



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 18, 2021**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Riley County Trash Services 2021 - Staff Recommendation
4. Sign Riley County Personnel Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Mar 15, 2021 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

8. Administrative Work Session
9. Executive session to discuss confidential legal advice regarding potential litigation issues

9:50 AM

Bob Isaac, Planner

10. Public Hearing to Final Plat Peterson Ranch Addition Unit One.

10:00 AM

David Willis, Parks Manager

11. Memorandum of Understanding/Lease Agreement with USD 383

10:10 AM

Brandy Bruna, County Extension Agent

12. Extension Staff Report - Bread in a Bag Extension School Enrichment Program

10:15 AM Dennis Butler, RCPD Director

13. RCPD update

10:30 AM John Ellermann, Public Works Director/County Engineer

14. Harbour Hills Neighborhood Request to improve County Road 402 (W. 59th Ave)

10:45 AM Amanda Smeller, Planning/Special Projects Director

15. Bid opening for half ton 4x4 pickup

11:00 AM Steve Higgins, REACH Committee

16. History of the REACH Committee

4:00 PM Joint City/County/County Meeting (at City Offices)

17. City/County/County Meeting Agenda

Adjournment

Announcements

Good Morning Manhattan Virtual Meeting will be held today 7:30 - 8:30 a.m. via Zoom.

Beginning at 7:30 a.m. Thursday, March 18, 2021 lasting until approximately 8:30 a.m., the BOCC will be in its usual public meeting location, joining a Zoom meeting hosted by the Chamber of Commerce. This Chamber of Commerce Zoom call will be placed on a speaker phone, so BOCC members can “listen” to the presentations made by the scheduled speakers. But BOCC members will not participate in the Chamber of Commerce meeting. BOCC members will be “muted” during the Chamber of Commerce Zoom call.

Members of the Public are welcome to attend, in the BOCC Chambers, beginning at 7:30 a.m., on the above date, in order to listen to the Chamber of Commerce Zoom call.

At the conclusion of the Chamber of Commerce’s Zoom call, the BOCC will be on break until 9:00 a.m., when the regular meeting of the BOCC will begin at the BOCC’s same usual public meeting location. Riley County will begin its live stream of its regular meeting beginning at 9:00 a.m.

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



PUBLIC WORKS
Recommendations

John Ellermann
Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: March 18, 2021

SUBJECT: Riley County Trash Services 2021 - Staff Recommendation

PRESENTER: Julie Winter, Administrative Services Manager

On March 15, 2021, at 10:00 a.m., a total of two (2) bids were received in response to the publicly advertised Invitation to Bid for Riley County Trash Services.

Based on our review of the two (2) bids listed below; we recommend the lowest bid be awarded to Howie's Trash Service in the amount of \$18,314.16 per year; with the option to renew the contract annually for four (4) additional years.

Howie's Trash Service	\$18,314.16
Waste Management	\$25,907.40

If you are in agreement with this recommendation please consider the following action item:

1. Award the contract to Howie's Trash Services in the amount of \$18,314.16 per year; with the option to renew the contract annually for four (4) additional years.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Bid Tab_Riley Co Trash Services (PDF)

**RILEY COUNTY PUBLIC WORKS
BID TABULATION**

DATE: 03/15/2021

PROJECT NO.: #021721

PROJECT NAME: Riley County Trash Services

				Howies Trash Service 625 S. 10th St. Manhattan, KS 66502		Waste Management of KS 2300 Elmdale Dr Junction City, KS 66442	
Item Description	Quantity	Unit		Unit Price	Total	Unit Price	Total
Courthouse Plaza							
2 - 2 yd dumpsters	12	Monthly		\$205.43	\$2,465.16	\$383.19	\$4,598.28
Emergency Medical Services							
1 - 2 yd dumpster	12	Monthly		\$64.44	\$773.28	\$79.93	\$959.16
Fair Board							
1 - 6 yd dumpster	12	Monthly		\$156.47	\$1,877.64	\$264.31	\$3,171.72
1 - 8 yd dumpster	12	Monthly		\$234.94	\$2,819.28	\$318.04	\$3,816.48
Noxious Weed/HHW							
1 - 6 yd dumpster	12	Monthly		\$122.60	\$1,471.20	\$135.80	\$1,629.60
Museum							
1 - 96 Gallon	12	Monthly		\$15.00	\$180.00	\$56.53	\$678.36
Parks							
1 - 2 yd dumpster	12	Monthly		\$64.44	\$773.28	\$79.93	\$959.16
1 - 4 yd dumpster	12	Monthly		\$96.68	\$1,160.16	\$107.50	\$1,290.00
1 - 2 yd dumpster	12	Monthly		\$64.44	\$773.28	\$79.93	\$959.16
Public Works							
1 - 2 yd dumpster	12	Monthly		\$64.44	\$773.28	\$79.93	\$959.16
1 - 6 yd dumpster	12	Monthly		\$122.60	\$1,471.20	\$135.80	\$1,629.60
1 - 2 yd dumpster	12	Monthly		\$64.44	\$773.28	\$0.00	\$0.00
Health Department							
1 - 2 yd dumpster	12	Monthly		\$125.13	\$1,501.56	\$231.56	\$2,778.72
1 - 1.5 yd dumpster	12	Monthly		\$125.13	\$1,501.56	\$206.50	\$2,478.00
Grand Total				\$1,526.18	\$18,314.16	\$2,158.95	\$25,907.40
Bid Bond Included				Yes		Yes	



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: March 18, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-03 I Fink Office Assist II (green) (PDF)
- 2021-03 S Marshall Temp Election (green) (PDF)
- 2021-03 K Wadick Temp Election (green) (PDF)
- 2021-03 P Kallhof Temp Election (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date 03/15/2021
☒ Change		Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Fink	Ivy		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Office Assistant II	Attorney	001-001
Position Title	Department	Fund

03/26/2021	☐ Exempt	☒ Non-Exempt	Ending Date For Temporary	☒ Yes	☐ No
Effective Date				Is this a budgeted position?	

E	4	\$15.47	☒ Hour	\$	☐ Month	☒ 40	☐ up to 40
Grade/Step	Pay Rate		Hours Per Workweek				

Comments:

voluntary resignation

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date 3/16/2021
☐ Change		Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☒ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Marshall	Sean		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Temp Election Worker	Election	001-019
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Position Title Department Fund

12/30/2020	☐ Exempt	☒ Non-Exempt		☐ Yes	☐ No
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Effective Date Ending Date For Temporary Is this a budgeted position?

3	\$9.21	☒ Hour	\$	☐ Month	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Comments:

end of Election work

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	3/16/2021
☐ Change		Employee #	

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☒ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Wadick	Kenneth		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Temp Election Worker	Election	001-019
Position Title	Department	Fund

8/21/2020	☐	☒		☐ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

3	\$9.21	☒ Hour	\$	☐ Month	☐ 40	☐
Grade/Step	Pay Rate	Hours Per Workweek				

Comments:

end of Election work

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	3/16/2021
☐ Change		Employee #	

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☒ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Kallhof	Pamela		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Temp Election Worker	Election	001-019
Position Title	Department	Fund

8/21/2020	☐ Exempt	☒ Non-Exempt	Ending Date For Temporary	☐ Yes	☐ No
Effective Date				Is this a budgeted position?	

3	\$9.21	☒ Hour	\$	☐ Month	☐ 40	☐
Grade/Step	Pay Rate	Hours Per Workweek				

Comments:

end of Election work

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 22, 2021**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

1. Big Lakes Developmental Center update

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

12:00 PM

Intergovernmental Luncheon

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 03-22-21 tentative agenda (10432 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 25, 2021**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

2. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:35 AM

Kevin Howser, IT/GIS Director

4. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

5. Staff update

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 03-25-21 tentative agenda (10432 : Tentative Agenda)



PLANNING & DEVELOPMENT
Public Hearing

Amanda Smeller
Planning/Special Projects
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

RESOLUTION

FROM: Bob Isaac, Planner

MEETING: March 18, 2021

SUBJECT: Public Hearing to Final Plat Peterson Ranch Addition Unit One.

PRESENTER: Bob Isaac, Planner

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

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

RECOMMENDATION(S)

RILEY COUNTY PLANNING BOARD:

On March 8, 2021, the Riley County Planning Board approved the Final Plat of Peterson Ranch Addition Unit One, making a finding that the proposed request is consistent with the Preliminary

Plat, Riley County Subdivision Regulations, Riley County Zoning Regulations and Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Peterson Ranch Addition Unit One, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

POSSIBLE MOTION(S)**ACTION NEEDED FOR PLAT:**

A. Motion to approve Resolution 031821-___ acknowledging the approved Final Plat of Peterson Ranch Addition Unit One and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

Or

B. Motion to sign Resolution 031821-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Peterson Ranch Addition Unit One, as it has been determined that it does not meet the requirements of the Riley County Subdivision Regulations.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report BOCC (PDF)
- RCPB Minutes (PDF)
- Resolution (PDF)



PLANNING & DEVELOPMENT

STAFF REPORT

Plat

PETITION:	#21-0003 Plat
APPLICANT:	Peterson Ranch LLC 6130 Tuttle Terr. Manhattan, KS 66503-9005
PROPERTY OWNER:	Peterson Ranch LLC 6130 Tuttle Ter Manhattan, KS 66503-9005
REPRESENTATIVE:	Lynn A. Blecha 6130 Tuttle Terr. Manhattan, KS 66503-9005
SIZE OF TRACT:	The subject site is approximately 174.05 acres.
LOCATION:	Generally located approximately 900 feet north of Tuttle Creek Boulevard, at the northern terminus of Thomas Wiard Road; Sections 21 and 22, Township 9 South, Range 7 East; Grant Township.
JURISDICTION:	This application is subject to the requirements of the Riley County Subdivision Regulations.



