funds go to.

This type of increase would then affect all lot owners in the area, verses just the home owners which are getting billed for sewer/water. Since the lot owners eventually build homes or sell lots to others which build homes, this puts an equal strain on all lot owners for water and sewer expenses.

The board was appreciative of Curt’s involvement and communication with Leon Hobson. The board will be discussing the ideas and concerns brought forth and will be in touch with Leon Hobson regarding some of the issues.

There being no further business the meeting adjourned.

Respectfully Submitted,  
Wendy Sommers

## UNIVERSITY PARK IMPROVEMENT DISTRICT

### General Board Meeting

#### Cedar Hill Club House

April 5, 2011

The meeting was called to order at 7:30 P.M.

Board Members present:

X Gary McCabe, President  
O Michaela Closson, Treasurer  
X Wendy Sommers, Secretary

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

A report of the boat dock was made. It has been completed, and additional materials for the dock itself were purchased. The dock and walkway will be placed in the water when the lake level is high enough. At any time that the water level gets too low or too high, the dock will be pulled out to preserve the condition of the dock and walkway.

More discussion occurred regarding the water and sewer rates. As most residents have received their first few billings in which the rates were higher, some were present to discuss the increase again. Referring to the previous month's minutes, the rates were raised due to overall increases in water rates, budget expenses, and creating a buffer for future expenses.

Some of the discussion was in regards to the expense of the contractor hired to oversee the water and sewer within the district. Currently Bob Blume is contracted by the county to handle the work involved.

At the last meeting, the question was raised if someone else can bid for the contract to oversee the water and sewer operations. Stan Glaum presented the board with a current listing of KDHE Certified Contract Wastewater and Water Operators. He has been in touch with one of the individuals on the list. Stan will meet with this person to tour the area to see if University Park would be a district he would be interested in bidding on for the contract.

Stan also provided the board with copies of the Application for Operator-In-Training form as well as the Contract Operator Form. He provided the Operator Certification "handbook" as well. All of these forms will be on hand by the board if anyone is interested in the process of becoming a Certified Operator.

Toni Haukom provided the board with the UP Fire Wise Goals for 2011 along with Suggestions to accomplish the 2011 Fire Wise Goals. The spring Fire Wise Clean Up Day has been set for May 14<sup>th</sup>. Those residents interested in participating should contact Toni. She will send out an e-mail.

Toni also mentioned the idea of breaking up the park into sections or "areas" based on the layout of University Park. Each area then can follow-up with a work day in which a volunteer would contact neighbors located in designated areas for a possible clean up day. Those areas can then find a day which might work for that neighborhood. This idea had positive response at the meeting. Some of the residents from Lakeview Dr already discussed possible dates and will schedule their clean up for the near future.

Matthew Schindler reported that he has the Heywood Park sign in his shop. He will be putting the final touches on the sign and get it back up this spring.

There being no further business the meeting adjourned.

Respectfully Submitted,  
Wendy Sommers

UNIVERSITY PARK IMPROVEMENT DISTRICT

General Board Meeting

Cedar Hill Club House

May 3, 2011

The meeting was called to order at 7:30 P.M.

Board Members present:

X Gary McCabe, President  
X Michaela Closson, Treasurer  
X Wendy Sommers, Secretary

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

Toni Haukom reported that the designation of Area Coordinators within the Park for Fire Wise Clean up was going well. Area#1, Lakeview Dr., has already completed one work day and they accomplished many things.

Eric Woodward has volunteered for Area#2, Richard Soash for Area#3, and Wendy Sommers for Area#4.

Michaela brought up the rental house and the much needed work which needs to be completed on it. She will be calling to confirm bids on the windows, making sure the bids included installation. She suggested calling an area resident to see if he would be interested in painting the inside of the house.

It might be necessary to paint the basement walls as well.

For the mowing season, Bob Leazenby will get the tractor out and ready. The tractor might be in need of repairs. Mike Closson will also be helping with the mowing this year.

The first picnic will be held on May 21<sup>st</sup>.

The area garage sale event will be held on June 18<sup>th</sup>. Buffy Woodward has sent out a few e-mails, and will send out another one before the event.

There being no further business the meeting adjourned.

Respectfully Submitted,  
Wendy Sommers

# **University Park Improvement District**

## **General Board Meeting**

### **Cedar Hills Club House**

June 7, 2011

The meeting was called to order at 7:30 P.M.

#### **Board Members Present**

X Gary McCabe, President  
X Michaela Closson, Treasurer  
X Wendy Sommers, Secretary

Others present: Bob Leazenby, Sandra Graham, Toni Haukom, Curt Friedrich and Eric Woodward.

The minutes from the previous meeting were read and approved.

The first item of business was to act upon Wendy's decision to resign from the board.

Wendy Sommers has formally given her resignation letter to the board effective with the June meeting. Motion by Michaela Closson to accept the resignation. Seconded by Gary McCabe. Motion passed.

Motion by Michaela Closson to appoint Curt Friedrich as the replacement for the vacated position. Gary McCabe seconded. Motion passed.

Motion by Michaela Closson to elect Curt Friedrich as the replacement for the now appointed position. Gary McCabe seconded. Motion passed.

Everyone thanked Wendy for her many years of service.

Michaela reported that bids are being taken for replacement of the windows and for painting of the interior of the rental house. It was decided to have the windows replaced first before proceeding with any painting.

There was discussion about the pop machine at the club house. Curt Friedrich had contacted Pepsi about purchasing a machine from them. He reported they would sell one for \$500.00. It was estimated that it would cost \$150.00 to \$200.00 to have the present machine repaired. After some discussion there was a motion by Michaela and second by Gary to not repair or replace the pop machine and to offer it for sale at the upcoming garage sale. Motion carried.

