

**UNAPPROVED MINUTES OF A MEETING  
OF THE GOVERNING BODY OF THE  
CITY OF SYLVIA, KANSAS  
HELD ON SEPTEMBER 8th, 2025**

The City Council of the City of Sylvia, Kansas met at City Hall, Sylvia, KS at 6:45pm.  
The following Governing Body members were present:

Council members: D. Conrad, Kathi Keesling and J. Davis

Absent: 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, Aubry Brown (Love Where You Live), Kenny Schwab Sr. (after meeting had started).

The Mayor then called the Public Budget Hearing to order at 6:45pm

In accordance with the notice published on Aug. 14<sup>th</sup>, 2025, in The Record,  
Budget/Revenue Neutral Rate Increase Hearing:

K. Keesling made a motion to approve the 2026 Budget and the increase of the Revenue Neutral Rate.

Second by: J. Davis

Vote: Aye: 3 Nay: 0

Motion to close the budget hearing by J. Davis Seconded by: K. Keesling

Vote: Aye: 3 Nay: 0

Budget hearing closes at 7:00pm

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

Aubry Brown spoke to the council about the Love Where You Live Initiative. She asked for the Sylvia community's help by filling out their survey either online or on paper. These surveys do help pave the way for receiving future grant monies. The City Clerk added that there are currently surveys available at the City Office in both English and Spanish, but that she would also include them in next month's city bills to help with the best possible response. Surveys will be picked up Oct. 19<sup>th</sup>.

Agenda: Motion to approve by: K. Keesling Second by: J. Davis

Vote Aye: 3 Nay: 0

Minutes: Motion to approve Minutes from Aug. 11<sup>th</sup> Regular Meeting, as well as Aug. 21<sup>st</sup> Special Meeting by: D. Conrad Second by: K. Keesling  
Vote Aye: 3 Nay: 0

Treasurers Report: Motion to move \$500 from the Penalty Clearing Fund to the Trash Fund By: J. Davis Second by: K. Keesling Vote Aye: 3 Nay: 0  
Motion to approve Treasurers Report by: J. Davis Seconded by: K. Keesling  
Vote Aye: 3 Nay: 0

Bills: Motion to approve by: K. Keesling Seconded by: J. Davis  
Vote: Aye: 3 Nay: 0

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

- Cut back trees in alley ways.
- Finished new ground bed installation.
- Set-up bypass pumps at the sewer plant.
- Graded streets.
- Replaced broken section of water main located on W. Ave. B.
- More on attached form.

Code Enforcement Report: All court proceedings have been postponed until December.

## **Public Forum: 5 minutes to speak per person.**

Theresa Kraus: Reiterated the importance of Love Where You Live survey and grant money.

- Updated the council on a grant she's working on for the Sunflower Center.
- She asked the council to consider hiring someone part-time in the near future for Glen to train to allow him a weekend off now and then.
- Spoke on behalf of Dawn Westfall, who was sick and unable to be at the meeting, regarding spraying of mosquitoes.

Kenny Schwab Sr.: Also spoke about spraying mosquitoes.

- Complained about road conditions as well as the City Superintendent's inability to do it correctly.
- Strongly feels the Municipal Court System is not separate from City business and that the City Clerk should not be the Court Clerk.
- He then stated that the council was going to make the city go broke as he left the building.

## Old Business:

- PJ Carlson Fund: Tabled
- Water project update: Pre-construction meeting was held Sept. 3<sup>rd</sup> with all party's involved. Minutes available at the City Office. These meetings are to be held monthly after holiday season. There will be another meeting held late November to get us through. It is estimated that residents of Sylvia should see work beginning on Phase I (wells and well house) mid to late October.

**New business:**

- Pumpkin Contest: Motion to purchase one flat of pumpkins for the city's pumpkin contest as well as monetary prizes by: D. Conrad Second by: J. Davis  
Vote Aye: 3 Nay: 0
- Snow removal policy: No policy set. Discretion left for Superintendent.
- City's Legal Cases: The Council and Mayor felt strongly that the public be informed about two legal cases that have now been closed and are public record. The Mayor asked the City Clerk to address the public with the information.
- Case #1 (Theft) Late 2022 a police report was filed regarding three checks that had been assigned to a prior City Clerk, however when entered into the computer system, they were assigned to other residents and businesses.
  - In 2023 when the current City Clerk took over, she followed up on the case. While going through past paperwork and computer entries, she found cash unaccounted for and over payment on paychecks.
    - 2020 cash unaccounted for total \$3451.17
    - 2021 cash unaccounted for total \$2147.28
    - Payroll overages total \$6676.92
    - Three checks reported in 2022 totaling \$2266.33
  - During the beginning months of the current City Clerks employment, it was also discovered that IRS withholding taxes had not been paid regularly. With penalties and fines the city paid the IRS \$23,856.39 to become current. These unpaid taxes spanned from the years 2020 – 2023 when brought up to date. This incident required the city to file claims with the bond surety agency to collect bond money totaling \$20,000 (10k for each clerk) against the two previous clerks. To date the city has recouped one bond, totaling \$10,000.
  - March 2025 the District Attorney's Office filed theft charges for the original three checks. Not long after, the additional unaccounted for/overpayment information was brought to the District Attorney's attention and a police report for 26 additional charges including forgery was filed.
  - On April 1<sup>st</sup>, 2025 the city received email communication from the past clerk attempting to "make things right and pay you guys back", however the city didn't respond due to the open criminal case.
  - April 6<sup>th</sup> the city received payments totaling \$3390.00 for repayment.
  - Aug. 25<sup>th</sup> preliminary hearing took place, and a plea agreement was reached. The defendant agreed to plead guilty to Felony Theft along with repaying the city the remaining balance due. By agreeing to this plea, the additional theft and forgery charges would not be filed.
  - Sentencing is scheduled for Oct. 17<sup>th</sup>.
- Case #2 (Eviction) Nov. 12<sup>th</sup>, 2024, Eviction Petition filed due to default on lease agreement.
  - Nov. 21<sup>st</sup> petition service completed.
  - Court date set for Dec. 3<sup>rd</sup>
  - Dec. 4<sup>th</sup>, renter granted a 14-day extension to file a response.
  - Jan. 3<sup>rd</sup>, 2025, the city was notified that no response was filed.

-Jan. 9<sup>th</sup>, Court finds renter in default. The city is awarded \$1500.00 for past rent plus interest beginning Aug. 1<sup>st</sup>, 2024, attorney fees of \$500.00 and restored possession of building Jan. 20<sup>th</sup> at 5pm.

- Citizen Complaint/recommendation: Council acknowledged and agreed to look into cleaning the city's limestone rock.
- Next Council Meeting: Oct.13th, 2025 @ 7pm.

All motions duly made, seconded, and carried; the meeting thereupon adjourned at 8:12pm

Motion to adjourn by: K. Keesling   Seconded by: D. Conrad

Vote Aye: 3 Nay: 0

Meeting adjourned.

Tina Roelfs

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City Clerk