BACKGROUND: The applicant purchased the subject property in April 2020 with the intent of developing it into several very-low density single family residential lots. On December 14, 2020, the Riley County Planning Board forwarded a recommendation to the Board of County Commissioners of Riley County to approve the request to rezone the subject property from “AG” (Agricultural District) to “R-PUD” (Residential Planned Unit Development). The Board also approved the Preliminary Plat of Peterson Ranch Unit One, including the request to reduce the required Agricultural Buffer from 200 feet to 150 feet, as it was determined that all requirements of the Riley County Subdivision Regulations, Zoning Regulations and Sanitary Code were met. On January 4, 2021, the subject property was rezoned from “AG” (Agricultural District) to “R-PUD” (Residential Planned Unit Development). There are no variances, conditional uses or special uses associated with the property.

The applicant intends to file restrictive covenants along with the Final Plat of the property and form a Home Owner’s Association.

DESCRIPTION:

Physical site characteristics: The subject property is a mix of rolling hills, native grasses and wooded ravines and has been used primarily for pasture.

General character of the area: The general character of the area is predominantly agrarian.

SUITABILITY OF ZONING:

Zoning History: (see Background).

Current Zoning: Presently, the subject site is zoned “R-PUD” (Residential Planned Unit Development) to allow for custom single family homes.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	“AG” (Agricultural District)	Pasture/open space
SOUTH	“AG” (Agricultural District) and “SF-4” (Single Family Residential)	Residential
EAST	“AG” (Agricultural District)	Residential
WEST	“AG” (Agricultural District)	Residential/pasture

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: The proposed development will have direct access to Thomas Wiard Road, a two lane gravel road, maintained by Wildcat Township. The applicant is proposing to extend Thomas Wiard Road northerly then easterly across the tract, to serve as the primary internal street of the subdivision. A secondary internal street, cul-de-sac (Thomas Wiard Circle changed from Valley View Circle) is also proposed, which will connect to the proposed extension of Thomas Wiard Road, serving several lots in the northern portion of the development. The County Engineer has agreed that, in anticipation of the formation of a paving district, to occur

within one (1) year following approval of the final plat, to pave all of Thomas Wiard Road and all other internal streets of the subdivision, eight (8) inches of AB-3 aggregate can be utilized as the surface material in the construction of said roads.

Water and sewer: The subject site shall be served by Rural Water District #1. There is a 6-inch line that transects the southern portion of the parent tract. It is proposed that a second line, either 4-inch or 6-inch, will be installed along the right-of-way of proposed Thomas Wiard Road and Thomas Wiard Circle. At such time, the existing 6-inch line will be abandoned. The new line will have clean-outs or “fill points” in certain locations.

Each lot will be served by an on-site septic system

Fire: Riley County Fire District #1 will serve the site. The Tuttle Creek Fire Station (Station #12), located at 4120 Hwy. 13, will serve as the primary responder to the site. An emergency turnaround has been included approximately every 1000 feet; one on Lot 2 and one on Lot 4, from the proposed extension of Thomas Wiard Road. The subject site is located within five (5) road miles of a fire station.

Effect on public facilities and services: It is not anticipated that the proposed development will have an adverse impact on public services.

Effect on nearby property:

With the specific use limitations noted on the Preliminary Development Plan, restricting the type and density of residential development, it is not anticipated that the proposed development will have an unreasonable adverse impact on nearby property.

RILEY COUNTY ZONING REGULATIONS:

Agricultural Buffer: - As per Section 21C – Development Standards of the Riley County Zoning Regulations, a minimum setback for a residence or a structure for animal habitation shall be 200 feet from all property lines adjoining an existing agricultural use. The majority of the lots currently have an adequate buffer, meaning the presence of physical features, such as topography, water bodies, roadways, trees, hedgerows or similar vegetation, sufficient to reduce noise, spray drift and dust, diffuse light, and act as a physical separation to reduce conflict between non-farm and agricultural uses. However, in order to provide some protections from neighboring farming operations, while still accommodating for the restrictive topography of the site, the applicant is proposing a 150-ft. agricultural buffer along the boundary of the subdivision, as per the requirements of Section 21-C – Development Standards of the Riley County Zoning Regulations.

Riparian Buffer: N/A

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Environmental Health Specialist has reviewed the request and reported that the soil profiles have been completed. He said soil has been imported and placed on the individual lots. He also stated that the site will be served by rural water; no environmental issues.

RILEY COUNTY CONSERVATION DISTRICT: A Development Review was sent; no reply was received.

COUNTY ENGINEER: The request was reviewed by the County Engineer. He reported that Public Works has not received or approved plans for road construction for Thomas Wiard Road

or the subdivision streets. He stated that Thomas Wiard Road must be paved to County Standards within one year of the filing of the final plat.

EMERGENCY MANAGEMENT: The Rural Fire Chief of Riley County has reviewed the request and reported that as the Fire Chief, it's his responsibility to provide safety and wellbeing (Live's & Property Fire) for residents of Riley County. He said in order for him to sign off on the project, fire hydrants must be installed at a minimum of at least a 1000 feet apart, and that includes cul-de-sacs that are 1000 feet in length.

RILEY COUNTY PLANNING BOARD

On March 8, 2021, the Riley County Planning Board approved the Final Plat of Peterson Ranch Addition Unit One, making a finding that the proposed request is consistent with the Preliminary Plat, Riley County Subdivision Regulations, Riley County Zoning Regulations and Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Peterson Ranch Addition Unit One, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 031821-___ acknowledging the approved Final Plat of Peterson Ranch Addition Unit One and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

Or

B. Motion to sign Resolution 031821-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Peterson Ranch Addition Unit One, as it has been determined that it does not meet the requirements of the Riley County Subdivision Regulations.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Fire stations map
- Final Plat map

Prepared by: Bob Isaac, Planner
March 9, 2021



VICINITY AND SITE

Peterson Ranch LLC

#21-0003

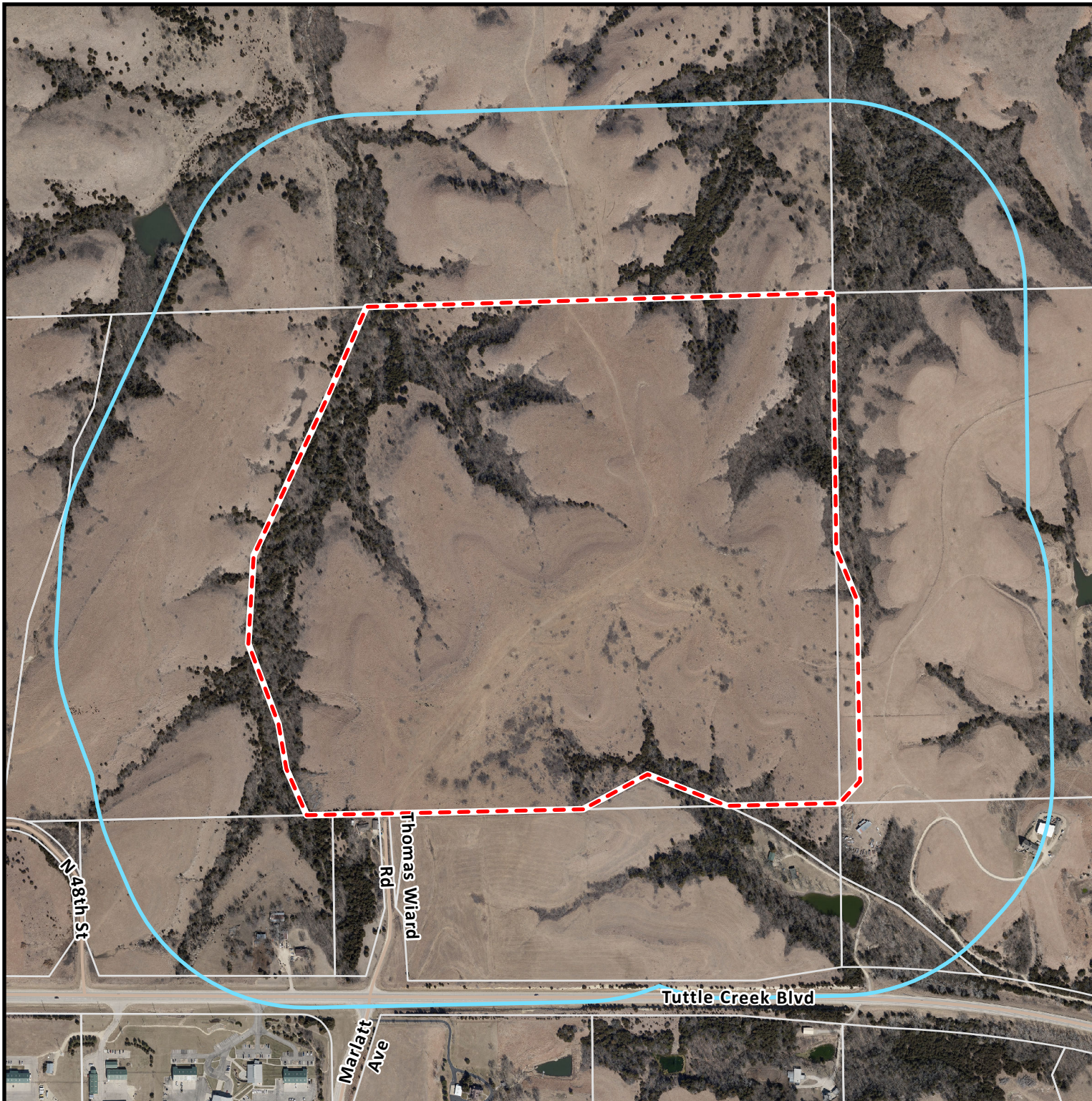
Plat
Peterson Ranch Unit One

21-9-7
22-9-7

 1000' Buffer
 Site



VICINITY





SURROUNDING ZONING

Peterson Ranch LLC

#21-0003

Plat
Peterson Ranch Unit One

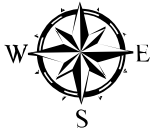
21-9-7

22-9-7

 1000' Buffer
 Site

- AG Agricultural
- AG-R AG/Residential
- B-1 Two Family Residential
- B-2 Multiple Family Residential
- B-3 Mobile Home Park
- C-3 General Business
- C-4 Highway Business
- D-1 Industrial Park
- D-2 Light Industrial
- D-3 Heavy Industrial
- Fort Riley
- N-1 Noise Hazard
- PUD Planned Unit Development
- SF-1 Single Family Residential
- SF-2 Single Family Residential
- SF-3 Single Family Residential
- SF-4 Single Family Residential
- SF-5 Single Family Residential
- U University
- Special Zoning:
 - Conditional Use
 - Special Use
 - Variance

