

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

**January 13, 2026
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, Samantha Brown, William Isom, Susan Inskeep

Council Members Absent:

City Attorney: Dustin Mullin

Also present: City Clerk Josie Jackson, Public Works Director Alan Brown, RCPD Deputy Director Erin Friedline, Wade Schmelzle, Tony Roberts, Grant Potter, Kevin Dickerson, Lance Jones

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 December 9, 2025, were presented. Council member Samantha Brown motioned to approve the minutes as presented. Council member Karen Brown seconded, and the motion was carried 4-0.

Agenda Item 4 – APPROVAL OF CLAIMS. Claims #1850 were presented for approval, and Council member Samantha Brown motioned to suspend the rules and approve the claims as presented. Council member Karen Brown seconded the motion, which passed 4-0.

Agenda Item 5 – PUBLIC COMMENT. RCPD Deputy Director Erin Friedline was present to introduce herself to the new council members and seek comments from the council. Council did not have anything to address and thanked her for her time. Wade Schmelzle, with other members of the Planning and Zoning Board, was present to address ways to better the board and to seek solutions to problems they are currently having. Wade shared that since losing the board member who had kept minutes for many years, the remaining members have struggled to keep up with them and requested that the City Clerk begin taking minutes for the board. Discussion took place, and other solutions were mentioned; no action was taken. Erin Friedline, Tony Roberts, Grant Potter, and Kevin Dickerson left the meeting at 8:12 pm. Lance Jones with Murphy Tractor was present to answer questions about the quote presented by Alan Brown. Discussion on repairs needed, uses for the tractor, other equipment payment amounts, and benefits of having new equipment took place; no action was taken. Lance Jones left the meeting at 8:31 pm.

Agenda Item 6 – BOARD UPDATES. None. Board Seats will be appointed at the second meeting of January.

Agenda Item 7 – CITY CLERK REPORT. The clerk shared updated monthly financials. Samantha Brown motioned to approve the presented Annual Financial Statement for publication. William Isom seconded the motion, and

it passed 4-0. William Isom motioned to approve the renewal of The Farmhouse's CMB license. Karen Brown seconded the motion, and it passed 4-0. The clerk then shared the Code Report, a fire report from Riley County, and a request from a citizen. No action was taken on the request until more information is available. Council member Samantha Brown motioned to allow the clerk to attend the CCMFOA conference in Manhattan, March 11-13. Council member Susan Inskeep seconded the motion and it passed 4-0. The clerk then shared two proposals for equipment upgrades in the Riley Fitness Center. Samantha Brown moved to accept the second proposal for a total not to exceed \$7,000 to be paid using the money transferred to the city from the Riley Pride. William Isom seconded the motion, and it passed 4-0.

Agenda Item 8 – PUBLIC WORKS REPORT. Alan Brown shared that we did not receive any Riley County Park Board funding for the year 2026. Discussion took place. Alan then shared that the sewer sample taken most recently at the Locker Plant came back with BOD amounts 15x higher than permitted and TSS amounts 1.5x higher. Discussion on how to correct this took place. Council member Samantha Brown motioned to notify Meat Works that, due to the high testing results, they will need to pump out their pit weekly and notify the city at least 24 hours prior. William Isom seconded, and the motion passed 4-0. Alan then informed the council that city-wide clean up will be on May 4th and October 5th, and shared his 2026 and five-year plans. Wade Schmelzle left at 9:52 pm. Samantha Brown motioned to approve the purchase of a 4'x8' sign for the community garden, not to exceed \$550 from Schurle Signs. Karen Brown seconded and the motion passed 4-0. Discussion around the proposed Grasshopper mower took place. William Isom moved to trade in our current 2015 mower and purchase the Grasshopper mower from Kanequip for a total not to exceed \$14,305.05 to be paid out of the general fund. Karen Brown seconded and the motion passed 4-0. Alan then shared quotes from Sargent Drilling for rehabbing wells 7, 7&8, and 4. He then provided a history of the wells and made a recommendation of rehabbing well 4 now and revisiting the other two projects later in the year. Samantha Brown motioned to accept the quote from Sargent Drilling for the work at well 4 for a total not to exceed \$18,644.00. Council member Susan Inskeep seconded the motion and it passed 4-0.

Agenda Item 9 -- ATTORNEY REPORT. None. Agenda Item 10 -- NEW BUSINESS. Council member William Isom moved to adopt Resolution 2026-1 GAAP Waiver. Council member Samantha Brown seconded and it passed 4-0. Council member William Isom moved to adopt Resolution 2026-2 Hazard Mitigation Plan. Council member Karen Brown seconded and it passed 4-0. Council agreed to take care of irrigation and lawn care in-house in 2026.

Agenda Item 10 – OLD BUSINESS. Ordinance 1851 – Fowl. Council member Samantha Brown motioned to adopt ordinance 1851. Council member Susan Inskeep seconded the motion and it passed 4-0. City of Riley Comprehensive Plan – Clerk shared that the interview process for a consultant is scheduled for January 28th.

Agenda Item 11 – COMMENTS FROM COUNCIL MEMBERS AND STAFF. The clerk asked to publish that the planning and zoning board has an open seat, and the council agreed. Susan Inskeep gave her thoughts on her first meeting. William Isom reminded the council to keep an eye on the Kansas Legislature.

Agenda Item 12 – ADJOURNMENT. With no further business, Council Member Samantha Brown motioned to adjourn the meeting at 10:45 p.m. Council Member Karen Brown seconded, and the motion passed 4-0.

(Seal)

Meeting adjourned,
Josie Jackson
City Clerk