

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

**January 27, 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, Susan Inskeep

Council Members Absent: William Isom

City Attorney: Not Present

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

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 January 13, 2025, were presented. Council member Samantha Brown motioned to approve the minutes as amended. Council member Karen Brown seconded, and the motion was carried 3-0.

Agenda Item 4 – APPROVAL OF CLAIMS. Claims #1852 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. Discussion over the best way to support each board's needs took place. No changes were voted on at this time. Council member Samantha Brown motioned to appoint Karen Brown to the Library Board, Susan Inskeep to the Housing Authority board, and Samantha Brown to the Planning and Zoning board, as well as the open seat on the Board of Zoning Appeals. Council member Susan Inskeep seconded the motion, and it passed 3-0.

Agenda Item 7 – CITY CLERK REPORT. The clerk shared updated monthly financials and the Code Report. The clerk then shared that HN 2152 has affected the way pledged securities with the bank will work. Council member Samantha Brown moved to accept the quote from Citycode Financials for a total not to exceed \$1,250.00 for always up-to-date code maintenance. Council member Karen Brown seconded and the motion passed 3-0. Vyve Broadband has notified the city that it will no longer be providing services in the City of Riley. A brief discussion took place on updating the utility billing clerk's computer as we try to start a regular maintenance schedule. Council member Samantha Brown moved to give the mayor the authority to approve the purchase of a new computer not to exceed \$2,000.00. Council member Karen Brown seconded and the motion passed 3-0.

Agenda Item 8 – PUBLIC WORKS REPORT. Alan Brown shared that we will likely need to replace the furnace in the fitness center in the near future. He then presented a quote to have the door at the pool replaced. Council member Samantha Brown moved to accept the quote from Woodworth Construction for a cost not to exceed \$3,224.83 for a new steel door at the pool. Council member Susan Inskeep seconded the motion, and it passed 3-0. Continued report. Alan then presented a quote from Murphy Tractor with a trade-in offer for our 2011 Tractor. Discussion took place. Council member Karen Brown moved to approve the quote for a 210 P-Tier Tractor Loader and the trade-in of our 2011 John Deere Tractor to Murphy Tractor for a total of \$121,000 on a five-year lease purchase. Council member Susan Inskeep seconded the motion, and it passed 3-0. A brief discussion on snow removal took place. Alan informed the council that when we receive more than four inches, they clear the alleyways to help residents access garages and to uncover manholes in case of an emergency.

Agenda Item 9 -- ATTORNEY REPORT. None.

Agenda Item 10 -- NEW BUSINESS. None.

Agenda Item 11 – OLD BUSINESS. Planning and Zoning – A short discussion took place with no action taken. City of Riley Comprehensive Plan – Clerk shared that the interview process will still take place on the 28th.

Agenda Item 12 – COMMENTS FROM COUNCIL MEMBERS AND STAFF. Mayor Pottroff requested that the clerk register for the upcoming Kansas Open Meetings Act webinar to stay up to date on policy. Mayor Pottroff shared that she received an email notifying her that city clerk Josie Jackson has received her Certified Municipal Clerk State Certification from Wichita State University. Alan Brown thanked the council for their continued support.

Agenda Item 13 – ADJOURNMENT. With no further business, Council Member Samantha Brown motioned to adjourn the meeting at 8:23 p.m. Council Member Susan Inskeep seconded, and the motion passed 3-0.

(Seal)

Meeting adjourned,
Josie Jackson
City Clerk