Attachment: Staff Report BOCC (10629 : Peterson Ranch Unit One)



FIRE STATIONS

Peterson Ranch LLC

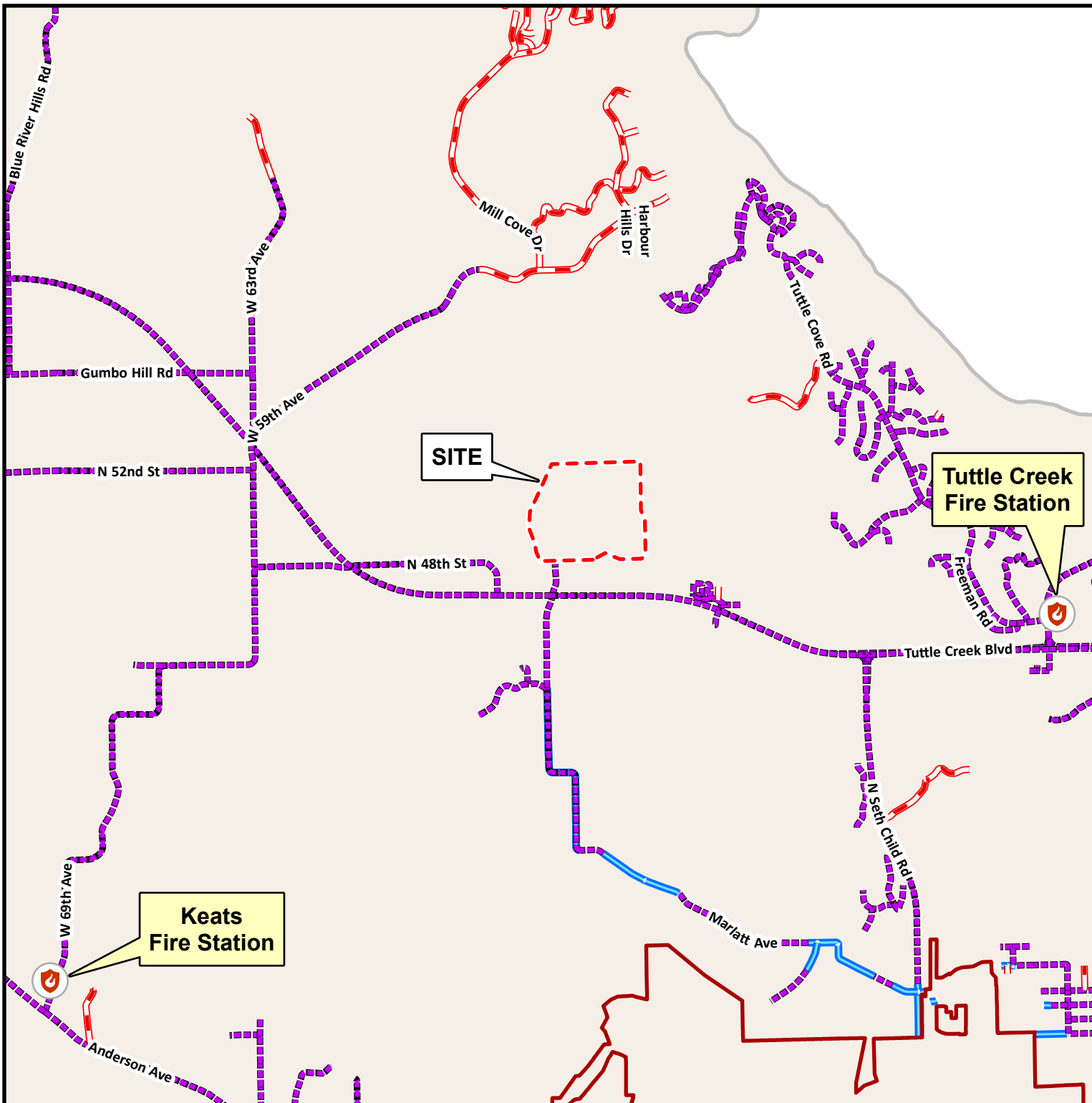
#21-0003

Plat
Peterson Ranch Unit One

21-9-7

22-9-7

Attachment: Staff Report BOCC (10629 : Peterson Ranch Unit One)



ISO Rating

- 5 (within 1000' of a hydrant)
- 5Y (within 5 road miles of 5Y fire station)
- 9 (5 road miles of May Day station)
- 10 (outside 5 road miles)
- OR road is not paved/gravel

OWNER'S CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

This is to certify that the undersigned is/are the owner(s) of the land hereon described on this plat, and that said owners has/have caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes herein set forth, and does hereby acknowledge and adopt the same under style and title indicated.

All street rights-of-way as shown on this plat are hereby dedicated to the public. Any easements or licenses as shown on this plat, to the public to locate, construct and maintain or authorize the location, construction and maintenance of poles, wires, conduits, water, gas and sewer pipes or required drainage channels or structures upon the area marked for easements on this plat, are hereby granted to the public.

Given under my hand at _____, Kansas, this _____ day of _____, A.D. 20____.

Peterson Ranch, LLC
A Kansas Limited Liability Company

Lynn Blecha, Managing Member

NOTARY CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

I, _____, a Notary Public in and for said county, in the state aforesaid, do hereby certify that _____
Lynn Blecha, Managing Member of Peterson Ranch, LLC
A Kansas Limited Liability Company

known to me to be the same person(s) whose name(s) is (are) subscribed to the foregoing instrument as such owner(s), appeared before me this day in person and acknowledged the execution and delivery of this plat as a free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal this _____ day of _____, A.D. 20____.

My commission expires _____.

Notary Public
Print Name

CERTIFICATE OF RILEY COUNTY PLANNING BOARD

STATE OF KANSAS) SS:
COUNTY OF RILEY)

Approved this _____ day of _____, A.D. 20____.

RILEY COUNTY PLANNING BOARD

Chairman

Member

Member

Member

Member

APPROVAL OF COUNTY OFFICERS

County Engineer _____
County Counselor

Environmental Health Specialist

CERTIFICATE OF THE REGISTER OF DEEDS

STATE OF KANSAS) SS:
COUNTY OF RILEY)

This instrument was filed for record on the _____ day of _____, A.D. 20____ at _____ O'clock _____M., and duly recorded in Book _____ at Page _____

Register of Deeds

By _____ Deputy

UTILITY NOTE

Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any trees, limbs, vines, and brush on lands adjacent to the utility easement whenever in the utility companies judgment such may interfere with or endanger the construction, operation, or maintenance of its facilities, together with the right of ingress to and egress from the utility easement and contiguous land subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing, and with or endangering the construction, operation or maintenance of said facilities.

OWNER/DEVELOPER:
Peterson Ranch, LLC
Lynn Blecha
6130 Tuttle Terrace
Manhattan, Kansas 66503
(785) 564-2770

ENGINEER:
Schwab-Eaton P.A.
5410 Ledge Stone Dr. Ste. 100
Manhattan, KS 66503
(785) 539-4687

NOTES

- Bearings used on this survey are based on the North line of the Northeast Quarter of Section 21-T9S-R7E, assumed to be N. 88°56'05" E.
- No Gaps and overlaps were found on this property.
- Easements, setbacks, restrictions or encumbrances of record if any, affecting the title to this tract are shown.
- All building setback requirements shall be determine by the building envelope of the respective lot, as shown.
- If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards and Specifications. In no case, shall the diameter of the pipe be less than 15 inches.
- Property owner(s) is/are required to maintain all public granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences and walls) are prohibited within publicly dedicated and publicly granted drainage easements.
- All drives and parking areas shall consist of all-weather surfacing including crushed stone or gravel. Each lot shall have its own driveway.
- Site and all uses therein shall be in compliance with the Riley County Sanitary Code. The site shall be served by Rural Water District #1 for all potable water supply needs.
- All utilities shall be underground.
- All proposed lighting shall have directional control or appropriate cut-offs to minimize spillage and light trespass.
- Existing areas with native tree stands, as shown hereon shall remain intact as much as possible to retain the existing beauty and character of the property and to act as an audio and visual buffer to surrounding properties. Within these areas trees may only be selectively removed for:
 - Creating space for vehicle driveways or hiking, biking trails, or approved wastewater systems. Trees may also be removed to make space for residences, yards and or other additional permitted structures.
 - Removal of dead or fallen trees, or planting additional trees or shrubs shall comply with Table 3: Undesirable Trees and Shrubs of Section 21C-Development Standards of the Riley County Zoning Regulations.
- Owner must file an Agricultural Protection Easement document with the Final Plat.
- A 150-ft Agricultural Buffer, as shown, shall be subject to the Development Standards of the Riley County Zoning Regulations.
- No common areas are proposed at this time.
- The proposed streets of the development shall be subject to the minimum requirements of the Riley County Standards for Roadway Design in Platted Subdivisions.
- As per written agreement with the County Engineer:
 - 8 inches of AB-3 surfacing material is allowed to be utilized for initial rock roads (internal subdivision roads).
 - The paving of Thomas Ward Road (that part extended north from Tuttle Creek Boulevard to the south line of the NE 1/4 of Sec. 21, T9S, R7E) may be delayed until such time as paving of the internal roads of the subdivision. Such delay shall not extend beyond one (1) year from the filing of the Final Plat.
 - The shouldering of the rock roads may be delayed until paving occurs, as long as the edge drop-off is two (2) inches or less and the paving is completed within one (1) year from the filing of the Final Plat.
- All persons, entities and/or utility companies, having property rights or interests in any alley, road/street, easement, access control or other public reservation proposed to be vacated by this plat have affirmed no existing use or future interest in such alley, road/street, easement, access control or other public reservation, and expressed no objections to such vacation.

