

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

**November 25, 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

Council Members Absent: William Isom, Miah Howe

City Attorney: Dustin Mullin

Also present: City Clerk Josie Jackson, Public Works Director Alan Brown, Lieutenant Weiszbrod

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 November 12, 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 3-0.

Agenda Item 4 – APPROVAL OF CLAIMS. Claims #1847 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 3-0.

Agenda Item 5 – PUBLIC COMMENT. Lieutenant Weiszbrod stood for questions.

Agenda Item 6 – BOARD UPDATES. Karen Brown shared that there was a nice write-up in the Riley Countian about the library. The council then briefly discussed questions for planning and zoning.

Agenda Item 7 – CITY CLERK REPORT. The clerk shared the election results, then asked about updating the desk phones. Council member Karen Brown moved to upgrade the desk phones and change plans to receive the offer presented. Council member Samantha Brown seconded, and the motion passed 3-0. Council member Samantha Brown then motioned to have the clerk purchase local gift cards and baskets as Christmas gifts. Council member Brian Van Sickle seconded the motion, and it passed 3-0.

Agenda Item 8 – PUBLIC WORKS REPORT. Alan Brown shared that he would not be at the next meeting as he will be attending the Riley County Park Board meeting. Council member Brian VanSickle motioned to approve the list of Christmas food trays/ gift certificates for vendors. Council member Karen Brown seconded the motion, and it passed 3-0.

Agenda Item 9 -- ATTORNEY REPORT. Council member Samantha Brown moved, and Council member Brian Van Sickle seconded, to enter an executive session for 5 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 7:28. Council member Samantha Brown motioned to pay one-half of the presented amount upon the signing of the release waiver. Council member Brian Van Sickle seconded the motion, and it passed 3-0. Dusty then shared that he believed the mobile home park should be exempt from the 5-acre rule, as it was already a mobile home park before the rule was in place.

Agenda Item 10 -- NEW BUSINESS. Riley Pride – Discussion took place on the Riley Fitness Center, owned by the city and maintained by Riley Pride. Riley Pride shared a document with the council, sharing that they are willing to have the city take over the fitness center and community garden. The council agreed that the city would take over at the beginning of the new year. Council member Samantha Brown motioned to approve the renewal application for Dollar General's CMB license. Brian Van Sickle seconded the motion, and it passed 3-0. Samantha Brown then motioned to authorize Mayor Pottroff to sign the engagement letter from Adams Brown. Brian Van Sickle seconded the motion, and it passed 3-0.

Agenda Item 11 – OLD BUSINESS. Discussion took place on adopting the county's open burning resolution, tabled until the next meeting. No update on the city's comprehensive plan. The draft Riley County Comprehensive Plan is available at www.rileycountyks.gov/plan.

Agenda Item 12 – COMMENTS FROM COUNCIL MEMBERS AND STAFF. Brian Van Sickle mentioned a citizen complaint he had received.

Agenda Item 13 – ADJOURNMENT. With no further business, Council Member Brian Van Sickle motioned to adjourn the meeting at 8:06 p.m. Council Member Samantha Brown seconded, and the motion passed 3-0.

(Seal)

Meeting adjourned,
Josie Jackson
City Clerk