

file

Lynn G.

Oread Neighborhood Association • Lawrence, Ks. 66044



July 7, 1987

Mayor Mike Amyx
City of Lawrence
Lawrence, Kansas



Dear Mayor Amyx,

The Board of Directors of the Oread Neighborhood Association cordially invites you to attend the ONA general Meeting on July 20, 7:30 PM, at the Lawrence Arts Center. The board will present an overview of the Oread Neighborhood's history, problems and of Association activities.

Oread residents, property owners and others have grown increasingly concerned about the area. The stability of the neighborhood is threatened by the increasing pressures of parking, traffic, drainage and utilities. Deterioration of housing and the destruction of older homes continue.

The Association seeks a review of the Oread Neighborhood Plan and a commitment from the city to work out an objective, comprehensive solution for neighborhood problems.

The Board hopes that you can join us on July 20.

Sincerely,

Paula W. Naughtin

Paula W. Naughtin, Coordinator



City of Lawrence
KANSAS

BUFORD M. WATSON, JR., CITY MANAGER

CITY COMMISSION

MAYOR

MIKE AMYX

COMMISSIONERS

DENNIS CONSTANCE

SANDRA K. PRAEGER

MIKE RUNDLE

BOB SCHUMM

CITY OFFICES

BOX 708 66044

6 EAST 6th

913-841-7722

August 1, 1987

Marci Francisco
President, ONA
1008 Ohio
Lawrence, KS 66044

Dear Ms. Francisco:

This letter is a request for your assistance in the City's endeavors to promote fair housing in Lawrence. As part of its fair housing outreach and education efforts, the City would like to submit a series of articles about fair housing laws, tenant rights, etc. for publication in the ONA Newsletter. The City would also appreciate any time that could be set aside at one of your regular monthly association meetings for Arvilla Vickers of the Human Relations/Human Resources Department to speak on fair housing and to answer any questions that neighborhood residents may have about fair housing.

If you are interested in assisting us in this matter, please call Arvilla Vickers at extension 314 or me at extension 106 to discuss possible publication dates, speaking dates, etc. We hope to begin the series in the near future, so your prompt response will be greatly appreciated.

Sincerely,

Kurt A. Schroeder
CDBG Program Analyst

/dc

cc: Arvilla Vickers

Oread Neighborhood Association • Lawrence, Ks. 66044



November 16, 1987

Lynn Goodell
Director Community Development Department

Dear Lynn,

The Board of the Oread Neighborhood Association would like to submit Eric Cleveland's name for consideration to fill the opening on the CDBG Advisory Committee designated for the Oread Neighborhood. Eric is a resident of the Oread Neighborhood and a member of the Oread Neighborhood Association Board of Directors. His address is 1147 Tennessee, Lawrence KS 66044.

Thank you

A handwritten signature in black ink that reads "Linda Hixon".

Linda Hixon
Oread Neighborhood Coordinator



City of Lawrence
K A N S A S

BUFORD M. WATSON, JR., CITY MANAGER

CITY COMMISSION

MAYOR

BOB SCHUMM

COMMISSIONERS

MIKE AMYX

DENNIS CONSTANCE

SANDRA K PRAEGER

MIKE RUNDLE

CITY OFFICES

6 EAST 6th

BOX 708 66044

913-841-7722

June 21, 1988

Linda Hixon
Oread Neighborhood Coordinator
1146 Ohio
Lawrence, Kansas 66044

Dear Ms. Hixon:

As you requested in your letter dated June 15, 1988, I am hereby authorizing the following CDBG budget revisions to facilitate the publication of the July/August ONA newsletter:

1. Reallocation of \$239.61 from ONA cleanup to ONA newsletter, reducing the cleanup account to zero.
2. Reallocation of \$120.00 from ONA miscellaneous operating expenses to ONA newsletter, reducing the miscellaneous account to \$14.68.
3. Increase the ONA newsletter budget by \$359.61, thereby making the balance of this budget \$484.88.

I appreciate your efforts to alert the residents of your neighborhood of the need to use other methods for trash pickup and your attention to budget matters in an effective manner.

Sincerely,

Lynn A. Goodell

Director of Community Development

/dc

cc: Margene Swarts

MEMORANDUM

To: CDBG Target Neighborhoods
From: Margene K. Swarts, CDBG Program Analyst *MKS*
Date: September 6, 1989
Subject: Fair Housing and Equal Opportunity

In an effort to continue furthering fair housing and equal opportunity in the block grant program, as well as address a few problems, the Community Development Department wishes to institute a few changes. These changes deal with the solicitation of participants on the CDBG Advisory Committee and Grant Review Board, as well as participants in the various programs offered by the Department, and a reminder of the requirements to be met as set forth in the Citizen Participation Plan.