FORT RILEY NOTICE OF POTENTIAL NOISE IMPACTS

This subdivision is subject to the Notice of Potential Noise Impact from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building Methods, recorded on August 17, 2020 in Bk. 881, Pg. 7017.

FLOOD NOTE:

The property shown hereon lies in Flood Zone X areas outside of the 1% and 0.2% annual chance flood. As determined by (FIRM) Flood Insurance Rate Map No. 2016IC0250G, Effective Date March 16, 2015.

BENCH MARK:

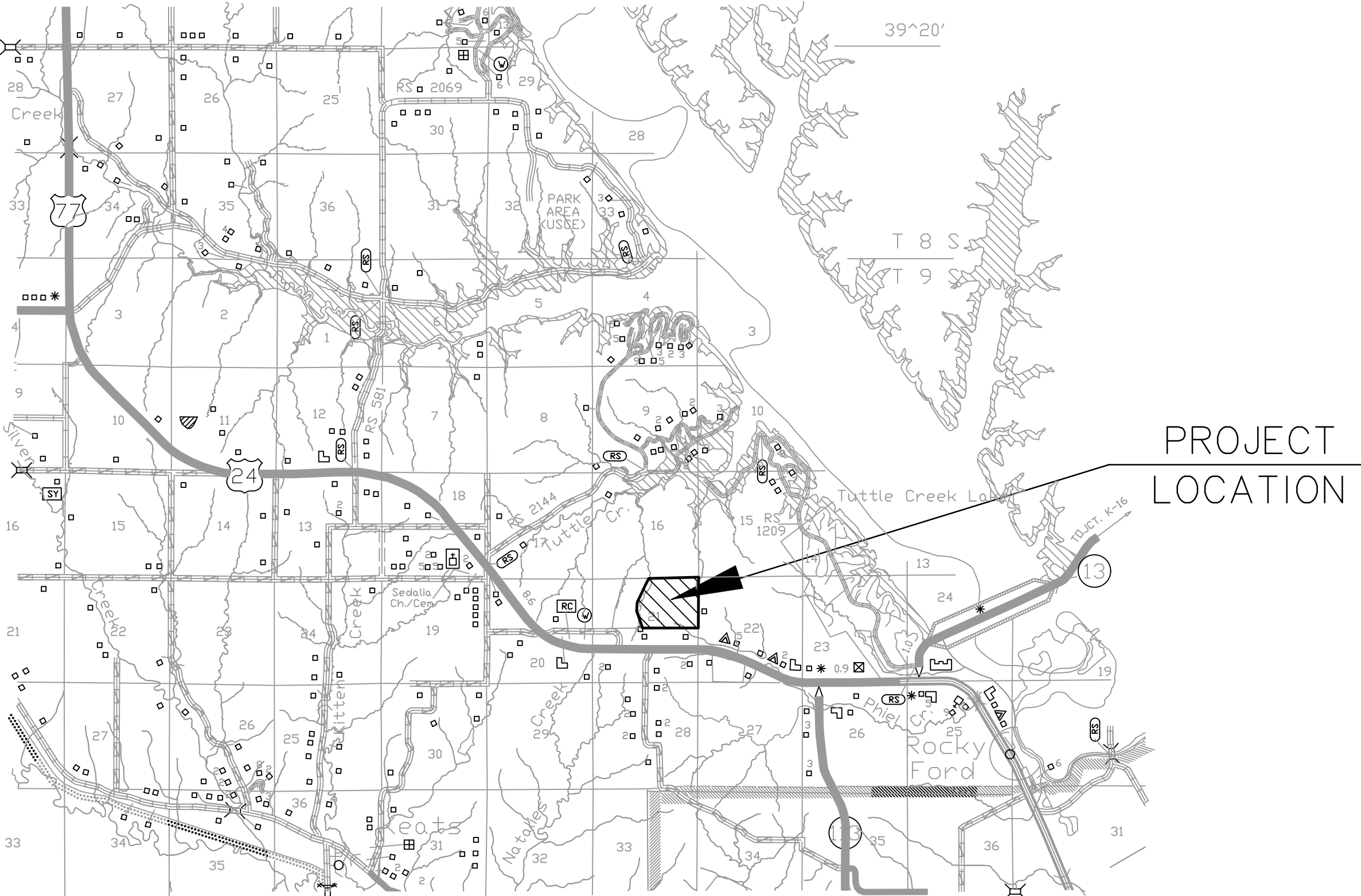
B.M. 24 = Square Cut "□" chiseled in Southeast Corner of Chicago, Rock Island and Pacific Railroad bridge over Little Kitten Creek.
Elevation = 1063.11
USGS "KEATS" USGS & GS Standard Cap in Concrete 1 Ft. South of R/W Fence Along "T" ROAD" Elevation = 1372.94

CURRENT ZONING

R-PUD = (Residential Planned Unit Development)

PROPOSED ZONING

R-PUD = (Residential Planned Unit Development)



PROJECT
LOCATION

SITE MAP

CERTIFICATE OF COUNTY COMMISSION

STATE OF KANSAS) SS:
COUNTY OF RILEY)

Approved this _____ day of _____, A.D. 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY

Commissioner, Chairman _____
Commissioner

Commissioner _____
Attest: County Clerk

COVENANTS NOTE:

The property is governed by Restrictive Covenants and a Homeowner's Association. Home occupations, as per the Riley County Zoning Regulations, shall be permitted, subject to the use limitations of the applicable section. Structures and other improvements to the Lots shown hereon shall be subject to review by an Architectural Committee. Restrictive Covenants filed at the Office of the Riley County Register of Deeds.

SURVEYOR'S CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

I, the undersigned do hereby certify that I am a Registered Land Surveyor in the State of Kansas with experience and proficiency in land surveying, that the heretofore described property was surveyed and subdivided by me, or under my supervision, that all subdivision regulations of the Riley County, Kansas, have been complied with in the preparation of this plat, and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief.

Given under my hand and seal this _____ day of _____, A.D. 20____.

SCHWAB-EATON, P.A.

Harlan G. Ross, P.S. 1290

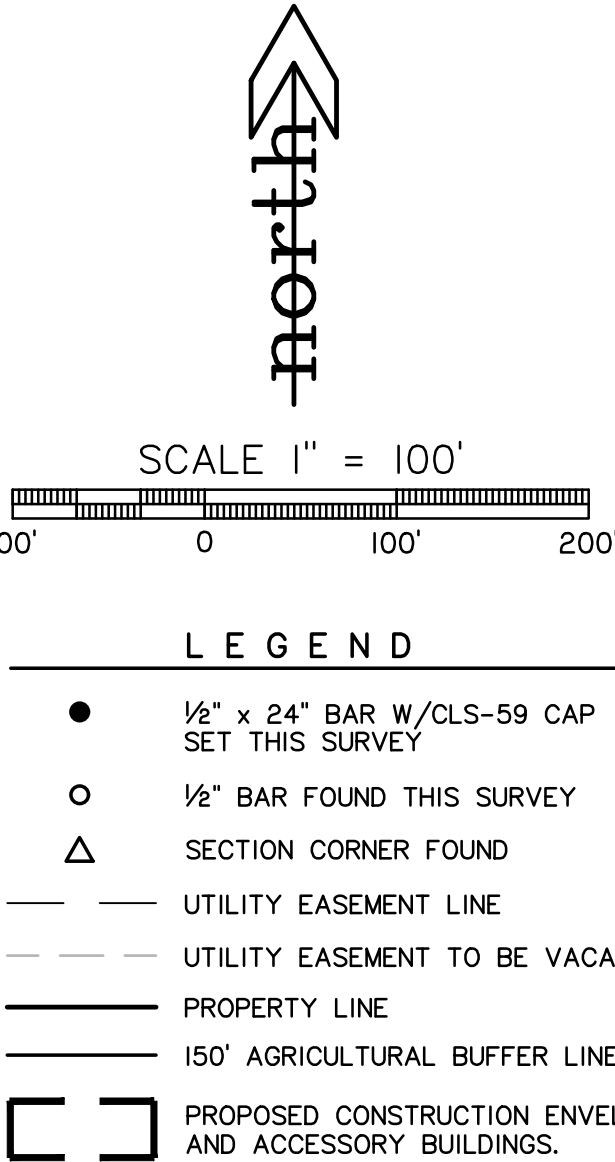
Project No.: 20.094B
Client: Lynn Blecha
6130 Tuttle Terrace
Manhattan, Kansas 66503

LAND BOUNDARY DESCRIPTION:

A tract of land located in the Northwest One-Quarter (NW 1/4), and the Northeast One-Quarter (NE 1/4) in Section 21, and the Northwest One-Quarter (NW 1/4) of Section 22, Township 9 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, described as follows:

BEGINNING at the Northeast Corner of said NE 1/4 of said Section 21; Thence South 0°04'11" West (assumed bearing), 1327.62 feet along the East line of said NE 1/4; Thence South 21°25'58" East, 290.31 feet; Thence South 0°00'00" West, 944.28 feet; Thence South 43°35'50" West, 156.18 feet to the Southwest Corner of said NW 1/4 of said Section 22, said point also being the Southeast Corner of said NE 1/4 of said Section 21; Thence South 89°33'09" West, 605.22 feet, measured and deed, along the South line of said NE 1/4 of said Section 21; Thence North 68°44'55" West, 423.72 feet, measured and deed; Thence South 65°31'37" West, 384.78 feet, measured and deed, to a point on the South line of said NE 1/4 of said Section 21; Thence South 89°33'09" West, 1289.25 feet along the South line of said NE 1/4 of said Section 21 to the Southwest Corner of said NE 1/4 of said Section 21; Thence South 89°27'28" West, 124.90 feet along the South line of said NW 1/4 of said Section 21; Thence North 23°12'23" West, 268.15 feet; Thence North 9°31'05" West, 236.97 feet; Thence North 19°55'45" West, 445.53 feet; Thence North 3°55'59" East, 458.73 feet; Thence North 25°34'30" East, 890.59 feet to a point on the West line of said NE 1/4 of said Section 21; Thence continuing North 25°34'30" East, 523.27 feet to a point on the North Line of said NE 1/4 of said Section 21; Thence North 88°56'05" East, 2422.96 feet along the North line of said NE 1/4 of said Section 21 to the POINT AND PLACE OF BEGINNING. Said tract contains 174.01 acres, more or less. Subject to all public roads, easements, reservations, restrictions, covenants and conditions, if any, now of record.

