

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

**March 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, William Isom

Council Members Absent:

City Attorney: Dusty Mullin

Also present: City Clerk Josie Jackson, Public Works Director Alan Brown, Lance Sharp, Jana Williams, Kent Glasscock, Mandy Thomas

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 March 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 4-0.

Agenda Item 4 – APPROVAL OF CLAIMS. Claims #1856 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 4-0.

Agenda Item 5 – PUBLIC COMMENT. Lance Sharp with Copeland Insurance was present to give the council an update on changes to coverage. He also presented a dividend check totaling \$6,223.60 to the city. He will remove the year-round rental property line coverage and plan to get coverage as needed going forward. The council requested a quote for additional cybersecurity coverage. Lance left the meeting at 7:26 pm. Jana Williams with the Flint Hills Regional Council was present to ask the city if they would like to participate in a Tabletop discussion that is scheduled to take place through the Office of Local Defense Community Cooperation Installation Grant. The cost to participate would be \$834, which is 10% of the total project cost. This grant would identify weaknesses in the city's emergency management readiness and provide grant opportunities down the line. Jana also gave a short update about the comprehensive plan, Stantec will be looking for community members who would like to participate in setting the direction of the project. Jana Williams and Kent Glasscock left the meeting at 7:32 pm. Mandy Thomas with the Riley Housing Authority was present to give the council an update on available units, changes to the bylaws and shared that she would like to work closer with the city going forward. Mandy Thomas left the meeting at 7:42 pm.

Agenda Item 6 – BOARD UPDATES. Council member Susan Inskeep shared some thoughts on the Housing Authority.

Agenda Item 7 – CITY CLERK REPORT. The clerk shared the financials. Council member Samantha Brown moved to close the FRA account and sign the Certificate of Dissolution. Council member Susan Inskeep seconded the motion, and it passed 4-0. The clerk then shared that she received a few requests from citizens to look into safety measures that could be put into place to make the intersection of Highway 77 and 24 between the Short Stop and Dollar General. Discussion took place on potential options. The council instructed the clerk to move forward with a request to the Kansas Department of Transportation.

Agenda Item 8 – PUBLIC WORKS REPORT. Alan Brown shared that quote requests for tree trimming and removal services have been sent out. He also had a meeting with Schurle Signs to get a quote for redoing the sign at the four-mile corner. The council then discussed the update given about the locker plants sewer sample results. The council asked Alan to speak with them to get information on variables that may affect the results in order to work towards getting results that would follow the city code.

Agenda Item 9 -- ATTORNEY REPORT. Dusty shared a resolution for 105 S. Iowa St. Council member Susan Inskeep moved to pass resolution 2026-3 setting a public hearing on June 9th at 7pm. Council member William Isom seconded the motion, and it passed 4-0.

Agenda Item 10 -- NEW BUSINESS. Mayor Darci Pottroff added a brief discussion about website accessibility. William Isom gave a breakdown of what is required to achieve compliance with the new ruling on website accessibility.

Agenda Item 11 – OLD BUSINESS. City of Riley Comprehensive Plan – Update given by Jana Williams during public comment.

Agenda Item 12 – COMMENTS FROM COUNCIL MEMBERS AND STAFF. Mayor Darci Pottroff passed out a letter sharing City Clerk Josie Jacksons has received her Certified Municipal Clerk certificate from the Internation Institute of Municipal Clerks. The council then revisited the grant opportunity from Flint Hills Regional Council, agreed not to participate at this time.

Agenda Item 13 – ADJOURNMENT. With no further business, Council Member Samantha Brown motioned to adjourn the meeting at 9:12 p.m. Council Member Susan Inskeep seconded, and the motion passed 4-0.

(Seal)

Meeting adjourned,
Josie Jackson
City Clerk