Effective immediately, we will be requiring documentation of how your neighborhood solicits participation for this program. When openings are available on the CDBG Advisory Committee or Grant Review Board, we would prefer that notice be given in the neighborhood newsletter and/or a special mailing to all residents of the neighborhood. Special emphasis should be given to encourage minority participation. If solicitation for these openings must be made by personal contact, we will require a list of the names and demographics for all persons so notified. When the programs we offer are publicized in the newsletter, we ask again that minority participation be stressed.

Additionally, I wish to remind you that the City Commission has adopted a Citizen Participation Plan that provides guidelines to be followed by CDBG funded neighborhood associations. One of the requirements is that the association meet regularly on at least a quarterly basis. Copies of the minutes of those meetings are to be forwarded to this office within thirty days after each meeting.

I have been made aware that some of the neighborhood associations are not meeting on a regular, minimum quarterly basis. Also, we have not been receiving copies of minutes of the meetings that do transpire. If the association has altered the meeting frequency or made any other changes, the bylaws must be amended to reflect this. A copy of all amendments shall be submitted to this department to be kept on file along with the minutes.

I have enclosed a copy of the guidelines for neighborhood associations as adopted by the City Commission in the Citizen Participation Plan. In addition to the minutes we would like to receive copies of all newsletters, clean up fliers, or other special mailings, on a regular basis. If we are not on your mailing list, please add us to it.

At this time, there is one neighborhood association that has yet to sign their subgrantee agreement. Please be advised that no funds will be forthcoming to any association (either by reimbursement or direct payment of bills) unless the association is in compliance with all requirements.

If you have further questions, please do not hesitate to call me at 841-7722, ext. 109.

tw

cc: See Attached Page

Brook Creek Neighborhood Association
Don Binns, President

East Lawrence Improvement Association
John Swift, President

North Lawrence Improvement Association
Bob Moody, President

Oread Neighborhood Association
Eric Cleveland, President
Jennifer Brown, Coordinator

Pinckney Neighborhood Association
Suzanne Perry, President

University Place Neighborhood Association
Neva Entrikin, President

2. The board will perform its duties as prescribed in the Policies for Housing Rehabilitation Deferred Loans, as amended from time to time.
3. Meetings of the board may be called by the Chairperson or by the CDBG program staff. The board may conduct business only when at least four members are present at a called meeting.

III. GUIDELINES TO BE FOLLOWED BY CDBG FUNDED NEIGHBORHOOD ASSOCIATIONS

- A. Any neighborhood association receiving support funds through the CDBG Program, will be required to adhere to the following guidelines:
 1. Each association is required to have, at a minimum, quarterly meetings. The associations are encouraged to have regularly scheduled meetings each month.
 2. Business may be conducted only at open meetings of which all members have been notified a reasonable time in advance.
 3. Associations must elect officers on a yearly basis, in accordance with written bylaws. These bylaws shall be on file with the City.
 4. Neighborhood associations must have definite geographical boundaries. Membership must be open to any person eighteen years of age or older living or owning property in the specified area. Each association may allow for nonvoting members in its bylaws.
 5. Business meetings must be conducted at the regular scheduled meetings.
 6. Membership dues cannot exceed \$1.00 per year for individuals.
 7. Minutes of each meeting are to be forwarded to the Community Development Office within 30 days after each meeting.
 8. An annual accounting of the use of CDBG funds is to be submitted to the Community Development Office.
 9. The associations are encouraged to utilize a portion of the funds to notify members and the public of the time and place of each meeting.



BUFORD M. WATSON, JR., CITY MANAGER

City of Lawrence
KANSAS

CITY OFFICES

BOX 708

66044

6 EAST 6th

913-841-7722

CITY COMMISSION

MAYOR
BOB SCHUMM

COMMISSIONERS
SHIRLEY MARTIN-SMITH
DAVID PENNY
MIKE RUNDLE
ROBERT L. WALTERS

January 23, 1990

Oread Neighborhood Association
P.O. Box 442065
Lawrence, KS 66044

Dear Jennifer:

I asked George Williams, Public Works Director, and Fred De Victor, Parks and Recreation Director, to comment on CDBG proposals submitted by various neighborhood associations. I have enclosed a copy of the comments for your use. If you have further comments or questions regarding the proposals or staff comments, please contact me at 841-7722, ext. 100.