The Craftsman riding mower is needing to be replaced. Michaela suggested that a more commercial grade mower be purchased. She will look into some options and report back.

There was a motion by Michaela to place the Ford tractor for sale on Purple Wave Auction. Second by Curt. Motion carried. Purple Wave will sell this without commission.

There was discussion about ceiling fans for the picnic shelter. This was approved last fall and Michaela will get these purchased.

There was discussion about the lease on the boat ramp area at Lakeside Heights. That area was added as a supplement to the lease that U.P. holds for the boat ramp on Mound Ridge in 2007. Motion by Curt and second by Michaela to not renew this supplement lease. Gary McCabe will check with Brian McNulty about the lease for the boat ramp area at the end of Mound Ridge where U.P. maintains a boat dock. University Park plans to renew that lease.

At 8:30 Michaela Closson left the meeting.

Bob Leazenby brought up some concerns about the increase in the water and sewer bills. It was suggested that any concerns on this should be addressed to Leon Hobson at Riley County Public Works. The board is looking at any options that might help to lower these costs.

Toni Haukom discussed the Jr. Firewise activities planned for Saturday June 18<sup>th</sup>. Eric Woodward and Brian McNulty will have the fire trucks out for demonstration and other fun activities for the kids. Jason Hartman from Kansas Forest Service will also be at the U.P. picnic that evening to answer any questions about Firewise.

There was a motion by Gary and second by Curt to put a notice in the newsletter about ATV type vehicles driving in Heyward Park and the golf course area. Motion carried. Curt will get this sent to Richard Soash to place in the next newsletter.

There was also discussion about unmowed and unkept lots and properties. Curt will get something about this in the newsletter also.

There was some discussion regarding the nuisance resolution and committee.

There being no further business the meeting adjourned at 9:15.

The next University Park Improvement District Board meeting will be Tuesday, July 5, 2011- 7:30 P.M. at the Cedar Hills Club House.

Respectfully Submitted,

Curt Friedrich  
Secretary

Wendy Sommers has formally given her resignation letter to the board effective with the June meeting. Motion by Michaela Closson to accept the resignation.

Seconded Gary McCabe Motion passed.

Motion by Michaela Closson to appoint Curt Friedrich as the replacement for the vacated position. Gary McCabe seconded. Motion passed.

Motion by Michaela Closson to elect Curt Friedrich as the replacement for the now appointed position. Gary McCabe seconded. Motion passed.

UNIVERSITY PARK IMPROVEMENT DISTRICT

JULY 5, 2011

AGENDA

1. CALL MEETING TO ORDER
2. APPROVE MINUTES OF PREVIOUS MEETING
3. TREASURERS REPORT AND PAYMENT OF BILLS
4. COMMITTEE REPORTS
  - A. FIREWISE (TONI) Jason July picnic? Dead pine trees - mow under trees - road to burn pile
  - B. TOWNSHIP BOARD MEETING (CURT)
  - C. OTHERS heavy U.P. grading wildcat creek - operator, clean ditches - suffered least damage in
5. OLD BUSINESS
  - A. REPAIRS TO RENTAL HOUSE (CURT/MICHAELA)
  - B. REMOVAL OF POP MACHINE (BOARD)
  - C. CRAFTSMAN RIDING MOWER & FORD TRACTOR (M&C) - Contact Co.
  - D. CEILING FANS FOR PICNIC SHELTER (M) Carl
  - E. BOAT RAMP LEASE (GARY) Being processed K.C. office
  - F. WATER/SEWER OPERATOR (C) - Water Report from County
  - G. SET DATE TO RE-INSTAL HEYWARD PARK SIGN (BOARD)
  - H. OTHER
6. NEW BUSINESS
  - A. 2012 BUDGET??
  - B. BURN PILE ROAD
  - C. NEXT U.P. PICNIC DATE - JULY 16 - sign from Michaela
  - D. OTHER - Updated e-mails
  - E. Junk truck

→ Window wells - cleaned - covers; roof vent; eaves through  
Garage door - seal - roller; door under back porch steps;  
Water valve; pile of boards by water tower, near under  
trees; holes <sup>(4-5)</sup> inside from insulation; fascia boards &  
trim all; siding around house

# University Park Improvement District

## General Board Meeting Cedar Hills Club House

July 5, 2011

The meeting was called to order at 7:30 P.M.

### Board Members Present

O Gary McCabe, President  
X Michaela Clossen, Treasurer  
X Curt Friedrich, Secretary

Others present: Toni Haukom, Bob Leazenby, Frank McCoy, Eric Woodward and Matthew Schindler.

The minutes from the previous meeting were read and approved.

The treasurer's report was given. The balance as of June 15 in the Riley County account was \$11,515.81. The balance in the Capitol Federal account as of June 30 was \$10,990.53. The following bills were presented;

Jeannie Duncan (May picnic expense)	\$60.00
Michaela Clossen (postage)	\$22.00
Bob Leazenby (labor)	\$610.00;Repairs reimburse
Orschelin (supplies)	\$64.24
B and L Trash	\$158.34
Westar	\$50.00
Riley Co. Public Works (water and sewer)	\$62.30
	\$93.06

There was a motion by Curt and second by Michaela to pay the bills. Motion carried.

Toni Haukom gave a Firewise report. She suggested that Jason Hartman be invited to the September picnic so he can present his Kansas Forest Service presentation that he was unable to give at the June picnic. It was also suggested that all of the University Park volunteer firefighters be invited to the September picnic to show our appreciation of their dedicated service. There was a motion by Michaela and second by Curt that we do this. Motion carried.

Toni also reported that the Firewise fire education conference will be October 27-29, 2011 in Denver, CO. She would like to attend. She asked if University Park could assist financially with this expense. The board stated that they would. Toni will report back with more details as to the cost of registration and hotel at the August meeting.