ALL DISTANCES ARE MEASURED UNLESS OTHERWISE NOTED



FINAL PLAT

PETERSON
RANCH
UNIT ONE

SECTIONS 21 and 22, T9S, R7E
A RESIDENTIAL PLANNED UNIT DEVELOPMENT IN
RILEY COUNTY, KANSAS

PREPARED BY



CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS
5410 LEDGE STONE DRIVE, STE. 100 - MANHATTAN, KANSAS - PH 785-539-4687
FEBRUARY 2021

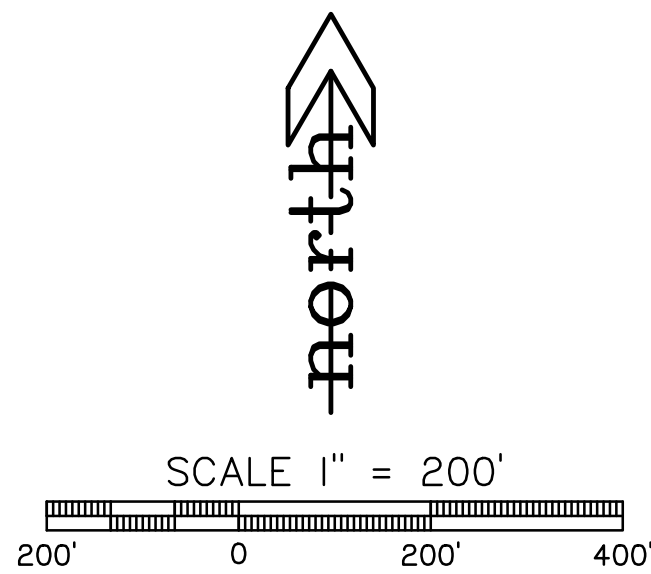
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ALL DISTANCES ARE MEASURED UNLESS OTHERWISE NOTED



- LEGEND
- 1/2" x 24" BAR W/CLS-59 CAP SET THIS SURVEY
 - 1/2" BAR FOUND THIS SURVEY
 - △ SECTION CORNER FOUND
 - UTILITY EASEMENT LINE
 - - - UTILITY EASEMENT TO BE VACATED
 - PROPERTY LINE
 - 150' AGRICULTURAL BUFFER LINE
 - [] PROPOSED CONSTRUCTION ENVELOPE FOR HOMES AND ACCESSORY BUILDINGS.

FORT RILEY NOTICE OF POTENTIAL NOISE IMPACTS

This subdivision is subject to the Notice of Potential Noise Impact from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building Methods, recorded on August 17, 2020 in Bk. 881, Pg. 7017.

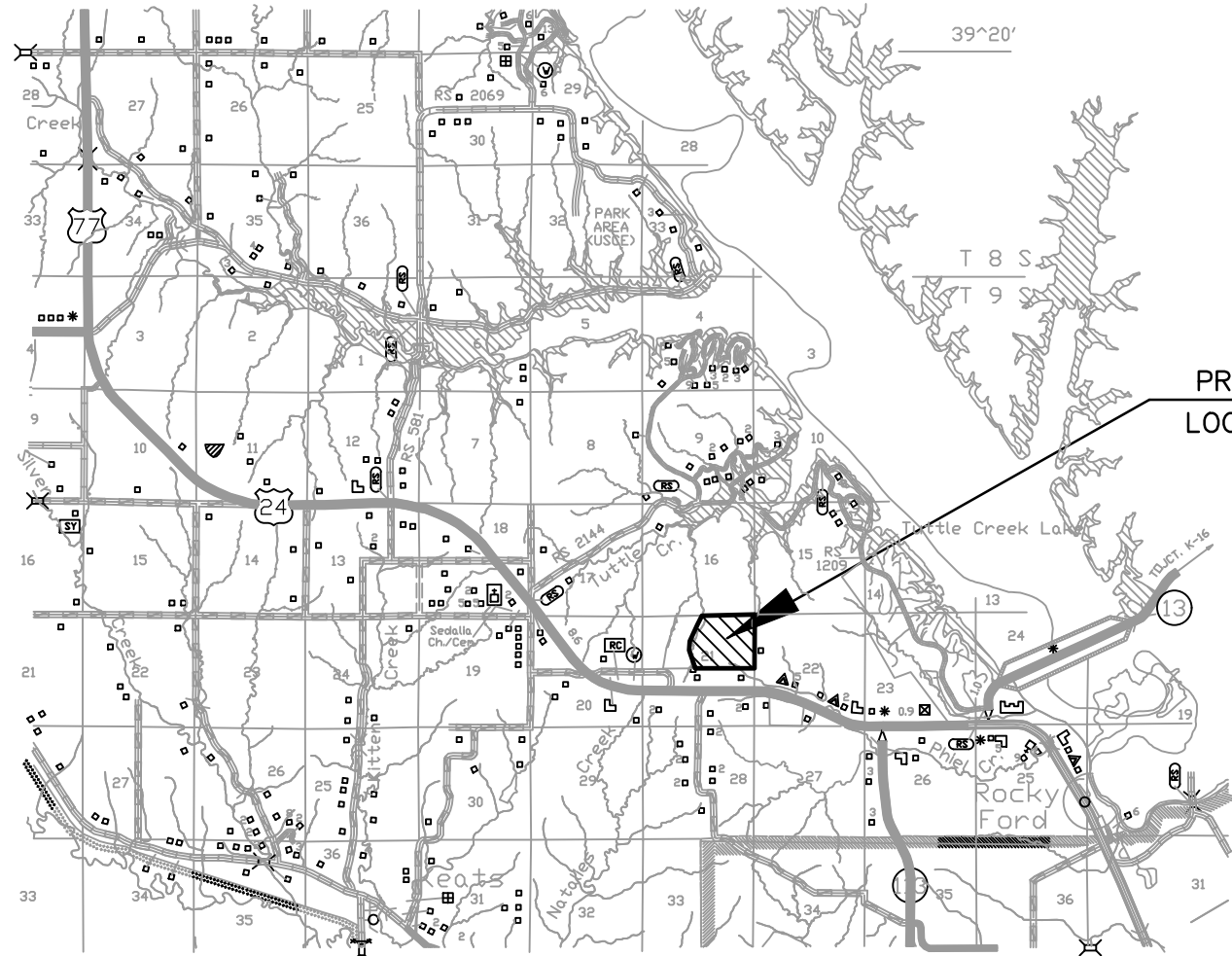
FINAL PLAT
PETERSON RANCH
UNIT ONE

SECTIONS 21 and 22, T9S, R7E
A RESIDENTIAL PLANNED UNIT DEVELOPMENT IN
RILEY COUNTY, KANSAS

PREPARED BY



CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS
5410 LEDGE STONE DRIVE, STE 100 - MANHATTAN, KANSAS - PH 785-539-4687
FEBRUARY 2021



