

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

**February 24, 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: Dusty Mullin

Also present: Utility Billing Clerk Sarah Vogt, Public Works Director Alan Brown, Officer Shane, Jared Tremblay with Flint Hills MPO, Alex Mitte with Adams Brown, and Riley County Commissioner Greg McKinley

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 February 10, 2026, 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 #1849 were presented for approval, and Council member Samantha Brown motioned to suspend the rules and approve the claims as presented. Council member Susan Inskeep seconded the motion, which passed 3-0.

Agenda Item 5 – PUBLIC COMMENT. Jared Tremblay shared an update about the US 24 Corridor Study. The study will include the section of HWY 24 from where it meets HWY 77 (4-mile corner) east to Wamego. It will run into 2027 with the first round of engagement being this spring/summer. Jared Tremblay left the meeting at 7:03

Riley County Commissioner Greg McKinley shared that while Riley County has been working on a lot of projects recently (EMS updates, and updates in University Park and Keats), they have all been funded by state and federal money, not property taxes

Officer Shane shared that RCPD is getting ready for Fake Patty's Day in Manhattan and assured council we will still have two officers in the north county that day.

Alex Mitte shared the audit report. There were no uncorrected, material misstatements, difficulties, or management disagreements. The only audit recommendations that were made were as follows: 1. That we review transactions at year end to check for any unrecorded accounts payable and encumbrances; 2. That we have a second person review the monthly bank reconciliation after completion and sign off; 3. That we review

all employee PTO and vacation balances at year end to ensure all carryover balances match the policy in the employee handbook. Officer Shane left at 7:09. Council member Samantha Brown motioned to approve the Adams Brown audit. Council member Karen Brown seconded, and the motion was carried 3-0. Alex Mitte left the meeting at 7:23.

Agenda Item 6 – BOARD UPDATES. Karen Brown shared that things seem to be running smoothly, and the board is pleased with the new librarian. She also mentioned that the library plans to continue doing the summer lunches for kids.

Susan Inskeep shared that the Housing Authority has a meeting February 25th, that had been rescheduled from the previous week. She also shared that she'd had a conversation with the director, Mandy Thomas, who wanted to know if it would be helpful for her to come to council to share some of the things that have come up at the Centre recently. Mayor Darci Pottroff said she would be welcome to come.

Agenda Item 7 – CITY CLERK REPORT. The appraisal for the 2008 Pierce Arrow Fire Truck was shared, along with the original purchase price. Riley County Fire Department is willing to sell the truck on our behalf. Council member Samantha Brown motioned to let Riley County Fire Department sell the fire truck for not less than \$40,000. Council member Susan Inskeep seconded the motion, which passed 3-0.

The city received a check February 23rd per our Fire Lien Ordinance (codified to Code 8-701 through 8-711). As office staff has not dealt with one of these before, clarification was requested from City Attorney Dusty Mullin regarding how we should proceed. Greg McKinley left at 8:04. Discussion took place.

The following requests were passed along: Clay Veterinary Clinic would like to come to town for a day and offer low-cost vaccines for cats and dogs; Doris Fritz requested an additional key for the food pantry to give to Valerie Visser. Council saw no issue with granting these. The utility billing clerk also shared the RCPD Citizen Academy flyer and the code report.

Agenda Item 8 – PUBLIC WORKS REPORT. Alan Brown shared a quote for a disc golf sign to show the course layout. Council requested that Riley Pride review this first as the disc golf course was their project. He also shared the status of the locker plant thing, and that he will be doing sampling over the next several weeks. Discussion ensued. There was also much discussion about an estimate for the 2011 Peterbilt Dump Truck. Council member Samantha Brown motioned to have Reed Company repair the two DOT violations and the windshield, not to exceed \$2,000. Council member Karen Brown seconded, and the motion was carried 3-0.

Agenda Item 9 -- ATTORNEY REPORT. None.

Agenda Item 10 -- NEW BUSINESS. None

Agenda Item 11 – OLD BUSINESS. Planning and Zoning – Mayor Darci Potroff appointed Rick Hartenbower to the Planning and Zoning commission. Council member Samantha Brown moved to approve the appointment of Rick Hartenbower to the Planning and Zoning commission. Council member Susan Inskeep seconded, and the motion passed 3-0. Council member Samantha Brown moved to approve Ordinance 1854. Council member Karen Brown seconded, and the motion was carried 3-0. Council member Susan Inskeep moved to accept the resignation of Grant Potter from the Planning and Zoning commission. Council member Karen Brown seconded, and the motion was carried 3-0.

Comp Plan Update – short discussion, no action taken

Phone Tree – Much discussion ensued. At the City Attorney’s recommendation, council agreed that this would be a good project for a community group, and something the city could help facilitate, but should not come from the city.

Agenda Item 12 – COMMENTS FROM COUNCIL MEMBERS AND STAFF. Susan Inskip wondered if there were any local kids who did yard work, the Neighbors Helping Neighbors facebook page was brought up as a good place to check. Alan shared he felt singled out by Adams Brown’s recommendation about PTO/vacation. Susan asked for an update on the work comp filing, and council requested that a discussion on our policy be added to the next agenda.

Agenda Item 13 – ADJOURNMENT. With no further business, Council Member Samantha Brown motioned to adjourn the meeting at 9:33p.m. Council Member Karen Brown seconded, and the motion passed 3-0.

(Seal)

Meeting adjourned,
Sarah Vogt
Utility Billing Clerk