Curt reported on the Sherman Township board meeting he attended in June.

Eric Woodward requested approval for him to have a small taxidermy business in his garage. The covenants state that real estate in University Park shall not be used for business purposes. Home occupations may be allowed with the approval of the Board. Eric stated that he would not have a showroom and that he would be doing this on a very small scale for friends and acquaintances. Discussion followed that there would not be any significant increase in traffic caused by this and that there are other residents that have small home occupations. There was a motion by Curt and second by Michaela to approve Eric's request. Motion carried.

Eric Woodward left the meeting at 8:30.

Repairs to the rental house were discussed. There have been two bids for replacement of windows with two more yet to be submitted. It was requested that these remaining bids be submitted by the middle of the month so repairs can be made and the house rented.

Michaela reported that two ceiling fans have been purchased and that they will be installed in the picnic shelter within the next few days.

Matthew Schindler stated he had the Heyward Park sign completed and that he would get it placed back in the park on Friday, July 8<sup>th</sup>. The Board thanked Matthew for his work on this.

There was discussion concerning off road vehicles in the park. The board would like to remind everyone that motorcycles and off road vehicles are to remain on the roadways and are not to be driven on the golf course, near the burn pile area or surrounding property. Michaela will check on getting some signs posted.

Frank McCoy suggested that the "Burn Pile Closed" sign be placed further up the road where vehicles have more room to turn around when it is posted.

Bob Leazenby stated that he had made arrangements with McDonald Salvage to have a truck placed by the tractor sheds. Anyone wanting to get rid of junk/scrap iron or old appliances can place them on the truck. Curt stated he would send out an e-mail to let people know.

The July picnic date of July 16 was noted.

The proposed budget for 2012 was discussed. The budget hearing will be at the August meeting.

There being no other business the meeting was adjourned at 9:20 P.M.

Respectfully Submitted,

Curt Friedrich, Secretary

# University Park Improvement District

## Special Meeting Cedar Hills Club House July 25,2011

Due to an incident on I-70 causing Karl Vaughn to be delayed the meeting was called to order at 6:50 P.M. instead of the scheduled 6:30 start time.

All board members were present.

Others present were Richard Soash and Karl Vaughn.

Karl Vaughn, Renewal by Andersen sales rep. presented the board with his presentation and bid for replacement of windows in the rental house.

Matthew Schlinder entered the meeting at 7:15.

After completion of his presentation Karl Vaughn left the meeting at 7:45

Matthew Schlinder dba Home Maintenance Services presented his bid for replacement of windows in the rental house. After completion of his presentation Matthew Schlinder left the meeting at 8:00.

Richard Soash was present to get approval from the board for him to have a fruit/vegetable stand at his residence for the selling of his excess garden produce. Mr. Soash stated it would be run on the honor system and the only advertising he planned was by word of mouth and e-mail within the University Park community. By consensus the board granted Mr. Soash approval for the establishment of a garden produce stand.

Richard Soash left the meeting at 8:05.

The Board then reviewed all bids received for replacement of the rental house windows;

### 1. Interstate Glass

Manko windows: \$16,790.73

Coronet windows: \$14,838.55

### 2. Midland Exteriors

Softlite windows: \$15,165.53

ViWin Tech windows: \$13,844.28

3. Renewal by Andersen: \$31,705.00, 5 worst windows only: \$\$11,739.35

4. Matthew Schlinder/Home Maintenance Services

Silverline windows: \$5,723.00

There was a motion by Michaela Closson and second by Gary McCabe to accept the bid for window replacement from Matthew Schlinder dba Home Maintenance Services with the stipulation that the installation be completed 30 days after the arrival of the windows. Motion carried.

Curt will notify all bidders of the board's decision.

There being no other business the meeting adjourned at 8:45 P.M.

Respectfully submitted,

Curt Friedrich, Secretary

# University Park Improvement District

## General Board Meeting Cedar Hills Club House

August 2, 2011

The meeting was called to order at 7:35 P.M.

### Board Members Present

O Gary McCabe, President  
X Michaela Closson, Treasurer  
X Curt Friedrich, Secretary

Others Present: Toni Haukom, Bob Leazenby and Donald Hooper

Michaela Closson opened the Budget Hearing. Toni Haukom had some questions about the mill levy. The Board answered her questions. There were no other questions concerning the proposed budget. The Budget Hearing was closed.

There was a motion by Curt Friedrich and second by Michaela to approve the minutes of the July 5<sup>th</sup>. meeting. Motion carried.

There was a motion by Michaela and second by Curt to approve the minutes of the July 25<sup>th</sup>. special meeting with the change of bid from Matthew Schlinder dba Home Maintenance Services subject to the revisions set out by the board in the revised bid. Motion Carried.

Michaela presented the following bills for approval;  
Mowing labor \$320.00  
Orscheln \$29.30  
Westar \$62.20  
Mead Lumber (Heywood Park sign repairs) \$21.68  
The Hartford (insurance) \$578.00  
Schardein Electric (ceiling fans and installation) \$427.60  
Larson Construction (hydrant) \$415.00  
The Riley Countian (garage sale advertising) \$29.75  
Bob Leazenby (tire repair) \$14.49  
Carl Friedrich (Ford tractor repair) \$161.73

There was a motion by Curt and second by Michaela to pay the bills. Motion carried.

Michaela reported the following receipts as of July 1, 2011;  
Golf \$350.00  
Mowing \$150.00  
Cash from old pop machine \$53.00

The June 30, 2011 Capitol Federal balance was \$10,996.21 and the County fund balance was \$10,395.97. The treasurer's report was approved as presented.