Thank you for your interest in revitalizing your neighborhood.

Sincerely,

Lynn A. Goodell
by tw

Lynn A. Goodell
Director of Community Development

tw

Enclosure

1/17/93
Oread Neighborhood Association • Lawrence, Ks. 66044

Goodell



P.O. Box 442065
Lawrence, KS 66044
842-5440
May 17, 1993

Mayor Nalbandian and City Commissioners
City Hall
Lawrence, KS 66044

Dear Mayor Nalbandian and City Commissioners:

I would like to express our appreciation for the proposed funding of ONA Community Development Block Grant projects which you will be considering at your meeting on Tuesday, May 18. We believe these projects are crucial to prevent blighting influences and to promote revitalization of our neighborhood. Thank you for your consideration and assistance.

Sincerely,

Kyle Thompson
Kyle Thompson, (90)
President

Oread Neighborhood Association • Lawrence, Ks. 66044



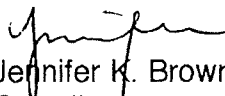
P.O. Box 442065
Lawrence, KS 66044
842-5440
October 19, 1993

Margene Swarts
Housing and Neighborhood Development
City of Lawrence
P.O. Box 708
Lawrence, KS 66044

Dear Margene,

On Saturday, October 9, the Oread Neighborhood Association voted to nominate James Dunn for the position of Oread representative on the CDBG advisory committee. James can be reached at 843-5272, 936 Kentucky Street. He will be out of town from October 20 to 27. Please contact me if you need any more information.

Sincerely,


Jennifer K. Brown,
Coordinator



City of Lawrence KANSAS

MARGENE HAND

CITY COMMISSION

MAYOR
BONNIE S. AUGUSTINE

COMMISSIONERS
MARTY KENNEDY
ERVIN E. HODGES
BOB MOODY
JOHN NALBANDIAN

MIKE WILDGEN, CITY MANAGER

CITY OFFICES 6 EAST 6th
BOX 708 66044-0708 913-832-3000
TDD 913-832-3205
FAX 913-832-3405

December 1, 1997



Terry Wierman
Oread Neighborhood Association
P.O. Box 442065
Lawrence, Kansas 66044

Re: *Copy of City Commission minutes of November 11, 1997*

Dear Mr. Wierman,

Please find enclosed a copy of the City Commission minutes from November 11, 1997, when the City Commission approved the use of right-of-way in the Oread neighborhood for signs regarding private parking in alleys. If you have any additional questions, please feel free to contact me at 832-3403.

Respectfully,

David L. Corliss
Director of Legal Services

c: Margene Swarts, CDBG Program Manager ✓



Bob Stancliff, Adult Sports Supervisor, said he thought the sale of beer through the concession stand was a more positive environment, one which could be controlled, as opposed to the current environment of people bringing their own beer and drinking uncontrolled in parking lots. In his review of other complexes serving Cereal Malt Beverages, they reported few problems.

Moody expressed concerns about the selling of Cereal Malt Beverage at the Adult Softball Complex which was family oriented.

Hodges said he did not think the City should be encouraging the use of alcoholic beverages.

Kennedy supported allowing the sale on tournament weekends to see the impact. The City could monitor the program and stop it at any time.

Augustine thought it was appropriate to sell Cereal Malt Beverage at Softball Tournaments.

Moved by Kennedy, seconded by Augustine, to amend the concessionaire agreement with Mid-America Concessions to allow the sell of 3.2 beer at the Clinton Lake Adult Softball Complex limited to tournament weekend use only. Aye: Augustine and Kennedy Nay: Hodges, Moody and Nalbandian. Student Represented: Aye. Motion failed. (9)

As part of the consent agenda, **it was moved by Hodges, seconded by Kennedy,** to approve the use of right-of-way in Oread Neighborhood for signs regarding private parking in alleys. Motion carried unanimously. (10)

Ray Hummert, Administrative Service Director, presented the staff report concerning the 1998 City Employee Health Program. The recommendation was to continue the existing program and increase the cost for those employees with dependent coverage by \$5.93 per pay period.

Kennedy asked about the number of new contracts since 1991.



City of Lawrence
KANSAS

MIKE WILDGEN, CITY MANAGER

CITY OFFICES 6 EAST 6th
BOX 708 66044-0708 785-832-3000
TDD 785-832-3205
FAX 785-832-3405

CITY COMMISSION
MAYOR
MARTIN A. KENNEDY
COMMISSIONERS
ERVIN E. HODGES
BONNIE AUGUSTINE
BOB MOODY
JOHN NALBANDIAN

August 5, 1998

marci francisco
946 Ohio
Lawrence, KS 66044

Dear Ms. francisco:

I am in the process of updating the department's neighborhood files and would appreciate a copy of the most current ONA Coordinator job description, including the expected number of hours per week worked and rate of pay per hour.

