



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

6 EAST 6th

BOX 708

66044

913-841-7722

August 1, 1987

Don Binns
President, BCNA
1402 E. Glenn Dr.
Lawrence, KS 66044

Dear Mr. Binns:

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 BCNA 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



City of Lawrence
KANSAS

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BOB SCHUMM

February 23, 1988

Kay Fletcher Schriner
Arkansas Research and
Training Center
University of Arkansas
Fayetteville, AR 72701

Dear Kay:

It was a pleasure talking with you the other day on the telephone.

I have found the following information regarding the Brook Creek Neighborhood Association (formerly FELIA):

1. 3,050 population
2. 1,095 households
3. 1,228 housing units
4. 133 vacant units
5. 14% rental vacancy rate

This information is from the 1980 census, and I hope it is useful to you.

Please don't hesitate to call me if you need more information.

Sincerely,

Lynn A. Goodell
Director of Community Development

/dc

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

December 12, 1989

Ms. Rachel Grantham
1316 East 16th
Lawrence, Kansas 66044

RE: East Lawrence Center

Dear Ms. Grantham:

You had indicated at the CDBG Advisory Board/City Commission meeting yesterday that the East Lawrence Center was closing. I want to report that there are no plans to close this center. This facility is currently being used for several fitness classes, a martial arts class and has after school hours for free play. We are actively participating with the Boys/Girls Club for volleyball/basketball programs as well as special occasions during the holidays. Ed Coan has replaced Reverend Calvin Jackson as the center supervisor. The Recreation Department will continue to use this facility to program many activities and events this next year.

I hope this information is helpful.

Very truly yours,

Mike Wildgen

Mike Wildgen
Acting City Manager

cc: CDBG Advisory Board
City Commission
Lynn Goodell ✓
Fred DeVictor



City of Lawrence KANSAS

BUFORD M. WATSON, JR., CITY MANAGER

CITY OFFICES

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CITY COMMISSION

MAYOR

BOB SCHUMM

COMMISSIONERS

SHIRLEY MARTIN-SMITH

DAVID PENNY

MIKE RUNDLE

ROBERT L. WALTERS

January 23, 1990

Brook Creek Neighborhood Association
1402 E. Glenn Dr.
Lawrence, KS 66044

Dear Mr. Einns:

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.

The CDBG Advisory Committee would like for you to provide additional information about some of your proposals. Please send me the following information, and if you need some help in getting the information, call me at 841-7722, ext. 100:

1. Rank each proposal in the order of importance to the association.
2. What are the addresses of those who want to participate in the painting program? What is the average cost per house? Larry Hamm can help with this.
3. How did you arrive at an estimate for the cost of the Laura Street drainage proposal? George Williams can help with this.
4. How did you arrive at the estimate for the cost of the Edgewood Park erosion proposal? Fred De Victor or George Williams can help with this.
5. Please submit a more accurate cost-estimate for the restrooms in Brook Creek and Edgewood Parks. Fred De Victor can help with this.
6. Please submit addresses, sizes, and prices for the tree proposal. Fred De Victor can help with this.
7. What additional benefits do you intend to pay for the coordinator, and what are the costs? (F.I.C.A., etc.) Julia Karr can help with this.

If you need clarification or assistance from City staff, please contact me.

Thank you for your interest in revitalizing your neighborhood.

Sincerely,

Lynn A Goodell by TW

Lynn A. Goodell

Director of Community Development

Community Development Director
Lawrence, Kansas.



Dear Sir:

Dec. 14, 1990

Since Jennifer Brown does not choose to serve in some of the capacities agreed upon and we feel that she has not been of the services in which we are in need, it has been mutually agreed that she will no longer act as coordinator as of Dec. 30, 1990.

If possible we would like for the money remaining in that fund to be diverted to one of our other projects.

Rachel Gautham, Sec.

Donald A. Binns Pres.

Brook Creek Neighborhood Association
formerly
Far East Lawrence Improvement Association



To : Margene Swarts, CDBG Program Director
From: Mark A. Taylor, President Brook Creek Neighborhood
Re: Appointee to CDBG Advisory Board
Date: Nov. 20, 1996

Dear Margene,

I, the president of the Brook Creek Neighborhood Association and the remainder of said association wish to appoint Richard Heckler to the CDBG advisory committee. This appointment we hope will be granted as the neighborhood supports (Dickie Heckler) as our representative. Thank you.