Toni Haukom gave a firewise report. She reported that the estimated expenses for the Firewise Conference to be held in Denver CO. October 27-29, 2011 are \$1345.00. There was a motion by Michaela and second by Curt to pay these expenses so Toni can attend this conference. Motion carried.

Toni also reported that the September monthly picnic will be a volunteer firefighters appreciation event with our local firefighters invited as our guests. There will also be a fire education program held after the meal.

Don Hooper reported that the deck on the Craftsman mower would not work. Curt stated he would check with Carl Friedrich about repairing it.

Curt stated that some residents had talked to him about the condition of the "We Call Police" sign. Because of the condition of the sign it was decided to remove the sign. The "Yard of the Week" award that was active in the past was also discussed. The board is not interested in reimplementing this program at this time. If any residents are interested in this they are welcome to do so. Jack McKee has the yard banner.

Michaela will check into posting signs concerning unauthorized vehicles.

There was a motion by Michaela and second by Curt to accept the proposed budget for 2012 as presented. Motion carried.

The August picnic date of August 20 was noted.

There being no other business to come before the board the meeting was adjourned at 8:40 P.M.

Respectfully submitted,  
Curt Friedrich, Sec.

University Park Improvement District  
September 6, 2011  
Agenda

1. CALL MEETING TO ORDER
2. APPROVE AGENDA
3. APPROVE MINUTES OF PREVIOUS MEETING
4. TREASURER'S REPORT AND PAYMENT OF BILLS
5. COMMITTEE REPORTS
  - A. Firewise
  - B. Other
6. OLD BUSINESS
  - A. Repairs to rental house
  - B. Report of sale of Ford tractor
  - C. Boat ramp lease update
  - D. September picnic plans
  - E. Update on sign placement
  - F. Other
7. NEW BUSINESS
  - A. Repair of tractors
  - B. Set workday dates
  - C. Hear request from outside U.P. resident for sewer and water hook-up
  - D. Other
8. ADJOURN

# University Park Improvement District

## General Board Meeting Cedar Hills Club House

September 6, 2011

The meeting was called to order at 7:32 P.M.

### Board Members Present

X Gary McCabe, President  
X Michaela Closson, Treasurer  
X Curt Friedrich, Secretary

Others present: Tony Haukom, Eric and Buffy Woodward, Dawn Belleville, Crystal Belleville, Devin Zimmer, Travis Belleville, Tina Gassen, Bobbi Kleffman, Gibran Suleiman and Danielle Torner.

There was a motion to approve the agenda by Michaela and second by Gary. Motion carried.

The minutes from the previous meeting were approved as presented.

Michaela gave the treasurer's report. The August 31 balance in the Riley County fund was \$8,472.43 and the Capitol Federal account balance was \$4,721.85. Deposits were Golf \$232.00; Mowing \$75.00 and Junk iron \$50.00.

The following bills were presented:

Carl Friedrich (mower repair)	\$35.00
Mike Closson and Bob Leazenby (labor)	\$500.00
Water and Sewer	\$91.45
Westar	\$62.04
Charleston and Wilson Insurance	\$3388.00
Sharp's (gas and supplies)	\$205.08

There was a motion by Curt and second by Gary to pay the bills. Motion carried.

Toni Haukom gave a report on the upcoming Firewise seminar and Firefighters Appreciation that will be held in conjunction with the September picnic.

She also reported that she had received a scholarship from Firewise to use for expenses to the National conference in Denver, CO. October 27-29.

Repairs and painting of the rental house were discussed. Curt will contact Jack Ench to see if he would be available to do some painting.

Curt reported that the Ford tractor sold on Purple Wave for \$1150.00

University Park Sewer Capacity Study  
September 15, 2011

- Total lots in University Park 285
- 103 Residences who own 180 lots
- 82 landowners own 105 vacant lots

**Permitted capacity of sewer plant**

.03 million gallons per day = 30,000 gallons per day (gpd)

30,000 gpd/ 285 lots = 105 gpd per lot

**Current usage of the sewer plant:**

Yearly Average (based off of water purchased from Rural Water)(used 105 meters, 2 in Lakeside Heights)

Year	Month	Gallons per day	% of total capacity Total capacity	Gallons per day Per residence
2008	NA	13,450	45%	128
2009	NA	11,880	40%	113
2010	NA	11,360	38%	108

**Maximum Monthly Usage**

2008	July	16,160	54%	150
2009	July	14,260	48%	135
2010	June	13,800	46%	130
2011	July	13,810	46%	131

**Capacity Remaining:**

105 vacant lots  
82 landowners

**Maximum monthly usage from 2008 (worse case for one month)**

30,000 gpd/150 gal. per residence = 200 residences – 103 existing = 97 potential residences

Remaining capacity: 97 – 82 (vacant lot homeowners) = 15 additional connections

## Yearly average from 2010

30,000 gpd/108 gal per residence = 278 residences – 103 existing = 175 potential residences

Remaining capacity: 175 – 82 (vacant lot homeowners) = **93 addition connections**

**Based on the above, a good estimate would be somewhere in-between these numbers**

**Use monthly 2010 maximum as guide:**

30,000 gpd/130 gal per residence = 231 residences – 103 existing = 128 potential residences

Remaining capacity: 128 – 82 (vacant lot homeowner) = **46 additional connections**

**Based on Design flow from each lot:**

Current water usage 12,000 gpd + 105 vacant lots x 105 gpd design capacity = 23,025 gpd

Remaining capacity: 30,000gpm – 23025 = 6975 gpd / 130 = **54 additional connections**

**Assumptions:**

- All current homeowners will not sell any lots
- Use vacant landowners (82) not remaining lots (105)
- 82 additional homes will be built in University Park
- 

**Notes:**

- Many ways to figure remaining capacity
- Wastewater reaching the plant normally will be less than water purchased
  - Built in safety factor
- Growth in University Park – currently have sewer and water but growth has been limited
- At some point wastewater treatment plant will need to be replaced
  - Small increase in capacity will not sufficiently raised the cost of the new plant
  - More users to offset costs
- Can limit the number of outside connections based on information above.
  - Establish own criteria
- There is additional capacity in the wastewater treatment facility – the only question left to answer is how much

More users will speed up the need to replace ~~the~~ plant. We would like to prolong that need as long as possible. Let's look at ways to lower cost of operation instead of generating ~~revenue~~

these extra lots for home sites is small. The remaining 105 vacant lots are owned by 82 landowners. Depending on which numbers you utilize, (see attachment) there is some capacity available in the current system to allow for additional connections from outside the University Park boundaries.

