

**MINUTES OF THE COUNCIL MEETING
OF THE CITY OF RILEY, KANSAS
7:00 P.M.**

**September 23, 2025
222 S. Broadway Street in Riley**

The Governing Body of the City of Riley, Kansas, met in regular session at City Hall with Mayor Darci Pottroff presiding.

Council Members Present: Karen Brown, Brian Van Sickle, Miah Howe, Samantha Brown

Council Members Absent: William Isom

City Attorney: Dustin Mullin

Also present: City Clerk Josie Jackson, Officer Shane, Jake Konrardy, Doug Russell, and Russel Stukey, Donna Sullivan

Agenda Item 1 – CALL TO ORDER. The regular city council meeting was called to order at 7:00 p.m. by Mayor Darci Pottroff.

Agenda Item 2 – PLEDGE OF ALLEGIANCE.

Agenda Item 3 – MINUTES OF PREVIOUS MEETING. The regular city council meeting minutes held on September 9, 2025, were presented. Council member Samantha Brown motioned to approve the minutes as presented. Council member Brian Van Sickle seconded, and the motion was carried 4-0.

Agenda Item 4 – APPROVAL OF CLAIMS. Claims #1843 were presented for approval, and Council member Samantha Brown motioned to suspend the rules and approve the claims. Council Member Brian Van Sickle seconded the motion, which passed 4-0.

Agenda Item 5 – PUBLIC COMMENT. RCPD Officer Shane was present and shared that they have been focusing on traffic control. Mayor Pottroff moved County and City Fire Department Merger – Discussion up on the agenda. Mayor Pottroff shared a letter from City Fire Volunteer Bellamy opposing the merger. Officer Shane and Doug Russell left the meeting at 7:04. The mayor also shared responses from Riley County Fire Chief Stukey that corrected some of the misinformation in the letter, including the correct ISO Rating for the City of Riley. Because the homes in Riley are within 1,000 feet of a fire hydrant and within five miles of a fire station, the city has an ISO rating of 5. A discussion about some of the Facebook posts that have been made took place, and the council would like to remind individuals that the best way to obtain answers or fact-check information is by contacting the city clerk or attending a city council meeting. Donna Sullivan asked a few clarifying questions for an upcoming article. Discussion continued, and the final contract should be ready for review at the meeting on October 28th.

Agenda Item 6 – BOARD UPDATES. Council member Karen Brown shared that the library has received a few applications and will begin interviewing soon.

Agenda Item 7 – CITY CLERK REPORT. The clerk shared an early request from the Riley County PTO, and the council agreed to donate a family pool pass. The council then reviewed a new policy. Council member Samantha Brown motioned to adopt the Water Leak Responsibility Policy as presented. Council member Karen

Brown seconded, and the motion passed 4-0. The clerk shared the annual contract with Jayhawk Software. Council member Brian Van Sickle motioned to approve the JUS Annual Software Assurance = 12 Support Hours agreement for a cost not to exceed \$759. Council member Karen Brown seconded the motion, and it passed 4-0. The senior meals participants have offered to have the carpet in the backroom professionally cleaned; the council agreed and thanked them. Finally, the clerk shared a quote to add a phone line for the code enforcer/building inspector. Council member Brian Van Sickle motioned to allow the clerk to add a phone line to the Verizon plan. Council member Samantha Brown seconded the motion, and it passed 4-0.

Agenda Item 8 – PUBLIC WORKS REPORT. Alan Brown shared a proposal from Larson Construction. Council member Karen Brown motioned to approve the quote to plumb a PVC riser for the bypass pump for a cost not to exceed \$3,850. Council member Miah Howe seconded the motion, and it passed 4-0.

Agenda Item 9 -- ATTORNEY REPORT. None.

Agenda Item 10 -- NEW BUSINESS. None.

Agenda Item 11 – OLD BUSINESS. City of Riley Comprehensive Plan – Mayor Pottroff shared that the Flint Hills Regional Council notified her that the OLDCC has approved the comprehensive plan grant, and they will begin work right away.

Agenda Item 12 – COMMENTS FROM COUNCIL MEMBERS AND STAFF. Brian Van Sickle and the Clerk will each miss the October 28th meeting, and Miah Howe will miss the October 14th meeting.

Agenda Item 13 – ADJOURNMENT. With no further business, Council Member Samantha Brown motioned to adjourn the meeting at 8:07 p.m. Council Member Brian Van Sickle seconded, and the motion passed 4-0.

(Seal)

Meeting adjourned,
Josie Jackson
City Clerk