

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

**March 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 Mayor Darci Pottroff presiding.

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

Council Members Absent:

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 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 24, 2026, were presented. Council member Samantha Brown motioned to approve the minutes. Council member Susan Inskeep seconded, and the motion was carried 4-0.

Agenda Item 4 – APPROVAL OF CLAIMS. Claims #1855 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. None.

Agenda Item 6 – BOARD UPDATES. Council member Susan Inskeep attended the Housing Authority meeting. She shared some concerns about availability for board members' regular attendance, and the council discussed ways to help the housing authority get a more involved board. Council member Samantha Brown gave a brief update on the Planning and Zoning meeting. Tony Roberts has been named Interim Chairman.

Agenda Item 7 – CITY CLERK REPORT. The clerk shared the monthly financials. Then shared PTO/Vacation policies from the handbook, as well as current employee balances. Discussion took place. The council requested that Alan Brown step out of the meeting at 7:24 pm. Susan Inskeep asked about encouraging Brown to take time off in order to be compliant with the vacation cap listed in the employee handbook and then potentially buying back hours that he is unable to use at the end of the year. Karen Brown agreed that she would not want to punish Brown by taking away hours over the cap at the end of the year, since a larger balance has been allowed to be carried for years. No formal decision was made. The council directed the clerk to stop adding the monthly increase to vacation time and PTO once the cap has been reached, until employees are eligible to earn again. Alan Brown returned to the meeting at 7:36 pm, shared some background on why vacation balance is so high, and the consequences of taking time off, especially during the summer when they are doing chip seal. The clerk then shared the code enforcers' report. We are currently waiting on the title

report from the attorney before moving forward with the property at 105 S. Iowa. Samantha Brown requested that Mark, the city inspector, attend the next planning and zoning meeting. Council member Samantha Brown motioned to hire Mina Spitler as a co-manager of the pool for the 2026 season at \$14 per hour. A second co-manager will be hired at a later date. Council member Karen Brown seconded the motion, and it passed 4-0.

Agenda Item 8 – PUBLIC WORKS REPORT. Alan Brown shared that Circle C has been bought out by Vance Brothers. He then shared an update on the locker plant and the BOD & TSS numbers from the recent testing. Discussion took place on ways to correct the issues and how to further monitor the discharge and the ordinances some other cities have in place. Discussion took place on the rate at which we are having to replace endpoints and registers on water meters; no action was taken. Discussion took place on best practices when it comes to street repairs and the available budget. Council member William Isom left the meeting at 8:29 pm. Council member Susan Inskeep moved to approve the quote for chip seal from Vance Brothers for a total not to exceed \$68,721.88. Council member Karen Brown seconded, and the motion passed 3-0.

Agenda Item 9 -- ATTORNEY REPORT. None.

Agenda Item 10 -- NEW BUSINESS. None.

Agenda Item 11 – OLD BUSINESS. City of Riley Comprehensive Plan – No update. Workman’s Compensation – The clerk shared information from the handbook regarding workman’s compensation and proposed a new incident report form. Susan Inskeep asked if the city has a claims kit from the insurance company to hand out. The clerk said that they did not, but she would request one. Council member Samantha Brown moved to adopt the incident report form as presented. Council member Karen Brown seconded, motion passed 3-0.

Agenda Item 12 – COMMENTS FROM COUNCIL MEMBERS AND STAFF. Samantha Brown thanked Susan Inskeep for all the knowledge she has brought to the council.

Agenda Item 13 – ADJOURNMENT. With no further business, Council Member Samantha Brown motioned to adjourn the meeting at 8:41 p.m. Council Member Susan Inskeep seconded, and the motion passed 3-0.

(Seal)

Meeting adjourned,
Josie Jackson
City Clerk