Mark A. Taylor

Richard (Dickie) Heckler
1217 Prospect
843-0103



MIKE WILDGEN, CITY MANAGER

City of Lawrence KANSAS

CITY OFFICES

BOX 708

66044-0708

6 EAST 6th

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

Mark Taylor
1205 Prairie
Lawrence, KS 66044

Dear Mr. Taylor:

I am in the process of updating the department's neighborhood files and would appreciate a copy of the most current BCNA 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



BROOK CREEK
NEIGHBORHOOD ASSOCIATION

August 18, 1998

Ms. Margene Swarts
HAND Department
City of Lawrence
6 East 6th Street
Lawrence, KS 66044

Dear Margene:

As you requested, a copy of the Coordinator's job description for the Brook Creek Neighborhood Association is attached.

BCNA pays its Coordinator \$10.00 per hour. At the current level of funding, she will work 28 hours per month. She will keep office hours totalling 4-5 hours per week, but the actual total hours worked weekly will vary, depending on what tasks she has to accomplish in that week. For instance, the week surrounding newsletter production and the week of our monthly general meeting will require more hours work from the Coordinator.

BCNA is pleased to finally have a Coordinator on-board, and we hope that funding continues to be available for neighborhood coordinators. Having someone in that position means the business of the neighborhood runs more smoothly and allows us the option to consider projects that we would be unable to do if we were dependent solely on volunteer effort to get them organized and assure that they run smoothly.

Sincerely,



Mark Taylor
President

**BROOK CREEK NEIGHBORHOOD ASSOCIATION
COORDINATOR JOB DESCRIPTION**

- △ Provide resident and membership services
 - * Keep weekly office hours
 - * Provide telephone assistance and referral

- △ Arrange general membership, board and committee meetings
 - * Schedule, set up and notify members
 - * Compile agenda

- △ Coordinate special projects
 - * 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 newsletter
 - * Deliver to printer

- △ Handle correspondence
 - * Write and type letters as directed by the Board
 - * Handle or direct incoming mail
 - * Purchase stamps

- △ Produce Requests for Payment and deliver to City offices

- △ Check and notify Board of relevant items on agendas for:
 - * City Commission
 - * Planning Commission
 - * Board of Zoning Appeals
 - * Historic Resources Commission

- △ Maintain files
 - * Newspaper clippings, correspondence, newsletters, etc.
 - * Maintain data base of members

- △ Assist in preparing CDBG proposals

- △ Such other duties as may be assigned by the Board of Directors

BROOK CREEK
NEIGHBORHOOD ASSOCIATION

January 25, 1999

Ms. Margene Swarts
Community Development Manager
HAND Department
City of Lawrence
P.O. Box 708
Lawrence, KS 66044

Dear Margene:

Mark Taylor has, indeed, stepped down as President of the Brook Creek Neighborhood Association. Our new President is Kirsten Roussel. Her address is 1305 Oak Hill Ave. Phone numbers are: 838-9895 (home) and 841-7787 (work).

All other officers remain the same.

If you have any other questions, please feel free to contact me.

Sincerely,



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

July 15, 1999

Kirsten Roussel, President
Brook Creek Neighborhood Association
1305 Oak Hill Avenue
Lawrence, KS 66044

Dear Kirsten:

I am writing for Lynn Goodell regarding the Neighborhood Reinvestment Training Institute in New Orleans August 30 to September 3, 1999. Lynn has already forwarded information to you about this conference. The City will be able to sponsor the attendance of up to five neighborhood representatives. Please let Lynn know whether you or a representative of your neighborhood will be attending by Friday, July 23. His number is 832-3122, and his e-mail address is lgoodell@ci.lawrence.ks.us.