Dawn' daughter has invested money in this home and now can not live in it. This CAR is to provide Dawn the opportunity to discuss this issue with the Commission, or the governing body of University Park. I have invited representatives of the University Park Advisory Board and Steve Dehart to attend so they will have the opportunity to provide their input. The ultimate goal of this meeting is to determine if there is a solution for this particular problem.

## **DISCUSSION**

Discuss the various issues surrounding this situation and look for a viable solution

## **FISCAL IMPACT**

Not applicable

KOHE?

## **ALTERNATIVES**

1. Approve the measure
2. Deny the measure
3. Modify or develop alternatives if other concerns or factors arise
4. Schedule work session to discuss issue further

## **RECOMMENDATION(S)**

Will provide input during the discussion

## **POSSIBLE MOTION(S)**

None needed, work session only

lh/lh  
0091

Enclosures:  
maps  
Summary of capacity



## COMMISSION AGENDA REPORT

**FROM:** Hobson

**MEETING:** Thursday, September 26, 2011

**SUBJECT:** Lakeside Heights Sewer Problem Work Session

**PRESENTER:** Hobson

Survey of property, building on adjoining lot

**BACKGROUND**

No Home Inspection, Cannot file deed  
Proper procedures not followed

Dawn Belville's daughter purchased a home in Lakeside Heights and they are in the process of re-modeling it. This subdivision does not have centralized water or sewer services. The current septic system was found to not be functioning properly so they contacted Steve Dehart with the Health Department to discuss repair options.

Steve visited the site and told them the current system could not be repaired and the soils on site were such, a regular septic system would not work. He also said there was not enough land for a lagoon. Even if dirt were brought in so a regular septic system, lagoon or an alternative system, could be constructed, the dirt would have to be allowed to settle for a period of one year before the system could be constructed.

Time frame

to hook  
to U.P?

Steve suggested they hook onto the public sewer system at University Park. Dawn approach me about this possibility. I suggested she attend the upcoming University Park advisory board meeting and request their recommendation for connection to the system.

Several individuals in the past have requested connection to the University Park sewer and the advisory board has denied all of these requests. The advisory board also denied Dawn's request on the basis they were reserving the capacity of the existing sewer system for future University Park residents.

Lakeside Heights is notorious for sewer issues. Many of the homes were installed with sub standard systems or holding tanks. The current sanitary code does not allow holding tanks. As time goes by more and more of the homes become to a point where they can not be lived in or sold until a viable sewer system is installed.

The University Park sewer system is operating at about 50% of its capacity. University Park has 285 total lots with 180 of them owned by 103 current residences. They have purchased additional lots to enhance their privacy so the prospect of these ever selling

1.96 Gassen/Baudoen property lagoon / house

1.57 Saleiman/Torner property lagoon house  
1.96  
1.54

**Inbox**

**Drafts**

**Sent**

**Spam**

**Trash**

**Folders** 5

Candace

Curt

**Online Contacts**

**Facebook Friends**

**Applications**

All My Purchases

Attach Large Files

Automatic Organizer

Calendar

Edit Photos

Evite

Flickr

My Cool Fonts

My Drive

Notepad

Stationery

Unsubscriber

Yahoo! Greetings

**Outside connection to UP utilities**

4

FROM: Leon Hobson

To: Michaela Closson (mclosson22@hotmail.com) 'Garryn Rhonda McCabe' Curt Friedrich

Thursday, September 1, 2011

*Look & file here*

I was approached by Dawn Belleville regarding being able to hook onto the University Park Sewer system. They have purchased a home in Lakewood and she is being told their only option is to onto the University Park system. In the past the Advisory Board has not allowed anyone outside the district to connect for various reasons and valid ones at that.

I told Dawn she needed to start with the Advisory Board for approval. I believe she will be attending your meeting to discuss this matter.

Here are some things to think about. Currently the sewer plant is operating at approximately 50% of capacity. The plant was designed to serve all the lots in University Park. I think we all would agree this will probably not happen as a lot of the current residences have multiple lots.

So there would be some capacity in the plant for others to hook on. There are multiple projects for which we need to raise capital for, the more customers the more customers to help pay for the improvements.

There are currently 2 properties outside the University Park boundaries who are hooked onto the UP system. Both of these properties pay double the District's rate for water and 1.5 times the District's rate for sewer. We do not know how they came to be on the system.

There would be several ways to add additional customers. Have them pay the out of District fees of having them create a sewer district and have them join the UP system. This would allow for them to be taxed for sewer and water like the rest of you.

I am not promoting this issue one way or the other. You can also limit the number of outside connects and re-assess the situation.

I will be gone until Tuesday, but if you have any questions please contact me.