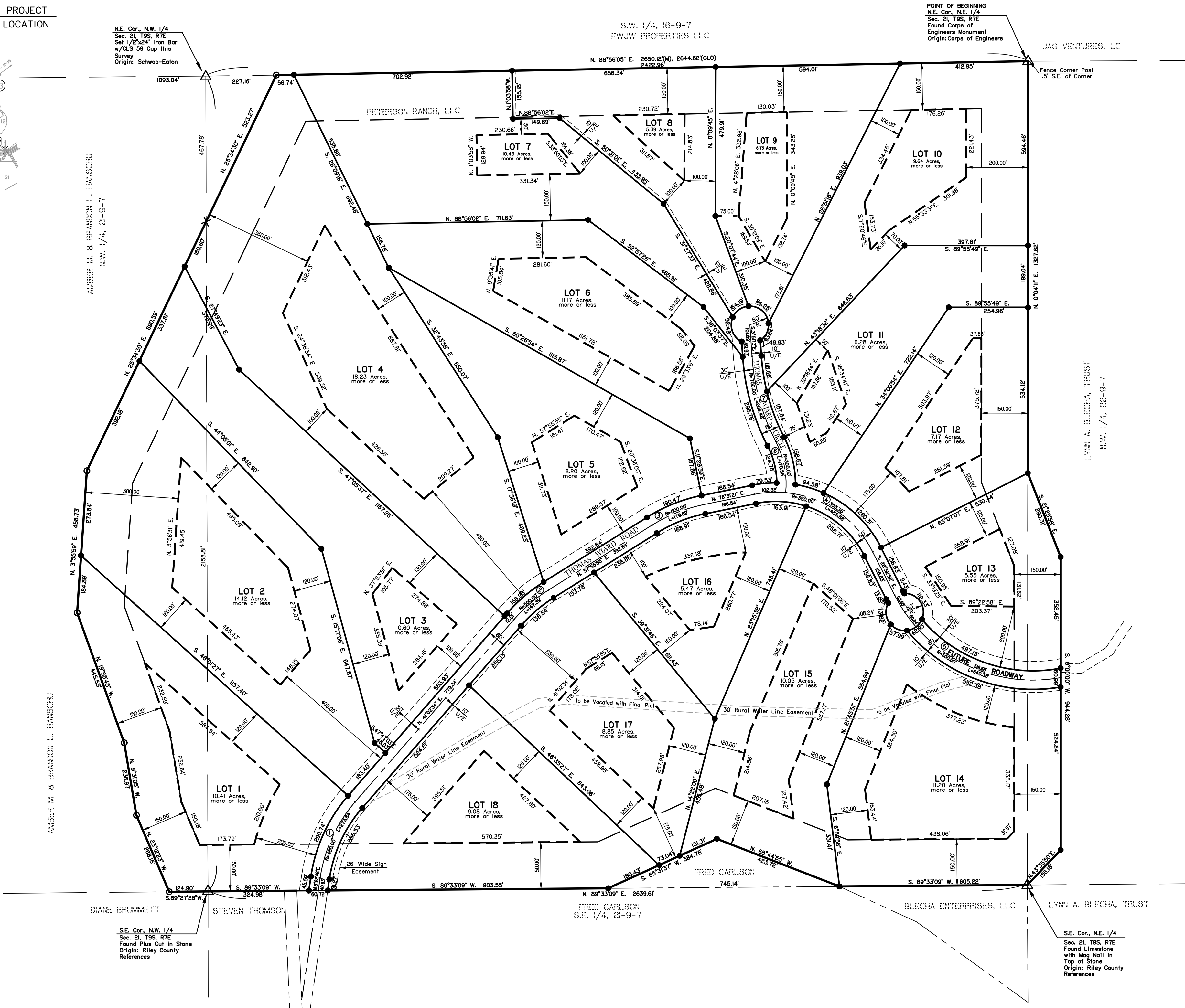
SITE MAP

OWNER/DEVELOPER:
Peterson Ranch, LLC
Lynn Blecha
6130 Tuttle Terrace
Manhattan, Kansas 66503
(785) 564-2770

ENGINEER:
Schwab-Eaton P.A.
5410 Ledge Stone Dr. STE 100
Manhattan, KS 66503
(785) 539-4687

EXISTING LAND USE:
Pasture or Ag

PROPOSED LAND USE:
Residential



COVENANTS NOTE:

The property is governed by Restrictive Covenants and a Homeowners Association. Home occupations, as per the Riley County Zoning Regulations, shall be permitted, subject to the use limitations of the applicable section. Structures and other improvements to the Lots shown hereon shall be subject to review by an Architectural Committee. Restrictive Covenants filed at the Office of the Riley County Register of Deeds.

RILEY COUNTY PLAT REVIEW
SURVEYORS SIGNATURE BLOCK

STATE OF KANSAS) SS:
COUNTY OF RILEY)

This Survey has been reviewed and approved for filing pursuant to and in compliance with K.S.A. 58-2005 and with the requirements of Riley County Resolution No. 082913-58. No other warranties are extended or implied.

Approved: _____ Date: _____
License: _____

C U R V E D A T A				
R	T	L	CD	CD BEARING
① 480.00'	140.65'	273.64'	269.95'	N. 24°42'41" E.
② 500.00'	74.23'	147.39'	146.85'	N. 49°29'15" E.
③ 500.00'	90.82'	179.69'	178.72'	N. 68°13'38" E.
④ 350.00'	266.61'	455.68'	424.17'	S. 64°10'46" E.
⑤ 500.00'	372.56'	640.38'	597.50'	S. 63°34'19" E.
⑥ 300.00'	87.65'	170.56'	168.27'	S. 11°00'54" E.
⑦ 700.00'	145.27'	286.48'	284.48'	S. 15°34'41" E.

EXCERPT OF MINUTES RILEY COUNTY PLANNING BOARD

March 8, 2021

Page 1

Peterson Ranch LLC - Plat

Chairman Taul opened the public hearing at the request of Peterson Ranch LLC, petitioner and owner, to final plat a 174.05- acre tract onto eighteen (18) residential lots, based on the approved Preliminary Plat of Peterson Ranch Addition Unit One in Grant Township, Section 21 and 22, Township 9 South, Range 7 East, in Riley County, Kansas.

Bob Isaac presented the request stating the applicant purchased the subject property in April 2020, with the intent of developing it into several very-low density single family residential lots. He then described the background, location and physical characteristics of the subject property.

Mr. Isaac stated the applicant also intends to file restrictive covenants along with the Final Plat and form a Home Owner's Association. He said on January 4, 2021, the subject property was rezoned from "AG" (Agricultural District) to "R-PUD" (Residential Planned Unit Development) and there are no variances, conditional uses or special uses associated with the property.

Mr. Isaac stated each lot will include a building envelope centrally located to each particular lot which functions as large building setback distances from lot lines. He explained the building envelopes also range in size and are based on the size and topography of the individual lots. Mr. Isaac said the applicant proposes to extend Thomas Wiard Road and each lot will have direct access to a publicly dedicated road. He explained one change from the preliminary plat is the name of the cul-de-sac which was proposed as Valley View Circle. He explained that the Director of Riley County Emergency Management indicated Valley View was similar to other existing road names and suggested Thomas Wiard Circle.

Mr. Isaac stated that the Riley County Planning Board approved the Preliminary Plat of Peterson Ranch Unit One on December 14, 2020, including the request to reduce the required Agricultural Buffer from 200 feet to 150 feet, as it was determined that all requirements of the Riley County Subdivision Regulations, Zoning Regulations and Sanitary Code were met.

Mr. Isaac stated that the Riley County Rural Fire Chief had reviewed the request and reported that, although rural water will serve the site, fire hydrants will not be placed on those lines. Mr. Isaac said he strongly recommended since Thomas Wiard Road will have a proper terminus (cul-de-sac) but will still be over 500 feet in length, the development should include turn-arounds as part of the extension of Thomas Wiard Road. Mr. Isaac said turn-arounds will be located on Lots 2 and 4 and included with the road construction plans. He explained that the cul-de-sacs on proposed Thomas Wiard Road and Thomas Wiard Circle will provide adequate turn around points for emergency vehicles.

Staff recommended the Final Plat of Peterson Ranch Unit One be approved, as it has been found to be in substantial compliance with the Preliminary Plat and the Riley County Subdivision Regulations, Zoning Regulations and Sanitary Code.

Diane Hoobler questioned the Emergency Management comments in the staff report that fire hydrants should be required and asked for clarification.

Bob Isaac explained former Emergency Management Director, Pat Collins reviewed the preliminary plat and understood that rural water districts don't allow fire hydrants. Mr. Collins requested the turn arounds and shorter cul-de-sacs for emergency vehicles.

Attachment: RCPB Minutes (10629 : Peterson Ranch Unit One)

Mr. Isaac explained the final request was reviewed by the new fire chief who was unaware the issues had been addressed during the preliminary plat phase. He said the comments you see in the staff report are those of the new fire chief and it is his job to the best method of fire protection for developments.

Diane Hoobler asked if fill points could be installed along the water line.

Lynn Blecha stated there will be clean-outs, which is what the rural water district calls them. He said the clean-outs can only be used by the fire services to fill their tanks. He said the fire services will estimate the usage of water and reimburse the rural water district.

John Wienck stated he still has concerns about fire protection.

Chairman Taul opened the public.

Lynn Blecha stated that there is also a 6-inch line to fill trucks/tanks located just south of the Riley County Shops.

There were no proponents or opponents.

John Wienck moved to close the public hearing. Joe Gelroth seconded. Carried 5-0.

Chairman Taul questioned the size of the rural water line going through the proposed site.

Bob Isaac confirmed it will be a 6-inch line running along Thomas Wiard Road and a 4-inch line running along Thomas Wiard Circle.

Joe Gelroth moved to approve the request to final plat of Peterson Ranch Unit One for reasons stated in the staff report.

Nathan Larson seconded. Carried 5-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on March 18, 2021 at 9:50 am, in the County Commission Chambers.

RESOLUTION NO. 031821**A RESOLUTION APPROVING THE PETERSON RANCH UNIT ONE AND
ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS
SHOWN TO BE DEDICATED ON SAID PLAT**

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the Peterson Ranch Unit One; and

WHEREAS, the Board finds that all legal requirements have been met for approval of said plat; and

WHEREAS, the Riley County Planning & Development Department has reviewed said plat and found it to be in compliance with the Riley County Sanitary Code; and

WHEREAS, the Riley County Planning Board, after appropriate notice, conducted a public hearing on March 8, 2021; and

WHEREAS, the Riley County Planning Board, after making a determination that said plat meets the minimum requirements of the Riley County Subdivision Regulations, approved said plat; and

WHEREAS, all required signatures have been obtained.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
COMMISSIONERS OF RILEY COUNTY, KANSAS:**

That the Peterson Ranch Unit One plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

Adopted this 18th day of March, 2021.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn G. Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Resolution (10629 : Peterson Ranch Unit One)



PUBLIC WORKS
Agreement

John Ellermann
Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: David G Willis, Parks Manager

MEETING: March 18, 2021

SUBJECT: Memorandum of Understanding/Lease Agreement with USD 383

PRESENTER: David G Willis, Park Manager

BACKGROUND

CICO Park was purchased by the County (57.3 acres), the City (20 acres) and District 383 (20 acres) from the Riley Investment Company in 1962. The park was developed soon afterwards. The District constructed the football and track stadium in 1966. I'm under the assumption that the District used County property whether in its current location or somewhere else on County property for past track events.

Because of the bond construction at the high school, the track team has lost their throwing practice area and are needing a new space. The attached drawing shows the modifications the District is wanting to make at their expense. The purpose of the two new concrete pads on the north part of the field is so the competition area where the two existing pads are does not get worn out with practicing on a regular basis. It should be noted that the way the field currently functions does not prevent practice or track meets from taking place. Because this property is owned by the County the District would need permission to make changes to the field.

No current formal agreement/Memorandum Of Understanding (MOU) was found between the District and the County for use of the field. The County is listed on the District's "certificate of insurance" as a "named insured" on the liability insurance coverage of the District. That "certificate of insurance" alone is not enough to make the County a "named insured." That's because the District's insurance policy provisions require a lease be in place between the District and County to finalize the County's status as a "named insured." Clancy Holmen has worked with the District, drafted a lease, and that lease was signed by the District. If that lease is now

signed by the Board of County Commissioners, the County will be a “named insured” on the District’s liability policy.

