

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

**November 12, 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, Samantha Brown, William Isom, Miah Howe

Council Members Absent:

City Attorney: Dustin Mullin

Also present: City Clerk Josie Jackson, Public Works Director Alan Brown, Doris Fritz, Rhonda Baer

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 October 28, 2025, were presented. Council member Samantha Brown motioned to approve the minutes as presented. Council member Karen Brown seconded, and the motion was carried 5-0.

Agenda Item 4 – APPROVAL OF CLAIMS. Claims #1846 were presented for approval, and Council member Samantha Brown motioned to suspend the rules and approve the claims as presented. Council member Brian Van Sickle seconded the motion, which passed 5-0.

Agenda Item 5 – PUBLIC COMMENT. Rhonda Baer was present to introduce herself as the president of the Community Food Basket. They are celebrating the honor of serving the community for the last 30 years, 12 of which have been in the space the city provides in the back of the library. Doris Fritz then followed with some history and shared that, as of late, the numbers have doubled to about 30 families being served while they are open from 10 am – noon on Saturday mornings. Fritz shared a few more updates and finished by thanking the council again for the support and space. Rhonda Baer and Doris Fritz left the meeting at 7:13 pm.

Agenda Item 6 – BOARD UPDATES. Council member Karen Brown shared that the library hours have changed; the new hours are Tuesdays 1:00-5:30, Wednesdays – Fridays 2:00-7:30, and every other Saturday 9 am-4 pm. Council member William Isom shared that the planning and zoning board approved one fence permit. He then shared that the Planning and Zoning chairman, Wade Schmelzle had requested that the City Clerk become the secretary for the Planning and Zoning board. The council suggested that the chairman attend a council meeting to further discuss.

Agenda Item 7 – CITY CLERK REPORT. The clerk shared updated financials and a report from the code enforcer. Council member Karen Brown motioned to allow the certificate of deposit to renew. Council member Miah Howe seconded the motion, and it passed 5-0.

Agenda Item 8 – PUBLIC WORKS REPORT. Alan Brown gave a quick update.

Agenda Item 9 -- ATTORNEY REPORT. Council member Samantha Brown moved, and Council member Brian Van Sickle seconded, to enter an executive session for 10 minutes, to include the Mayor, Council, and legal counsel, pursuant to the attorney-client privilege exception to the Kansas Open Meetings Act. The meeting reconvened at 7:52 with no action taken.

Agenda Item 10 -- NEW BUSINESS. None.

Agenda Item 11 – OLD BUSINESS. City of Riley Comprehensive Plan – Mayor Darci Pottroff gave a quick update about the Riley County Comprehensive Plan, shared that a draft version is posted on their website. Shared that she does not have an update for the City of Riley Comprehensive Plan.

Agenda Item 12 – COMMENTS FROM COUNCIL MEMBERS AND STAFF. Miah Howe will miss the next council meeting, as will William Isom.

Agenda Item 13 – ADJOURNMENT. With no further business, Council Member Samantha Brown motioned to adjourn the meeting at 8:05 p.m. Council Member Brian Van Sickle seconded, and the motion passed 5-0.

(Seal)

Meeting adjourned,
Josie Jackson
City Clerk