

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

**October 28, 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
Council Members Absent: Miah Howe

City Attorney: Dustin Mullin

Also present: Utility Billing Clerk Sarah Vogt, Public Works Director Alan Brown, Harwood Shawver, Jake Konrardy, Doug Russell, Dillon Tittel, Richard Kirmer, Todd Saunders, Mark Heiman, Galen McCarty, Jon Roberts, Russel Stukey, Riley County Commissioner Greg McKinley, Rick Hartenbower, Officer Mike Wagenblast (entered at 7:17)

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 14, 2025, were presented. Council member Samantha Brown motioned to approve the minutes as presented. Council member William Isom seconded, and the motion was carried 4-0.

Agenda Item 4 – APPROVAL OF CLAIMS. Claims #1845 were presented for approval, and Council member William Isom motioned to suspend the rules and approve the claims with three amendments to class. Council member Samantha Brown seconded the motion, which passed 4-0.

Agenda Item 5 – PUBLIC COMMENT. Riley County Commissioner Greg McKinley provided updated on the EMS station, and how the federal government shut down is affecting funding for WIC. He also advised that early voting is in progress and that next Tuesday is the general election.

Mayor Darci Pottroff moved County and City Fire Department Merger – Discussion up from old business. Attorney Dustin Mullin shared that he'd reviewed the Agreement, and it should contain everything the city was wanting. Council member Karen Brown questioned the address listed for the building. It was confirmed that it should be N. Main, not N. Riley. Council member Samantha Brown motioned to accept the Memorandum of Understanding between Riley County and the City of Riley concerning the transfer of ownership of the fire department equipment, the lease of the building, and the continuation of fire protection for the community pending the correction of the street address. Council member Karen Brown seconded, and the motion was carried 4-0. Mayor Darci Pottroff and Council member Samantha Brown thanked the Riley County Fire Department. RCFD asked if it would work for them to start hose testing, Mayor Darci Pottroff said it would be fine.

At 7:10 all members of the public currently present left.

Agenda Item 6 – BOARD UPDATES. Council member Karen Brown shared that the library received an e-mail from the new director, Audrey Swartz, Monday afternoon. She was offered a full-time job with benefits in Manhattan and had accepted it. She would like to do both jobs, but it would require that the library change it's open times (she provided a couple options) and the Assistant Librarian would likely work more hours than she would. Council members stated they shared.

At 7:17 Officer Mike Wagenblast entered and was greeted. He was invited to share any updates he had. Officer Mike Wagenblast shared that he'd come from a deer hit, and reminded the public to pay attention when driving.

Discussion returned to the library. Council member Karen Brown said she will share council's concerns about the changes to the schedule.

At 7:21 Officer Mike Wagenblast stepped out briefly for a call

Council member William Isom asked if we still need to have a council representative to the Fire Department, now that the county will be in charge. Discussion ensued, but no decision was made.

At 7:26 Officer Mike Wagenblast stepped out briefly for a call

Agenda Item 7 – CITY CLERK REPORT. The utility clerk shared a brief report from our Code Enforcement Office, Mark Siverd. Council asked to see it included in the council packet. The utility clerk also shared that we had received a CMB renewal request from Leiszler Oil, and that they were going to the state first now. Council member Samantha Brown motioned to approve the CMB renewal request for Leiszler Oil. Council member Brian Van Sickle seconded the motion, and it passed 4-0.

Agenda Item 8 – PUBLIC WORKS REPORT. Alan Brown shared that they had helped with the fall festival and have been working on the fitness center and attached shed, replacing rotted wood and repainting. They still have a little bit of trim and paint left to do, and he's going to be getting an estimate for guttering. Discussion ensued.

Agenda Item 9 -- ATTORNEY REPORT. Attorney Dustin Mullin had no specific updates. 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.

Officer Mike Wagenblast left at 7:35. The meeting reconvened at 7:45 with no action taken.

Agenda Item 10 -- NEW BUSINESS. None.

Agenda Item 11 – OLD BUSINESS. County and City Fire Department Merger – moved to public comment.

City of Riley Comprehensive Plan – Mayor Pottroff shared that she had e-mailed with Janna Williams. The city will be responsible for \$4,000 of the \$40,000 to have a comprehensive plan made. It will include what we want in it, and we will work with whomever we hire. Mention was made of inviting citizens as we will need to have community involvement.

Agenda Item 12 – COMMENTS FROM COUNCIL MEMBERS AND STAFF. Sarah thanked the council for their patience. Brian Van Sickle shared that there were a lot of people in town for the fall festival, and they were here for a long time. Karen Brown commented that she had a lot of people in Mulberry Feet that hadn't realized there was a festival going on, they had just come to town looking for somewhere to eat. Samantha Brown said it was good to see the progress that Mark was making. Darci wanted to know if the town did anything for Halloween other than the school kids trick or treating around downtown that afternoon. There was brief discussion. William Isom shared that he will miss both November meetings but will be here for the 1st meeting in December. Brief discussion about availability for the 2nd December meeting ensued.

Council member Samantha Brown motioned to cancel the 2nd meeting in December due to lack of quorum. Council member William Isom seconded, and the motion passed 4-0.

Agenda Item 13 – ADJOURNMENT. With no further business, Council Member Samantha Brown motioned to adjourn the meeting at 7:55 p.m. Council Member Brian Van Sickle seconded, and the motion passed 4-0.

(Seal)

Meeting adjourned,
Sarah Vogt
Utility Billing Clerk