The current MOU expires at the end of this spring track season and a new MOU must be signed by the parties for next season if the County is to be listed as a “named insured” on the Districts liability policy.

The District would like to move forward as track practice has started and track meets start March 31st. The District will provide the schedule of events to County Extension and myself at the beginning of the season. The athletic director for the District will have funds set aside for the upkeep and maintenance of the shotput areas on an annual basis.

DISCUSSION

Discuss allowing the District use of the field West of Bishop stadium and allowing the District to add two more concrete pads for the practice of track events.

FISCAL IMPACT

None

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise

RECOMMENDATION(S)

Historically it appears that some of the events have always been held on or somewhere near the stadium on County property. I am not aware of any significant conflicts with the use of this area in the past. As long as the District follows the MOU that has been put in place.

POSSIBLE MOTION(S)

Move to approve the use of the field and the construction of the two concrete practice areas at the Districts expense.

Move to deny

Move to modify

Enclosures:

- Bishop Stadium MOU 2021 (PDF)
- Bishop Stadium Map 2021 (PDF)

**RILEY COUNTY, KANSAS
MEMORANDUM OF UNDERSTANDING AND LEASE AGREEMENT
WITH UNIFIED SCHOOL DISTRICT 383**

WHEREAS, Unified School District 383 (hereinafter "District") requests permission and authority to occupy and lease real estate owned by Riley County (hereinafter "County") within CiCo Park, immediately west of Bishop Stadium, in order to provide practice and event space for the Spring, 2021 track and field season; and

WHEREAS, County grants District a lease for the foregoing purpose, in exchange for the mutual promises of the parties hereto and upon the following conditions:

First: **TERM AND TERMINATION:** This lease shall commence upon execution by the parties hereto, and shall terminate on June 30, 2021, or upon the end of the District's spring, 2021 track and field season, whichever date is earlier, if not terminated earlier by County. County may terminate this lease at any time for convenience.

Second: **LIABILITY:** District, shall assume all risk and liability for use of the real estate during the term of this lease and shall hold County harmless for all accidents and damages to persons or property, and all costs and expenses, including attorney fees, and claims of any kind, as a result of District's activities on the real estate, whether such activities by District are within or outside the scope or term of this lease. District shall be required, as a condition of this lease, to name County as an additional insured and/or "additional member" under its Commercial General Liability Coverage Document No. KERMPKKG2020.

Third: **OPERATIONS:** During the term of this lease, District shall conduct its operations in a manner which does not unreasonably interfere with the daily operations of County within CiCo Park. District shall conduct its operations at times and days consistent with the hours of operation of County's real estate within CiCo Park and otherwise comply with all reasonable requests of the head of the Division of Riley County Parks or the Riley County Extension Director. District will designate a primary contact point for administration of this lease.

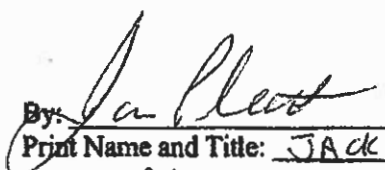
Fourth: **IMPROVEMENTS:** District shall put in place two concrete pads on the real estate, such improvements described on "Attachment A" (incorporated herein by reference) at District's sole cost and expense. District shall make no additional improvements to the real estate subject to this lease without the advance written approval of County.

Fifth: **NOTICES:** On the effective date of this lease, District shall provide Riley County Extension Office a list of dates for all practices and meets. This is necessary to avoid conflicts with other events scheduled by Riley County Extension.

This Memorandum of Understanding and Lease Agreement is hereby entered into this ____ day of _____, 2021.

UNIFIED SCHOOL DISTRICT No. 383

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

By: 

Print Name and Title: JACK PLATT

ASSISTANT DIRECTOR OF
FACILITIES

John Ford, Chairman

ATTEST:

Rich Vargo
Riley County Clerk

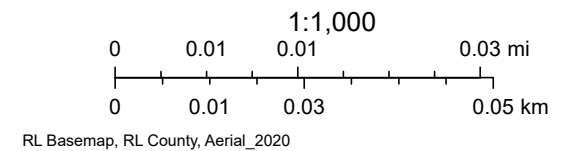
(SEAL)

Attachment: Bishop Stadium MOU 2021 (10637 : Memorandum of Understanding USD 383)

Proposed layout for track practice



March 10, 2021





EXTENSION
Staff Update

Gary Fike
County Extension
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6350

STAFF REPORT

FROM: Gary Fike

MEETING: March 18, 2021

SUBJECT: Extension Staff Report - Bread in a Bag Extension School Enrichment Program

PRESENTER: Brandy Bruna - Riley County Extension 4-H Program Specialist

Brandy Bruna will present information and have samples of the "Bread in a Bag" program she does via Zoom in local schools.

Enclosures:



PUBLIC WORKS
Presentation

John Ellermann
Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: March 18, 2021

SUBJECT: Harbour Hills Neighborhood Request to improve County Road 402 (W. 59th Ave)

PRESENTER: John Ellermann

BACKGROUND

County Route 402 (W. 59th Ave) serves the Harbour Hill and Lake Land/Mill Cove areas. The road is asphalt pavement from Tuttle Creek Blvd to Mill Cove Dr., approximately 1.9 miles. The stretch of road between Mill Cove Dr. to Harbour Hills Dr. is surfaced with approximately 2" - 4" of millings. The remaining 0.25 miles of W. 59th Ave is gravel.

On February 25th, the Board received a letter from the Home Owners of Harbour Hills Neighborhood requesting an upgrade to the portion of road (approx. 3,000 ft.) between Mill Cove Dr. and Harbour Hills Dr. Over the years, this part of W. 59th Ave. has not been considered a paved road nor has it been included on the asphalt maintenance list. However, the pot holes were repaired as needed. Now it is rough, cracked and has a number of pot holes. (Pictures Attached)

The writers of the letter appear to have considered options for repair and therefore have requested that the Commission approve a chip & seal. Stating that it is the less expensive way of repairing the roadway and keep it looking and acting like an asphalt road. However, this portion of W. 59th Ave has essentially failed as an asphalt road and any form of patching, sealing or overlay without fixing the base is not recommended.

DISCUSSION

Options and estimated costs are listed below:

1. Prep Base (grind up, relay & compact) and 2" Asphalt Surfacing - \$85,000

2. Prep Base and Double Chip Seal - \$55,000
3. Prep Base, 4' Rock Surface - \$52,000
4. Patch pot holes and Single Chip Seal - Not Recommended
5. Patch pot holes and Double Chip Seal - Not Recommended
6. Do nothing

It should be noted, at today's prices, maintenance of gravel roads is less expensive (~\$1,200/mile/year) than the maintenance of paved roads (~\$3,500 to \$7,500/mile/year).

There are approximately 25 homes in the neighborhood. No residents live between Mill Cove and Harbour Hills on W. 59th Ave. Only 2 residents beyond Harbour Hills access directly onto the gravel portion W 59th Ave.

FISCAL IMPACT

Fiscal impact ranges \$0 to \$85,000 in repairs and \$3,500 to \$7,500 in annual Maintenance.

RECOMMENDATION(S)

Staff recommends Option 3 above.

POSSIBLE MOTION(S)

Move to approve option 3 as recommended.

Move to approve a different option.

Move to deny request and do nothing.

Move to modify

Enclosures:

- W59thAve_pics (PDF)
- 06-02-20 Homeowners petition roads (PDF)
- 02-25-21 Homeowners petition road (PDF)

W 59th Ave
Mill Cove Dr. to Harbor Hills Dr.



Attachment: W59thAve_pics (10636 : Harbour Hills Neighborhood (County Rd 402))

W 59th Ave
Mill Cove Dr. to Harbor Hills Dr.



Attachment: W59thAve_pics (10636 : Harbour Hills Neighborhood (County Rd 402))

From the Home Owners in the Harbor Hills Neighborhood

Commissioner Rodriguez, Chairman
Commissioner Ford
Commissioner Wells

Riley County Commissioners
115 N 4th Street
Manhattan, KS 66502

Commissioner Rodriguez,

We, the undersigned homeowners and taxpayers, petition Riley County to upgrade County Route 402 from Mill Cove Road to Harbour Hills Road to the existing County Route 402 standard. Most of County Route 402 is chip and seal roadway. The Mill Cove to Harbour Hills road segment is compressed millings. Pothole repair materials make up this road segment.

A chip and seal surface is less expensive than a brand new road. The road right of way, road base, and adequate culverts already exist. Lower life-cycle maintenance costs offset higher installation costs. It is also more resistant to standing water from higher Tuttle Creek Lake levels.

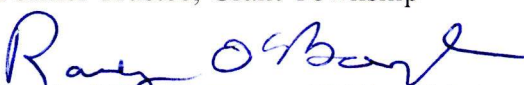
Besides residential traffic, the road segment carries traffic for numerous small AG businesses, home builders and the Yacht Club. In addition, a Riley County (USD 378) school bus travels over that road segment 6 times a day during the school year. That school bus has required \$1,100 in repair costs in the last three years to crossover mirrors, a windshield fan, front wheel alignment, an emergency window repair, and two window replacements due to excessive vibration from traveling over the rough surface from Mill Cove Road to Harbour Hills Road on County Route 402. Many of the residents have had to make other similar vehicle repairs due to the constant potholes.

While we understand the FEMA rules regarding putting back to previous condition – it seems certain that the 4-month flood soaking of the roadway has increased the probability of increased repairs. A chip and seal surface could (at least in part) be considered a restorative repair to maintain viability of the existing surface.