Good luck

Leon Hobson, P.E.  
Director of Public Works  
Riley County  
110 Courthouse Plaza  
Manhattan, Kansas 66502  
Phone: (785) 537-6330  
Fax: (785) 537-6331  
lhobson@rileycountyks.gov

University Park Improvement District  
October 4, 2011 - 7:30 p.m.  
Agenda

1. CALL MEETING TO ORDER

2. APPROVE AGENDA

3. APPROVE MINUTES OF PREVIOUS MEETING

4. TREASURER'S REPORT AND PAYMENT OF BILLS *mowing vacant lots*

5. COMMITTEE REPORTS

- A. Firewise
- B. Other

*Clean-up around George Sheds & Club House*

6. OLD BUSINESS

- A. Repairs to rental house
- B. Update on sign placement
- C. Repair of Tractors
- D. Update on outside U.P. resident sewer and water hook-up
- E. Update on open culvert and rock pile at fire hydrant
- F. Update on small U.S. flag project
- G. Other *Fire Hydrant testing*

*Painting - Jack Finch*

*Clean inside & out - Bathroom tub/shower*

*Matt -*

7. NEW BUSINESS

- A. Use of burn pile by non U.P. residents
- B. Decorations for U.P. planters
- C. U.P. property clean-up (rental house & tractor sheds)
- D. Other *Heward Park plans - walking trails, disc golf, community garden*

*Brier Lane*

8. ADJOURN

*Scouts, School group*

# University Park Improvement District

## General Board Meeting

October 4, 2011

The meeting was called to order at 7:30 P.M.

### Board Members Present

X Gary McCabe, President  
X Michaela Closson, Treasurer  
X Curt Friedrich, Secretary

Others Present: Toni Haukom and Bob Leazenby

Motion by Gary and second by Michaela to approve the agenda. Motion carried.

The minutes from the previous meeting were approved as presented.

The treasurer's report was given. The balance as of October 4 in the Riley County account was \$4,896.90. The balance in the Capitol Federal account was \$4,722.24.

Deposits were:

Purple Wave (sale of tractor) \$1150.00  
Mowing \$125.00

The following bills were presented:

Bob Leazenby (labor)	\$975.00
Curt Friedrich (meat for picnic)	\$20.00
Richard Soash (postage)	\$44.00
Fritz Oil (tractor fuel)	\$621.42
B&L Trash	\$44.00
CTI (tractor repair)	\$1,167.51
Westar	\$67.97

There was a motion by Gary and second by Curt to pay the bills. Motion carried.

Toni gave a Firewise report. Area 2 and Area 3 have conducted workdays with a lot of tree trimming and removal completed. The board would like to thank everyone who has been involved with these. Toni reported on the activities that took place on September 17 with Keith Worley, Regional Firewise Advisor. He conducted a firewise seminar in the afternoon and did an audit of University Park with Toni. In the evening he was a guest of University Park at the monthly picnic. He will be sending a full report later.

Toni also reported on the recognition of our local volunteer firefighters that was conducted at the September picnic. The board thanked Toni for all her time and effort she puts into coordinating the firewise activities. Toni will be attending a Firewise Education Conference in Denver October 27-29.

Curt mentioned that he had discussed fire hydrant testing with Brian McNulty. Brian stated that University Park fire station would be interested in coordinating with the



BOARD OF COMMISSIONERS

115 N. 4<sup>th</sup> Street, 1<sup>st</sup> Floor  
Manhattan, Kansas 66502  
Phone: 785-565-6844  
Fax: 785-565-6847  
Email: [bocc@rileycountyks.gov](mailto:bocc@rileycountyks.gov)

October 20, 2011

Gary McCabe, President  
11304 Lakeview  
Manhattan, KS 66503

Michaela Clossen, Treasurer  
11211 Lakeview Dr.  
Manhattan, KS 66503

Curt Friedrich, Secretary  
11326 Lakeview Dr.  
Manhattan, KS 66503

Re: Promissory Note Executed October 7, 2010

Dear Members of the University Park Advisory Board:

You will find enclosed a copy of the promissory note executed on behalf of University Park October 7, 2010. This loan was made from the Riley County general fund to the district, in order to fund capital improvements needed by the district.

Prior to the enclosed note's due date, our Director of Public Works advised us the district requires an extension of the loan repayment period. Pursuant to the terms of the enclosed note, the Board of Riley County Commissioners has agreed to grant the district that extension of time to repay the unpaid balance.

To date the district has repaid \$7,568.00 toward the \$15,000 borrowed. One year of simple interest at 6% amounted to \$900.00 of the amount paid. Subtracting \$900.00 from the \$7,568.00 paid to date means the district has paid \$6,668.00 toward the \$15,000.00 loan principal. With this extension of time to pay, that leaves the district owing Riley County \$8,332 principal, at 6% interest, due October 7, 2012. One year of simple interest at 6% on the amount of \$8,332 principal is \$499.92 for a total amount due October 7, 2012 of \$8,831.92.

Thank you for your attention to the foregoing.

Sincerely,

Karen McCulloh

Karen McCulloh, Chair  
Board of Riley County Commissioners

cc: Alvan D. Johnson, Member, Board of Riley County Commissioners  
Dave Lewis, Member, Board of Riley County Commissioners  
Leon Hobson, Director of Public Works

**PROMISSORY NOTE**  
Manhattan, Kansas  
October 7, 2010

For value received, University Park Sewer District promises to repay Riley County, Kansas, the principal sum of Fifteen Thousand Dollars (\$15,000.00) with interest thereon at six per cent (6%) per year, payable in one lump sum one calendar year from the date of this note's execution. All unpaid principal balance and accrued interest will be due October 7, 2011, in the amount of \$15,900.00. The principal and accrued interest may be prepaid at any time without penalty.

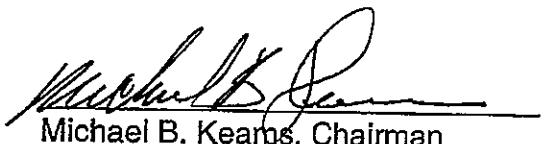
The instrument is payable on the date stated above, but the maturity hereof may be from time to time and for any term or terms extended at the option of the holder.