If you have further questions, please call me at 832-3117.

Sincerely,

Margene K. Swarts
Community Development Manager
Housing and Neighborhood Development
Department



Oread Neighborhood Association • Lawrence, Ks. 66044



17 August, 1998

Margene K. Swarts
Community Development Manager
Housing and Neighborhood Development Dept.
City of Lawrence

Dear Margene -

Please find attached a copy of the ONA
coordinator job description and information about
the coordinator's salary.

Feel free to contact me at 864-3245 if you
have any questions or need more information.

marci francisco

ONA COORDINATOR JOB DESCRIPTION

- * Provide resident and membership services
 - * Keep daily office hours (15 hours/week)
 - * Provide phone assistance and referral
- * Arrange general membership, board and committee meetings
 - * Schedule, set up and notify members
 - * Compile agenda
- * Coordinate special projects (including CDBG, cleanup, and signs).
 - * Write CDBG proposals
 - * Arrange projects; solicit bids, work with city staff and contractors, recruit volunteers, supervise, as needed
- * Produce newsletter
 - * Write articles
 - * Recruit others to write articles
 - * Typeset articles
 - * Layout grid sheets
 - * Transport to printer
 - * Arrange mailing
- * Handle day-to-day finances under supervision of treasurer, including:
 - * Dues and donations
 - * CDBG requests for pay
 - * Petty cash
 - * All record-keeping
- * Handle correspondence
 - * Write and type letters as directed by Board
 - * Handle or direct incoming mail
 - * Pick up mail, buy stamps, etc.
- * Check and notify members of agendas for:
 - * City Commission
 - * Planning Commission
 - * Board of Zoning Appeals
 - * Historic Resources Commission
 - * Lawrence Association of Neighborhoods
- * Maintain files
 - * Newspaper clippings, correspondence, financial records, newsletters, etc.
 - * Data Base (addresses, financials).

COORDINATOR'S SALARY

The Oread Neighborhood Association pays its coordinator at the rate of \$6.50/hr.

At the current year's salary of \$6,433.00, that would require 989.69 hours per year.

That breaks down to an average of 82.47 hours per month.

The coordinator's hours per week fluctuate (outside of the minimum 15 hours per week office hours), depending on specific tasks to be done in any one week.

Oread Neighborhood Association • Lawrence, Ks. 66044



November 3, 1998

Ms. Margene Swarts
HAND Department
City of Lawrence
6 East 6th Street
P.O. Box 708
Lawrence, KS 66044-0708

Dear Margene:

After our recent annual elections, the Oread Neighborhood Association has new officers. Janet Gerstner is now ONA's president, Linda Hixon is the vice-president, and marci francisco is the treasurer.

Would you please change the mailing address for information going to the president, from Linda Hixon to Janet Gerstner. Janet's address is 1101 Ohio Street (66044).

Thanks for your help.

Sincerely,

A handwritten signature in cursive script that reads "Julie Banhart".

Julie Banhart
Coordinator

MEMORANDUM

TO: Brook Creek, East Lawrence, North Lawrence, Oread, and Pinckney
Neighborhood Associations

FROM: Margene K. Swarts, Community Development Manager *MKS*

SUBJECT: CDBG Program Accomplishments and Future Needs and Goals Document

DATE: March 17, 1999

At long last, a draft of the most recent CDBG Accomplishments and Future Needs and Goals Document is completed. As you remember, Tametra Nunn, HAND Intern, met with the target neighborhood associations last year to obtain information to update the needs and goals for this document for the various neighborhoods. Meanwhile, staff has worked with various departments in the City and added the accomplishments completed since the original document was published.

I have sent five preliminary copies to each neighborhood association President for review. Please feel free to make more copies if you would like, or copy only that portion that is relevant to your particular neighborhood. After the document has been reviewed and shared with the neighborhood, I would like an opportunity to attend a neighborhood association meeting with each neighborhood and discuss any additions to the document the neighborhood would like to see.

The long range plan for HAND is to work with each neighborhood to develop a 5 – 10 year implementation plan based on the needs and goals noted in the document. In meeting the goals, all funding sources, including CDBG and HOME, as well as the City's Capital Improvements funds, and other City resources would be considered in determining how to proceed.

