

**UNAPPROVED MINUTES OF A MEETING
OF THE GOVERNING BODY OF THE
CITY OF SYLVIA, KANSAS
HELD ON NOVEMBER 10th, 2025**

The City Council of the City of Sylvia, Kansas met at City Hall, Sylvia, KS at 7:00pm.
The following Governing Body members were present:

Council members: D. Conrad, Kathi Keesling, J. Davis and Keith Blaske
Also present: Mayor Conrad, City Clerk, Tina Roelfs, Treasurer, Andi McMillin and City Superintendent, Glen McFann.

Public present:

Judy Young, Karen Walker, Theresa Kraus, Jeff Keesling and Doug Hall.
James Davis signed in to speak on behalf of the Nazarene Church.
Andi McMillin signed in to speak as a private citizen.

The Mayor called the regular session meeting to order at 7pm.

Agenda: Motion to approve with amendments by: J. Davis Second by: K. Keesling
Vote Aye: 4 Nay: 0

Minutes: Motion to approve Minutes from Oct. 13th and Oct. 21st by: K. Keesling
Second by: J. Davis
Vote Aye: 4 Nay: 0

Treasurers Report: Motion to approve Treasurers Report by: J. Davis Seconded by: D. Conrad
Vote Aye: 4 Nay: 0

Bills: Motion to approve by: D. Conrad Seconded by: J. Davis
Vote Aye: 4 Nay: 0

City Maintenance Report: G. McFann briefed the council on updates from the past month i.e.:

- Leak survey with Black Hills completed.
- Finished installing a new service line at 318 W. Ave E and backfilled.
- Adjusted odorant at the town border station.
- Installed new gas and water service at 218 E. Ave C
- Located gas lines for the entire town.
- Worked on the Oasis sewer line.
- Worked on plugged sewer line at 120 S. Talbot
- More on attached form.

Code Enforcement Report: Nothing at this time.

Public Forum: 5 minutes to speak per person.

Judy Young: Nothing at this time.

Karen Walker: Nothing at this time.

Jeff Keesling: Thanked Theresa Kraus for her work around town.

- Offered assistance with the townships' backhoe if needed.
- Asked if the survey was done on E. Ave B
- Asked to have a township feed mill/city discussion added to next month's agenda.
- Inquired about mutual aid with other cities.

Doug Hall: Gas smell complaints.

Theresa Kraus: K-State Extension First Impressions report has been finished and will be presented at the Helping Hands meeting Nov. 17th.

- Clothing Drive will be happening at the Sunflower Center Nov. 13th.

James Davis: Thanked the council for their previous grant recommendation letter, to which they were not awarded. He asked if the city would be willing to supply another letter or allow the original letter to be used for another grant application.

Andi McMillin: Santa will arrive Dec. 6th at the Sunflower Center from 3:30-5pm. Also included will be crafts and refreshments.

Old Business:

- Railroad Ties: Tabled
- Water Project Update: Staging area set, job trailer and project sign moved in. Stakes placed where the chlorine building will be located. Plumbing supplier notified we are ready to accept materials.
The next water construction meeting will take place December 10th @10am at the City Hall.

New business:

- Open Council Seat: tabled until December 8th meeting.
- Meter Tampering Issue: The City Clerk brought to the council's attention that there is a growing issue with residents tampering with utility meters. Whether they are turning their own services back on after being disconnected or even completely removing the meter itself. Either way is an offence that can be enforced through city ordinance as well as civilly.
- Motion to amend the current ordinance to include fines of \$250 (water), \$500 (gas) and/or imprisonment in jail by: J. Davis Second by: K. Keesling
Vote Aye: 4 Nay: 0
- Next Council Meeting: Dec.8th, 2025 @ 7pm.

Motion to leave regular session and enter executive session for 10 min. for employee review by:
J. Davis Second by: D. Conrad Vote Aye: 4 Nay: 0
Enter executive session at 7:50 pm.

Motion to leave executive session and reenter regular session by: J. Davis Second by: D. Conrad
Vote Aye: 4 Nay: 0

Enter regular session at 8 pm.

Motion to leave regular session and reenter executive session for 10 min. by: J. Davis
Second by: D. Conrad Vote Aye: 4 Nay: 0

Reenter executive session at 8 pm.

Motion to leave executive session and reenter regular session by: J. Davis Second by:
D. Conrad Vote Aye: 4 Nay: 0

Enter regular session at 8:10 pm.

Motion to leave regular session and reenter executive session for 15 min. by: J. Davis
Second by: D. Conrad Vote Aye: 4 Nay: 0

Reenter executive session at 8:10 pm.

Motion to leave executive session and reenter regular session by: J. Davis
D. Conrad Vote Aye: 4 Nay: 0 Second by:

Enter regular session at 8:25 pm.

- Motion to increase City Superintendent and City Clerk's pay by \$1 per hour and to increase City Treasure's pay by \$50 per month beginning January 1st, 2026, by: J. Davis
Second by: K. Keesling Vote Aye: 4 Nay: 0

All motions duly made, seconded, and carried; the meeting thereupon adjourned at 8:26 pm

Motion to adjourn by: J. Davis Seconded by: D. Conrad

Vote Aye: 4 Nay: 0

Meeting adjourned.

Tina Roelfs

City Clerk