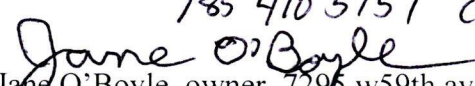
Very Respectfully,


Randy O'Boyle
Former Trustee, Grant Township

26 May 2020


Randy O'Boyle, owner, 7295 w59th Ave
785 410 5151 cell

26 May 2020


Jane O'Boyle, owner, 7295 w59th ave

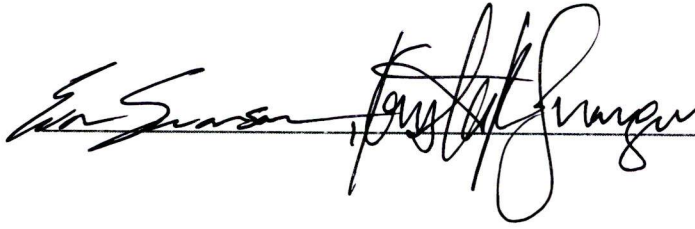
RILEY COUNTY, KANSAS
COUNTY CLERK

2020 JUN -2 PM 2:28

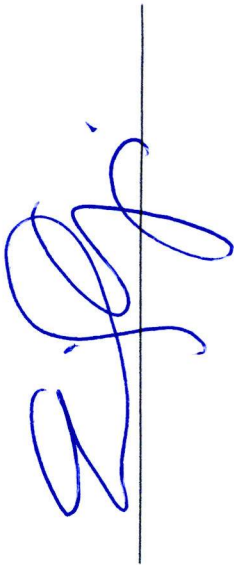
FILED

Attachment: 06-02-20 Homeowners petition roads (10636 : Harbour Hills Neighborhood (County Rd 402))

Harbour Hills Road Petition Signature Page

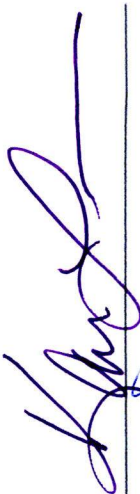
Handwritten signatures of Evan and Kristen Swanson in black ink, written over a horizontal line.

Evan & Kristen Swanson
4518 Harbour Hills Dr

A handwritten signature in blue ink, appearing to be 'Emily Koenig', written over a horizontal line.

Emily Koenig

6550 Harbour Haven Dr





Karen Pedersen

Mark James
6650 Harbour Haven Dr

County Job
2019 9 25 2016



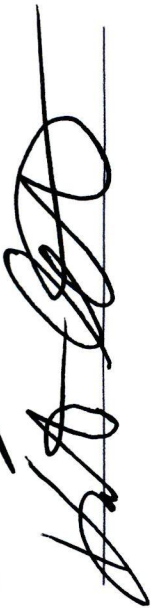

David Abner

Deborah Abner

6718 Harbour Haven Dr



Levi Gantenbein



Katelyn Gantenbein

6491 Harbour Haven Dr




Brady Colp

Jennifer Colp

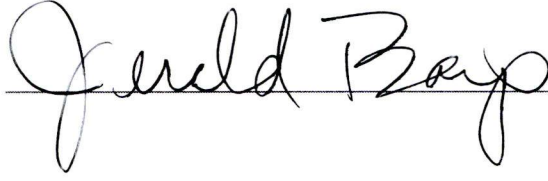
6617 Harbour Haven Dr

Robert Brandt 3/24/20 Robert Brandt

Patricia Brandt Patricia Brandt

6580 Harbour Haven Dr

Harbour Hills Road Petition Signature Page

A handwritten signature in black ink, reading "Jerald Bays", written over a horizontal line.

Jerald Bays
4409 Harbour View Rd

Attachment: 06-02-20 Homeowners petition roads (10636 : Harbour Hills Neighborhood (County Rd 402))

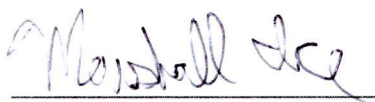
Harbour Hills Road Petition Signature Page



Frank & Jan Carpenter
4210 Harbour View
Rd

Attachment: 06-02-20 Homeowners petition roads (10636 : Harbour Hills Neighborhood (County Rd 402))

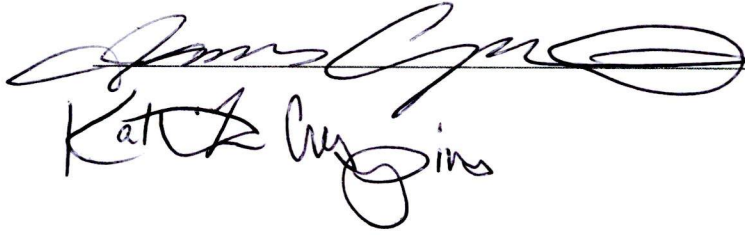
Harbour Hills Road Petition Signature Page



Marshall Ice
4355 Harbour View
Rd

Attachment: 06-02-20 Homeowners petition roads (10636 : Harbour Hills Neighborhood (County Rd 402))

Harbour Hills Road Petition Signature Page



James & K Crespino

4303 Harbour View
Rd

Attachment: 06-02-20 Homeowners petition roads (10636 : Harbour Hills Neighborhood (County Rd 402))

Harbour Hills Road Petition Signature Page



Robert And Linda Deemie
4300 Cedar Ridge Drive

Attachment: 06-02-20 Homeowners petition roads (10636 : Harbour Hills Neighborhood (County Rd 402))

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Commissioner Rodriguez, Chairman
Commissioner Ford
Commissioner Wells

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Very Respectfully,


Randy O'Boyle
Former Trustee, Grant Township

FILED
2021 FEB 25 PM 4:07
COUNTY CLERK
RILEY COUNTY, KANSAS

Attachment: 02-25-21 Homeowners petition road (10636 : Harbour Hills Neighborhood (County Rd 402))



PLANNING & DEVELOPMENT
Presentation

Amanda Smeller
Planning/Special Projects
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: Steve Higgins, Zoning Enforcement Officer

MEETING: March 18, 2021

SUBJECT: History of the REACH Committee

PRESENTER: Steve Higgins, Zoning Enforcement Officer, and Lori Muir, Real Estate Specialist

BACKGROUND

The presentation covers the history the mission of the REACH Committee.

DISCUSSION

Presenters will present a slide show with photographs and information of the history of the REACH Committee.

FISCAL IMPACT

No cost.

RECOMMENDATION(S)

POSSIBLE MOTION(S)

Enclosures:

- REACH History_2021Final(PDF)



REACH Committee

Est. 1999

The Riley County REACH Committee was formed in 1999 at the request of the Board of County Commissioners. Alan Ladd, KSU Extension Director formed the original meeting which took place on February 18, 1999. The committee was originally called the “Esprit de Corps Committee.” With the founding committee being:

Danny Williams– Appraiser’s Office

Maxine Ross – Courts

Anita Salas – Community Corrections

Lori Muir – Clerk

Janet Dean – Counselor

Doug Messer – Emergency Management

Janice Buchman – Extension

Richelle Williams – Information Systems

Gary Hageman – Noxious Weed

Barbara Poresky – Museum

Steve Higgins – Planning, Zoning & Development

Craig Swartz– Public Works

Patty Barry – Register of Deeds

Stacey Lane – Treasurer

Kate Schlegel– Attorney

Julie Winter – Public Works RCOB

The original committee was charged with renaming the committee. The name became the REACH Committee which stands for **R**iley **C**ounty **E**mployee **A**ctivity and **C**ommunication **H**elmsmen (REACH). The original Committee bylaws were approved by the Board of County Commissioners on April 26, 1999.

The mission of the REACH Committee is to enlighten the Board of County Commissioners on the employee perspective of County employment, promote better employee relations, and enhance communication between the various departments that provide the day-to-day operations of Riley County government.

To foster better understanding, communication, and cooperation among the employees involved in the public activities and the operation of Riley County government;
To provide the Board of Riley County Commissioners with an informal employee perspective group that meets on an established basis;
To provide planning and coordination for employee participation in community related events;

The objectives of the REACH Committee are:

To provide planning and coordination of Riley County employee social activities; and
To provide Riley County employees with a monthly informational newsletter.

Some of the past and present activities include, but are never limited to:

- Employee of the Month / Year
- Assist with Training Day
- “Caught You” Reaching Out
- Discount Movie Tickets
- Project Manhattan/Riley County
- Clean Your Files Week
- Set up to be members of the K-State Credit Union for County employees
- County Picnics
- Retirement Assistance
- Cookouts
- County Cookbooks
- Blood Drives
- Christmas Cheer and Feast
- Giving Tree for mittens, gloves, hats and more!
- Adopt A Family
- Parade Entry for Sesquicentennial 2005
- Chili and Soup Luncheons
- Employee Appreciation breakfast and treats

Sesquicentennial 2005





The and Tree

Hat Mitten



GIVE THE GIFT OF WARMTH!



This Holiday Season help us decorate the hat and mitten tree with warm mittens, gloves and hats for children in Riley County. Trees will be at Public Works, the Health Department and the Riley County Office Building. Donations will be distributed to schools and the food pantry after the holiday break.



Employee of the Year





Training Day

Small Steps to Great Health

Cheryl Miller, M.A., M.S. Exercise Physiologist
& Community Health

HealthQuest

Kansas Health Policy Authority
900 S. W. Jackson, Room 900N
Phone: 785-296-4804
cheryl.miller@kupa.ks.gov
Web page: <http://www.kupa.ks.gov/healthquest>

Christmas Party





Adopt a Family



Project Manhattan/Riley County Food Drives





AGENDA

JOINT CITY/COUNTY/COUNTY MEETING

CITY COMMISSION ROOM

THURSDAY, MARCH 18, 2021

4:00 P.M.

NOTE: Due to precautions associated with the COVID-19 pandemic, **seating for the public is limited to only 29**. The public will use the north and southeast doors to enter the building. This Meeting will be televised live on local Cox Cable Channel 3, on the City's website at <http://cityofmhk.com/tv>, and viewable at City Hall. A recording will be made available on the City's website after the meeting.

1. Resilient Wildcat Creek Floodplain Management Plan Update
– Chad Bunger, Assistant Director, Community Development;
Samantha Estabrook, Resiliency Planner, Community Development



This meeting is being held in the City Commission Room at City Hall, 1101 Poyntz Avenue. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2443) for assistance.