



**University Park Improvement District  
Board Meeting Agenda  
February 9, 2026  
University Park Clubhouse – 7:00 PM**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of the January 13, 2026 Meeting
4. Approval of Financial Report
5. Public Forum (State Name - 3 minute per UPID Policy)
6. Officer Reports
  - a. President
  - b. Secretary
  - c. Treasurer
7. Committee Reports
  - a. Standing Committees and Liaison Updates
    - i. Boat Ramp – John Cassida
    - ii. Equipment – Curt Friedrich
    - iii. Firewise – Todd Schmidt
    - iv. Golf Course – Dave Chizek
    - v. Riley County Parks Board – Curt Friedrich
    - vi. Prairie Management – Laura Mendenhall
    - vii. Sherman Township Liaison – Jo Ann Zahner
    - viii. Welcome – Karla Slaymaker
8. Unfinished Business
  - a. Pickleball/Basketball
9. New Business
  - a. Roberts Rules of Order Newly Revised (RONR) Small Board
  - b. Vice – President Position
  - c. UPID Trees
10. Announcements
  - a. Board Announcements
  - b. Community Announcements
11. Adjournment



January 29, 2026

Attn: Park Board Member

On January 29, 2026, the Riley County Commission approved the community park purchases as recommended by the Park Advisory Board. (also attached to this email is the 2026 allocations). They also approved moving \$20,000 to CIP. \$10,000 for Ogden Park future restroom and \$10,000 for Leonardville Park future restroom.

Your city may go ahead and make these purchases using your normal acquisition process. **Please make sure that all invoices and statements from vendors, suppliers and contractors are turned in to Riley County by December 1, 2026. Invoices need to be made out to the Riley County Public Works Department, 6215 Tuttle Crk Blvd., Manhattan, KS 66503.** Also, please make sure that the total of the invoices billed to Riley County is not greater than the amount approved.

### **County Procurement Policy**

#### **2.204 Small Purchases.**

(1) Any non-office technology related procurement valued at \$10,000 or less may be made in accordance with small purchase procedures, provided, however, the procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section. Small purchase procedures require the Department Head to approve any purchase ranging in size from no cost, to \$10,000. Small purchases including trade services valued from \$5,000- \$10,000 will require 3 quotes if feasible. Competitive bidding is not required for small purchases, but the purchaser will attempt to purchase the least expensive item available.

If you have any questions or need assistance with purchasing, please call.

Respectfully,  
Mary Graham  
Admin Asst II

**2026 Riley County Community Park Allocations**

	<b>Requested</b>	<b>Approved</b>		<b>Requested</b>	<b>Approved</b>
<b>RANDOLPH</b>			<b>RILEY</b>		
concrete work, ext around shelter	\$5,850.00	\$5,850.00	Rock Kit Climber	\$14,575.00	\$0.00
playground equipment	\$4,000.00	\$4,000.00			
concrete work, sidewalks around park	\$28,530.00	\$0.00			
	\$38,380.00	\$9,850.00		\$14,575.00	\$0.00
<b>LEONARDVILLE</b>			<b>OGDEN</b>		
restroom	\$20,000.00	\$10,000.00	restroom	\$10,000.00	\$10,000.00
	\$20,000.00	\$10,000.00		\$10,000.00	\$10,000.00
<b>UNIVERSITY PARK</b>			<b>KEATS</b>		
chain link fence around courts	\$10,000.00	\$10,000.00	color coat basketball court	\$16,000.00	\$8,000.00
landscaping	\$4,000.00	\$3,150.00			
	\$14,000.00	\$13,150.00		\$16,000.00	\$8,000.00
<b>ZEANDALE PARK</b>			<b>FAIRMONT</b>		
shade for musical playground	\$7,022.00	\$7,000.00			
grill on concrete	\$1,500.00	\$1,500.00			
quickcrete for playground	\$500.00	\$500.00			
	\$9,022.00	\$9,000.00		\$0.00	\$0.00
				<b>Requested Total</b>	<b>121,977.00</b>
				<b>Approved Total</b>	<b>60,000.00</b>

## RONR for Three- Member Board

For a three-member board, [Robert's Rules of Order Newly Revised \(12th ed.\)](#) (RONR) recommends relaxed, informal procedures rather than strict, formal debate. With only three people, formal motions, seconding, and standing to speak are unnecessary. Instead, members can converse freely, with decisions made by consensus or majority vote (2 out of 3).

### Key Rules for Small Boards (3 Members):

- **Informal Procedure:** Motions do not require a second.
- **Role of the Chair:** The chairperson can make motions, participate in debate, and vote on all matters.
- **Discussion:** Members are not limited to one speech per motion and may speak informally.
- **Voting:** A simple majority is required, meaning 2 out of 3 members must agree to pass a motion.
- **Minutes:** All decisions should be noted to create a record.

### Essential Parliamentary Principles:

- **Quorum:** A majority of the board (2 members) must be present to conduct business.
- **One Question at a Time:** Only one motion should be considered at a time.
- **Majority Rule:** The majority (2 members) rules.
- **Equality:** All members have equal rights to speak and vote.

Even in small boards, it is crucial to maintain a courteous, respectful, and organized tone.

According to *Robert's Rules of Order Newly Revised (12th ed.)*, it is permissible for one person to hold multiple offices simultaneously, provided the bylaws do not prohibit it. This is common in smaller organizations where a member might, for example, serve as both secretary and treasurer.

Key rules regarding holding dual duties or offices include:

- **Bylaw Compliance:** The organization's bylaws govern what positions can be combined.
- **Dual Nominations:** A member can be nominated for multiple offices.