In the event of default in payment as provided, time being of the essence of this instrument, the holder of this note, without notice or demand, may declare the entire principal sum then unpaid, together with accrued interest thereon, immediately due and payable.

In the event any suit is commenced to enforce payment of this note, the undersigned agrees to pay such additional sum for attorney's fees as the Court in such action may adjudge reasonable.

This note shall be governed by and construed in accordance with the laws of the State of Kansas, without reference to its conflict of law principles.

10/7/2010  
Date

  
Michael B. Kearns, Chairman  
Board of Riley County Commissioners,  
Sitting as the Governing Body of  
University Park Sewer District

University Park Improvement District  
November 1, 2011 - 7:30 p.m.  
Agenda

1. CALL MEETING TO ORDER

2. APPROVE AGENDA

3. APPROVE MINUTES OF PREVIOUS MEETING

4. TREASURER'S REPORT AND PAYMENT OF BILLS

Schindler 2200.00  
Gene 170.00

5. COMMITTEE REPORTS

A. Firewise

B. Other

6. OLD BUSINESS

A. Repairs to rental house

B. Update on sign placement

C. Update on outside U.P. resident sewer hook-up

D. Fire Hydrant testing

E. Heward Park plans

F. U. P. property clean-up (rental house & tractor sheds)

G. Use of burn pile by non U.P. residents

H. Other

7. NEW BUSINESS

A. Road to burn pile

B. Report on Westar trimming trees under power lines

C. Other

8. ADJOURN

Trash service - Soash -

11/22/24  
11/7/51  
11/5/13

# University Park Improvement District

## General Board Meeting

November 1, 2011

The meeting was called to order at 7:30 P.M.

### Board Members Present

O Gary McCabe, President  
X Michaela Closson, Treasurer  
X Curt Friedrich, Secretary

Others Present: Toni Haukom

Motion by Curt and second by Michaela to approve the agenda. Motion carried.

The minutes from the previous meeting were approved as presented.

The treasurer's report was given. The balance as of November 1 in the Riley County account was \$2911.42. The balance in the Capitol Federal account was \$3554.73.

There were no deposits this month.

The following bills were presented:

Curt Friedrich (reimburse for repair supplies for rental)	\$295.33
Matthew Schlinder dba Home Maintenance Services (balance for installing windows at rental)	\$2200.00
Gene Kleffman (repairs to bathroom)	\$170.00
Charleston and Wilson	\$125.00
Westar	\$66.31

There was a motion by Michaela and second by Curt to pay the bills. Motion carried.

Toni gave a report on the Firewise Education Conference she attended in Denver October 27-29. Toni stated she got some very good ideas from the conference. She also reported that Keith Worley, Firewise Area Advisor used University Park and what has been accomplished here as an example in several presentations at the conference. The board thanked Toni for her time and dedication as our Firewise coordinator.

Although Buffy Woodward was not in attendance the board wishes to express their thanks for her coordinating the University Park trick or treating. There were reports of approximately 20 children and their parents who came tricking to approximately 20 homes.

Repairs to the rental house were discussed. Window replacement is now complete.

Gene Kleffman has done some work to the upstairs bathroom and Jack Ench will be doing painting of interior walls.

Michaela made a motion to get some new signs for the Burn Pile Area. Second by Curt. Motion carried. It was decided to not purchase signs about no ATV/off road vehicles driving on golf course and other areas. This was due to the fact that it would be difficult to enforce and so would just be a waste of money. The U.P. board would remind all residents that ATV type vehicles are to remain on the roadways and are not to be driven on the golf course or around the bum pile area.

There was a report on the request for hook-up to the sewer system from a party outside of U.P. This is scheduled to come before the County Commissioners again on November 3<sup>rd</sup>. Curt will be attending this meeting.

Curt stated he had been in contact with Leon Hobson and Brian McNulty concerning testing of the fire hydrants. They will coordinate this so the U.P. fire station can utilize this as a training exercise.

Curt reported that the Blue Valley FFA Chapter has agreed to accept the clean up of Heward Park as a community service project. Curt will be meeting with BV FFA advisor Tim Kilgore and their community service committee on Thursday November 3<sup>rd</sup>. to discuss this further.

There was discussion concerning the road to the burn pile. It was decided that the trees along the road need to be trimmed back some more and some more gravel put on the road. It was decided to wait until after the first of the year to do this.

Curt reported that he and Richard Soash had taken a drive around U.P. and noted where trees were encroaching on the Westar power lines. Richard Soash then meet with a Westar representative who stated he would report the areas that needed immediate attention. The board wishes to thank Richard for his efforts with this.

There being no further business the meeting adjourned at 9:00.

Respectfully Submitted,  
Curt Friedrich, Secretary

University Park Improvement District  
December 6, 2011 - 7:30 p.m.  
Agenda

1. CALL MEETING TO ORDER
2. APPROVE AGENDA — Add Water rate increase
3. APPROVE MINUTES OF PREVIOUS MEETING
4. TREASURER'S REPORT AND PAYMENT OF BILLS
5. COMMITTEE REPORTS
  - A. Firewise
  - B. Other Planter box decorations — Curt Purchase some new ones after Christmas
6. OLD BUSINESS
  - A. Update on repairs to rental house — Clean floors — Have Nativity from Jack
  - B. Update on sign placement — Burn pile — Michaels window coverings
  - C. Update on outside U.P. resident sewer hook-up
  - D. Clean-up of Heward Park update Sunday Dec. 11 12:30 15-20
  - E. U. P. property clean-up (rental house, Club house, and tractor sheds grounds; burn pile road and area)
  - F. Other
7. NEW BUSINESS
  - A. Review and approve Rental Application and Contract — Contact person
  - B. Set Rent Charge for rental house — Advertise 3 '80.00 70.00
  - C. Review and approve Golf Membership Fees for 2012
  - D. Review and approve Fees for Mowing Vacant Lots for 2012
  - E. Update on Smoking of Sewer Lines
  - F. Other Water Rate Increase  
Hoover variance
8. ADJOURN

U.P.I.D. address

House Address  
11015 Lakeview  
Drive

# University Park Improvement District

## General Board Meeting

December 6, 2011

The meeting was called to order at 7:30 P.M. at the Cedar Hills Club House.

