



**University Park Improvement District
Special Board Meeting Agenda
April 14, 2026
University Park Clubhouse – 7:00 PM**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - i. Monthly Meeting March 16, 2026
 - ii. Special Meeting March 22, 2026
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. Disc Golf – Dillon Spellman
 - b. UP Community Survey – Workshop – May 16th Picnic
 - c. Community Project Board
 - d. Tree Donation – Heywood Park
 - e. Community Garage Sale
 - f. Boat Dock Repairs



- g. Resignation of Board President – Acknowledgement/Action
 - h. Correspondence received – Available upon request (No Action)
10. Announcements
- a. Board Announcements
 - i. May 12, 2026 – UPID Board Meeting
 - ii. May 16, 2026 – Community Picnic
 - b. Community Announcements
11. Adjournment

Community Workshop Plan (KOMA-Compliant)

Special Meeting with Rotating Group Discussion Model

I. GENERAL WORKSHOP OUTLINE (BOARD / MEETING STRUCTURE)

1. Workshop Purpose

- The meeting is a properly noticed Special Meeting of the Board
 - Purpose is to collect structured community input on key topics
 - Workshop is conducted using a rotating group discussion format
 - The session is informational, facilitated, and non-deliberative
 - No Board discussion, deliberation, or action occurs during the workshop portion
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2. Public Notice Requirements

Public notice shall include:

- Date, time, and location of the Special Meeting
 - Statement that the meeting includes a community workshop
 - Statement that the workshop uses rotating group discussions
 - Statement that the purpose is public input only
 - Statement that no formal Board action will be taken during the workshop
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3. Meeting Structure

The Special Meeting includes:

- Call to Order
 - Roll Call
 - Opening statement by Chair (purpose only)
 - Explanation of rotating workshop format
 - Transition to facilitator-led workshop session
 - Rotating group discussion rounds
 - Return to Board control
 - Adjournment
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4. Board Role During Workshop

- Board members attend as observers only
 - Board members do not:
 - Deliberate or debate
 - Influence group discussions
 - Express agreement or disagreement
 - Direct workshop outcomes
 - Board members may only observe and, if appropriate, ask neutral clarifying questions
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5. Rotating Workshop Structure

- Participants are divided into small groups
 - Groups rotate through multiple topic stations
 - Each station has assigned facilitators and note-takers
 - Each rotation is time-limited
 - All groups visit all stations during the session
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6. Topic Stations

- Community Center
 - Facilities – Parks, Trails, etc.
 - Golf Course & Disc Golf
 - Infrastructure & Community Issues
 - Fees, Funding & Priorities
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7. Return to Board Control

- Lead facilitator returns control of meeting to Chair
 - Workshop portion concludes
 - Board resumes standard meeting format
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8. Closing Framework

- Chair acknowledges public participation
 - Confirms input was informational only
 - States no decisions were made during workshop
 - Notes that input will be reviewed at a future meeting
 - Meeting proceeds to adjournment if no further business
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9. Compliance Summary

This structure ensures:

- Proper notice and transparency
 - Open public participation
 - Non-deliberative Board conduct
 - Clear separation between input and decision-making
 - Organized documentation for future Board use
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II. FACILITATOR OUTLINE (OPERATIONAL WORKSHOP FLOW)

1. Facilitation Structure

- Multiple facilitators assigned to topic stations
 - One lead facilitator oversees timing and rotation flow
 - Each station operates independently but follows consistent format
 - Staff support assists with logistics and documentation
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2. Station Responsibilities

At each topic station, facilitators will:

- Guide structured public discussion
- Ensure equal and respectful participation
- Keep discussion focused on assigned topic
- Prevent Board deliberation or cross-talk influence
- Record community input in a neutral manner

3. Rotating Group Process

- Participants are assigned to initial groups
 - Groups rotate through all topic stations
 - Each rotation is time-controlled
 - A signal indicates when to rotate stations
 - All groups complete full rotation cycle
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4. Station Topics

Each facilitator manages one of the following:

- Community Center
 - Facilities – Parks, Trails, etc.
 - Golf Course & Disc Golf
 - Infrastructure & Community Issues
 - Fees, Funding & Priorities
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4. Facilitation Standards

Facilitators must:

- Maintain neutrality at all times
 - Encourage balanced participation
 - Prevent domination by any single participant
 - Keep discussion within topic scope
 - Avoid Board deliberation or decision influence
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5. Documentation Responsibilities

- Record key themes and input at each station
 - Summarize comments objectively (no interpretation or opinion)
 - Provide written notes to lead facilitator or staff
 - Ensure consistent format across all stations
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6. Lead Facilitator Responsibilities

- Coordinates rotation timing and transitions
 - Ensures consistency across all stations
 - Manages overall workshop flow
 - Receives and compiles all station summaries
 - Communicates transition back to Board Chair
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7. Workshop Conduct Rules (Facilitator Enforcement)

- Session is input-only and non-deliberative
 - One speaker at a time
 - Respectful conduct required
 - No Board discussion or influence during workshop
 - Focus remains on community priorities and needs
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8. Return Transition

- Lead facilitator formally returns meeting control to Chair
 - Confirms completion of all rotation rounds
 - Workshop documentation is submitted for compilation
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9. Post-Workshop Reporting

Facilitators and staff compile:

- Station summaries
- Key themes across all topics
- Neutral overview of community input
- Consolidated report for future Board review

University Park Boat dock - Redecking 2026 Cost Estimate

QTY	Item	Cost ea	Total	Notes
24	Decking—2x6x10 CCA	\$ 11.51	\$ 276.24	Gangway/ramp - includes sub structure
34	Decking—2x6x8 CCA	\$ 9.56	\$ 325.04	Boat dock - includes sub structure
1	2 1/2" deck screws (5 lbs)	\$ 29.97	\$ 29.97	
1	5/16" Nuts bolts (100qty)	\$ 37.49	\$ 37.49	Sub structure
1	5/16 washers (82 qty)	\$ 3.49	\$ 3.49	Sub structure
1	5/16 nuts (93 qty)	\$ 3.49	\$ 3.49	Sub structure
Sub-total			\$ 675.72	

Estimated total with tax	\$ 737.55	9.15% sales tax
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Source: Mendards - prices do not include rebate

29-Mar-26

Jim Jackson

11405 Rimrock Dr
Manhattan, KS 66503

April 12, 2026

Board of Directors
University Park Improvement District

RE: Resignation from Board Position

To the Board:

I hereby tender my resignation from my position as President of the University Park Improvement District Board, to be effective upon the later of (i) the conclusion of the June 9, 2026 Board meeting, or (ii) the appointment and qualification of my successor to the Board.

This timing is intended to support an orderly transition and to ensure the Board's ability to maintain a quorum and continue conducting official business without disruption.

In the event a successor has not been appointed by June 9, 2026, I will continue to serve in my current capacity solely as necessary to preserve quorum and continuity of operations until such time as a successor is duly appointed and qualified.

I respectfully request that this resignation be accepted and entered into the official records of the District.

I remain willing to assist, as appropriate, to facilitate a smooth transition of duties.

Thank you for the opportunity to serve.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Jackson", written in a cursive style.

Jim Jackson