

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

**February 10, 2026  
222 S. Broadway Street in Riley**

The Governing Body of the City of Riley, Kansas, met in regular session at City Hall with City Attorney Dusty Mullin presiding.

Council Members Present: Karen Brown, Samantha Brown, Susan Inskeep

Council Members Absent: William Isom

City Attorney: Dusty Mullin

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

Agenda Item 1 – CALL TO ORDER. The regular city council meeting was called to order at 7:00 p.m. by City Attorney Dusty Millin.

Agenda Item 2 – PLEDGE OF ALLEGIANCE.

The clerk notified the council that the mayor and council president would not be present. Council member Karen Brown moved to appoint Council member Samantha Brown as the acting council president for the February 10<sup>th</sup> meeting. Council member Susan Inskeep seconded the motion, and it passed 3-0. Council Member took over the meeting from Attorney Mullin.

Agenda Item 3 – MINUTES OF PREVIOUS MEETING. The regular city council meeting minutes held on January 27, 2025, were presented. Council member Susan Inskeep motioned to approve the minutes as amended. Council member Karren Brown seconded, and the motion was carried 3-0.

Agenda Item 4 – APPROVAL OF CLAIMS. Claims #1853 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 3-0.

Agenda Item 5 – PUBLIC COMMENT. None.

Agenda Item 6 – BOARD UPDATES. None.

Agenda Item 7 – CITY CLERK REPORT. The clerk shared the updated monthly financials. Council member Samantha Brown motioned to approve and sign the Jayhawk Court software renewal quote for \$650. Council member Karen Brown seconded, and the motion passed 3-0. The clerk then shared that the Microsoft 365 subscription through Networks Plus is going up by 21%, and the council agreed to seek out other companies to compare prices. Council member Karen Brown motioned to purchase and donate a \$25 gift card from Short Stop to the Riley County After Prom. Council member Susan Inskeep seconded the motion, and it passed 3-0. The clerk then shared an update regarding House Bill 2745. The clerk also shared that Meat Works has agreed to have its tanks emptied weekly going forward. Council member Samantha Brown then motioned to open the pool season on May 23<sup>rd</sup>, close at 4 pm on July 4<sup>th</sup>, and close the season on August 7<sup>th</sup>. Council member Susan

Inskeep seconded the motion, and it passed 3-0. Council member Karen Brown then moved to allow the clerk to certify the 2027 KPERS rates. Council member Susan Inskeep seconded, and the motion passed 3-0. Lastly, the clerk shared information about an employer's report of accident that was submitted for Lonnie Rignell. The clerk will keep the council informed about any changes regarding this.

Agenda Item 8 – PUBLIC WORKS REPORT. Alan Brown shared numbers from the recent snowstorm and said that the plows on both the truck and the gator needed to be worked on afterward.

Agenda Item 9 -- ATTORNEY REPORT. None.

Agenda Item 10 -- NEW BUSINESS. Communication with Residents (Past and Present) – Council member Susan Inskeep asked about communication methods with residents and ways to ensure citizens can be accounted for during emergencies. Discussion took place on ways the council could help with this; a call tree was mentioned. The clerk will look into ways to assist with this.

Agenda Item 11 – OLD BUSINESS. Planning and Zoning – The clerk shared a resignation from the Planning and Zoning chairman Wade Schmelzle, effective February 4<sup>th</sup>, 2026. Discussion took place on how to move forward and other ways to assist the planning commission. Clarification was also given by attorney Mullin regarding how the planning commission should come to decisions and what input from the council they should expect. City of Riley Comprehensive Plan – Clerk shared that the interview panel agreed on Stantec Consulting Services, and Flint Hills Regional Council will make contact with them.

Agenda Item 12 – COMMENTS FROM COUNCIL MEMBERS AND STAFF. None.

Agenda Item 13 – ADJOURNMENT. With no further business, Council Member Samantha Brown motioned to adjourn the meeting at 8:08 p.m. Council Member Susan Inskeep seconded, and the motion passed 3-0.

(Seal)

Meeting adjourned,  
Josie Jackson  
City Clerk