### Board Members Present

X Gary McCabe, President  
X Michaela Clossen, Treasurer  
X Curt Friedrich, Secretary

Others Present: Toni Haukom, Bob Leazenby, Tom and Pansy Hoover

Motion by Curt and second by Michaela to approve the agenda with the following additions.

Under new business 7. F. Water rate increase and 7.G. Building Permit Variance on Hoover property. Motion carried.

The minutes from the previous meeting were approved as presented.

The treasurer's report was given. The balance as of December 1 in the Riley County account was \$2149.82. The balance in the Capitol Federal account was \$2533.93.

There were deposits of \$120.00 from golf fees.

The following bills were presented:

Jack Ench (rental house painting)	\$1498.03
Gene Kleffman (rental house repairs and labor)	\$622.00
Bob Leazenby (reimburse tractor tire repair)	\$75.00
Propane Central (propane)	\$516.47
Westar (electricity)	\$86.19
Riley County (water and sewer)	\$61.33
Riley County (property taxes) first half, \$1003.36; full, \$1993.21	

There was a motion by Curt and second by Gary to pay the bills presented except for paying only the first half of the property taxes at this time. This would leave a balance due on the second half of the taxes of \$989.85 with the bills this month totaling \$3862.38. Motion carried.

Toni had no Firewise report except that she would be filing the year-end report to Firewise headquarters in December. Curt reported that Area 1 had a work day on November 19<sup>th</sup> with 6 people working. They removed and trimmed trees and brush from the ditch across from the Mattheu's on Lakeview Drive.

Curt reported that he and Cindy had taken down the Fall decorations and put up some Christmas lights and decorations. He stated that the Fall decorations were in poor condition and would need replaced. He also reported that he had gotten the Nativity scene from Jack McKee but would not be putting it up as it is in need of painting. He will place it in the storage shed.

Under old business Michaela reported that she would get the floors in the rental house cleaned so it would be ready to show to potential tenants. Toni stated she had the window coverings cleaned and would bring them to the house and iron them so they could be reinstalled. The board thanked Toni for her help with this.

It was decided to wait until after the first of the year to purchase new signs for the burn pile road area.

Curt gave a report on the request for sewer hook up from the property in Lakeside Heights. The latest on this is that the County Commissioners, who is the governing body of the University Park Water and Sewer districts, has determined that the system has capacity for some hookups outside of University Park. They feel this will benefit the district by increasing revenue now and spreading any future expenditures to more properties. The University Park Improvement District board has communicated to the Commissioners and County staff that they do not want any cost for the extension of the sewer district to be placed on the property owners within the present sewer district. The County has stated that all cost associated with the extension will be placed only on those properties in Lakeside Heights that would be hooking onto the system. Leon Hobson of the County Public Works office is now working with Riley County legal counsel to determine exactly what properties this will involve and what the cost to each would be. The UPI board had some questions regarding if the water and sewer districts were separate or combined as one. Curt will relay these questions back to Leon Hobson and report back at the next meeting.

Curt reported that the Blue Valley FFA plans to start clearing and trimming trees in Heywood Park on Sunday, December 11, weather permitting. This is a community service project for them.

Under new business Michaela stated she would update the rental application and contract as needed. She will place the house on Craig's list and be the contact person. Curt moved that the rent be set at \$850.00 per month plus utilities and a pet deposit of \$150.00 with a limitation of a small to medium sized pet only. Gary seconded the motion and it passed.

After some discussion it was decided to not change the fee for mowing vacant lots for 2012. It was decided to increase the annual membership fees for the Golf course. There was a motion by Curt and second by Michaela to increase the Family membership to \$80.00 and the Single membership to \$70.00 with the daily per play charge remaining at \$5.00. Motion carried.

Curt gave a report on the results of the smoking of the sewer lines that was conducted on November 14<sup>th</sup> as given to him from Leon Hobson. They have completed about 50 percent of the system as of now. There were a couple of plugs found as well as some line breaks. The plugs have been opened and the breaks reported to KDHE. The County is in the process of getting bids for the needed repair work.

Curt stated he had received an e-mail from Leon Hobson concerning an increase in the water rates. Leon had received information from Riley County Rural Water District #1 that the water rates from RCRWD to the County would be increasing January 1. This is due to a scheduled rate increase from the City of Manhattan. The exact amount of the increase is not known at this time.

Tom and Pansy Hoover, 11120 Lakeside Drive, attended the meeting to present their request for a variance to a building permit from the County. The Hoover's residence is in Lakeside Heights and adjoins University Park. They plan to build a free standing garage/shop on another lot in Lakeside Heights that adjoins their residence. Riley County Planning and Zoning had requested that due to their location adjoining University Park that the Hoover's present their plans to the U.P. board for any input or concerns the board might have. After looking over the detailed site plan that the Hoover's presented it was the consensus of the U.P. board that there were no concerns with their plans and they could proceed with their plans as presented. It was noted that the Hoover's own four lots in University Park that are adjoining or across the road from their residence in Lakeside Heights. The Hoover's have done a very good job of clearing and maintaining these U.P. properties and have no plans to build on them at this time.

There being no further business the meeting adjourned at 9:20.

Respectfully Submitted,  
Curt Friedrich, Secretary