I look forward to meeting with you in the near future. If you have further questions, please call me at 832-3117.

MEMORANDUM

TO: Brook Creek, East Lawrence, North Lawrence, Oread, and Pinckney
Neighborhood Associations
FROM: Margene K. Swarts, Community Development Manager *MKS*
SUBJECT: CDBG Program Accomplishments and Future Needs and Goals Document
DATE: July 2, 1999

In March, I sent five copies of the draft of the CDBG Accomplishments and Future Needs and Goals Document to each neighborhood association President. At that time, I asked each neighborhood to review the document for additions or corrections, and contact me so I could meet with each neighborhood to discuss any changes to the document the neighborhood wished to see.

To date, I have heard from none of the associations. I would like to meet with each association so the update of the document can be completed. I am requesting that you put this item on the next neighborhood association meeting agenda and notify me of the meeting date, time, and location. For your convenience, I have enclosed five additional copies of the document.

As I noted previously, the long range plan for HAND is to work with each neighborhood to develop a 5 – 10 year implementation plan based on the needs and goals noted in the document. In meeting the goals, all funding sources, including CDBG and HOME, as well as the City's Capital Improvements funds, and other City resources would be considered in determining how to proceed.

I look forward to attending your next meeting. If you have further questions, please call me at 832-3117.

Enclosures

Oread Neighborhood Association • Lawrence, Ks. 66044



Margene K. Swarts
Community Development Manager, HAND
6 East Sixth Street
Lawrence, KS 66044

July 31, 2000

Dear Ms. Swarts:

The Oread Neighborhood Association's current year 1406 Tennessee Sidewalk Replacement Project has recently been completed at a cost of \$2450, which is \$50 under the original estimate of \$2500. Additionally, ONA has \$203.26 leftover cleanup funds due to the hauling of Fall cleanup brush (rather than chipping), and the derailment of June public garden planting plans (by June car accident injuries to Carol vonTersch—the ONA volunteer guiding gardening efforts). As we have previously discussed, I am writing today on behalf of the ONA Board to request transfer of remaining sidewalk and cleanup CDBG funds to a dumpster placement project here in Oread.

As you know, Oread has for a number of years worked in conjunction with the City Sanitation Department to arrange placement of dumpsters at Oread locations in need of improved trash disposal systems. As part of this program, concrete dumpster pads have been created to facilitate the placement of dumpsters along Oread's alleys, and screening fence has often been added to improve the aesthetics of the sites. Landlords Jim Schneider and Rick Stein, the City Sanitation Department, and the Oread Neighborhood Association have recently worked together to arrange dumpster placement in the underserved 1300 block of the Kentucky-Vermont alley (behind 1344 Kentucky). A concrete dumpster pad has just been completed by Wise Cement Inc. to allow placement of dumpsters at this location, and property owners Schneider and Stein have agreed to pay for screening fence as well as share in the cost of the dumpster pad.

We would like to request that the remaining 1999-2000 Year ONA sidewalk replacement and cleanup CDBG funds be used toward this dumpster placement project. We feel this is a worthy and appropriate project for the use of these \$253.26 of leftover funds, and a unique opportunity to combine CDBG funds with property owner dollars to address a pressing neighborhood need and upgrade the project to better benefit the neighborhood.

Sincerely,

A handwritten signature in cursive script that reads "Janet Gerstner".

Janet Gerstner
President, Oread Neighborhood Association



MIKE WILDGEN, CITY MANAGER

City of Lawrence
K A N S A S

CITY OFFICES 6 EAST 6th
BOX 708 66044-0708 785-832-3000
TDD 785-832-3205
FAX 785-832-3405

CITY COMMISSION

MAYOR
JAMES R. HENRY

COMMISSIONERS
MIKE RUNDLE
ERVIN E. HODGES
MARTIN A. KENNEDY
DAVID M. DUNFIELD

August 3, 2000

Janet Gerstner, President
Oread Neighborhood Association
P.O. Box 442065
Lawrence, KS 66044

Dear Ms. Gerstner:

I have received your request regarding partial reimbursement for the installation of a new dumpster pad through the ONA Dumpster Pad Project. Your request to use the balance of the 1406 Tennessee Sidewalk Replacement Project funds (\$50) and the balance of Cleanup funds (\$203.26) for a total of \$253.26, is approved. The payment will be processed for Wise Cement Const. Inc., per the paperwork submitted by you.

Should you have further questions, please do not hesitate to call me at (785) 832-3117.

Sincerely,

Margene K. Swarts
Community Development Manager
Housing and Neighborhood Development
Department