Sincerely,

Lou Ann Lee
Housing Programs Specialist



City of Lawrence
K A N S A S

MIKE WILDGEN, CITY MANAGER

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

CITY COMMISSION
MAYOR
ERVIN E. HODGES
COMMISSIONERS
JAMES R. HENRY
MARTIN A. KENNEDY
MIKE RUNDLE
DAVID M. DUNFIELD

September 15, 1999

Kirsten Roussel, President
Brook Creek Neighborhood Association
1305 Oak Hill Ave.
Lawrence, KS 66044

Dear Ms. Roussel:

Currently, the BCNA representative on the HAND Advisory Committee is Jenna Coker. Her one year appointment will expire December 1, 1999. Ms. Coker is eligible for a three year re-appointment to the committee. The neighborhood association needs to make a recommendation regarding Ms. Coker's reappointment, or suggest individual(s) to fill the position.

I am notifying you of this now, so there will be ample time for the association to do outreach through the newsletter and meetings, as necessary. Enclosed is a HAND Advisory Committee attendance record for your information and files. If 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

Enclosure



**HAND ADVISORY COUNCIL
ATTENDANCE RECORD**

	Jenna Coker	Diana Deutsch	Guenter de Vries	James Dunn	Bob Ebey	Vern Norwood	Terri Pippert	Sandra Shaw	Matt Sherman	Bill Wachspress	Phyllis Wolf
12/17/98		X	X		X	X	X	X	**	X	X
01/07/99	X	X	X	X	X	X	X		**	X	X
01/21/99	X		X	X	X	X	X		**	X	X
02/04/99	X	X		X	X	X	X		**	X	X
02/18/99		X		X	X		X		**	X	X
03/04/99	X	X	*	X	X	X	X	X	**	X	X
03/18/99	X		*	X	X	X	X		**	X	X
04/01/99	X	X	*	X	X	X	X		**	X	
04/29/99	X	X	*	X	X	X	X	X	**	X	X
05/06/99 no quorum		X	*	X	X		X		**		
06/03/99		X	*	X	X	X	X	X	**		X
06/17/99	X		*	X	X		X	X	**	X	X
07/01/99	X		**	X	X	X	X	X	**		X
07/22/99		X	X	X	X	X	X			X	
08/05/99		X	X	X	X	X	X	X			
08/19/99 no quorum			X	X	X		X				

* Resigned due to being out of town
** Appointed 07/06/99

Norm White
1801 Maple Ln.
Lawrence, KS 66044
Nov. 11, 1999

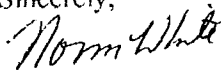
Margene Swarts
HAND Program
Housing and Neighborhood Development Dept.
6 E. 6th
Lawrence, KS 66044

Dear Ms. Swarts:

Please accept this letter of interest in serving as a representative of the Brook Creek Neighborhood Association on the HAND Advisory Committee. Having spoken with Kirstin Roussel, President, and Julie Banhart, Coordinator, of the Association, we agreed to submit this request. My experience as an Association member, a long personal and professional history working with housing management and planning as well as working with CDBG program planning, provides the skills and experience necessary to contribute to this vital program in our community. If I can provide any additional information please contact me at 841-8890 at home or my office at 785-296-8060.

Thanks in advance for your consideration of this request.

Sincerely,



Norm White, M.A.



BROOK CREEK NEIGHBORHOOD ASSOCIATION

Kirsten Roussel
President

Claud Aubry
Vice President

Hazel Bryan
Secretary

Susan Miller
Treasurer

Julie Banhart
Coordinator

Mail Address
1944 Miller Dr.
Lawrence, KS
66046

Telephone
841-4997

Office Hours
5:00-6:00 M-F

November 12, 1999

Ms. Margene Swarts
HAND Department
City of Lawrence
6 East 6th St.
Lawrence, KS 66044

Dear Margene:

Jenna Coker's term on the HAND Board has come to an end. The Brook Creek Neighborhood Association has advertised the position both by announcing it at our October meeting and listing it in our October newsletter. Norm White responded to the notice of vacancy and has indicated his desire to assume this post. This is to notify you that the BCNA strongly supports his appointment as our representative on the HAND Board.

If you have any questions, please feel free to contact our Coordinator, Julie Banhart, at 841-4997.

Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kirsten Roussel".

Kirstin Roussel
President