

**UNAPPROVED MINUTES OF A MEETING  
OF THE GOVERNING BODY OF THE  
CITY OF SYLVIA, KANSAS  
HELD ON OCTOBER 13th, 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:

Theresa Kraus, Jeff Keesling and Kay Brown (after meeting had started)

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

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

Minutes: Motion to approve Minutes from Sept.8th by: J. Davis    Second by: K. Keesling  
Vote    Aye: 4    Nay: 0

Treasurers Report: A. Mcmillin shared with the council the past 5 years' spending reports. These reports showed spending had decreased drastically in that time frame, especially payroll.

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.:

- City mutual aid with Partridge.
- Graded streets.
- Conducted cathodic protection survey and made necessary repairs
- More on attached form.

Black Hills Energy started their annual leak survey on 10/9/25. A major gas leak (class 1) was discovered at 318 W Ave. E which required additional equipment and manpower to make the area safe. The leak was pinpointed to be on the service line to the meter, which required a new service line to be installed. Upon further information being gathered from residents, previous city maintenance employees had been contacted about a gas smell and mentioned no action had been

taken. The city is currently contacting both BHE and USDI regarding gas leak reports and notifications to clarify who knew what and when.

The City Clerk told the council that this, very likely, could explain the percentage of gas loss indicated on the 2023 audit. She and Dixie Riedel (KDHE) went over reporting multiple times and found some reporting errors, but not enough to completely explain the loss amounts. Further investigation is being done.

McFann asked the council's permission to purchase a CAD Welder as well as pipe wrenches. Motion to approve the purchase of both CAD Welder and pipe wrenches by: D. Conrad  
Second by: K. Keesling      Vote    Aye: 4    Nay: 0

Code Enforcement Report: Nothing at this time.

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

Theresa Kraus:

- Updated the council on a grant the city has been awarded for the Sunflower Center. The city received \$2580.00 from the Hutchinson Community Foundation which was generously donated to the foundation by Peg Stephens of Hutchinson. This money will go toward purchasing new tables and chairs.

Kay Brown: Brought to the council's attention that she has a comfort animal and has provided the city with a doctor's note.

**Old Business:**

- PJ Carlson Fund: City Attorney was forwarded all pertinent information for review. Upon receiving legal advice/permission, the city is within its rights to use the PJ Carlson building in any manner that benefits the city.
- Annual Pumpkin Contest: Pumpkins have arrived and will be available to the public beginning Oct. 20<sup>th</sup> during business hours. Contest will take place Oct. 26<sup>th</sup> from 2pm-3pm.

**New business:**

- Uplift Gathering: The City Clerk was invited to the annual Hutchinson Community Foundation Uplift Ceremony where she was asked to speak to the attendees about the city's community garden and the impact it's making.
- Updated State Withholding Tax Reporting: Beginning 2026 the State Withholding Tax will be required once per month rather than twice.
- Paradigm awareness program renewal: Motion to continue using Paradigm by: J. Davis  
Second by: K. Keesling      Vote    Aye: 4    Nay: 0
- Sunflower Roof Update: Insurance adjuster has been out and inspected all city buildings covered. He informed the clerk he would be in touch by e-mail with his findings.
- City corner of Ave. B and Main St. issues: Discussion was had regarding the property owner and the semi-trucks driving to the flour mill. It was decided the roads would be surveyed.

- Debris covering fire hydrants: There's an issue with fire hydrants and meters being covered by debris such as cut tree limbs and personal property. The fire dept./emergency management will be contacted regarding fire hydrants. Meters unreadable from lack of access could be subject to fines.
- Lawn Mowers: Information will begin being gathered to potentially replace one or both mowers.
- Next Council Meeting: Nov.10th, 2025 @ 7pm.

Motion to leave regular session and enter executive session for 30 min. regarding legal matters by: K. Keesling

Second by: D. Conrad                      Vote    Aye: 4    Nay: 0

Enter executive session at 8:15pm

Motion to leave executive session by: J. Davis    Second by: D. Conrad

Vote    Aye: 4    Nay: 0

Out of executive session at 8:45pm

- Motion to move forward contacting the City Attorney regarding legal issues by: D. Conrad                      Second by: K. Keesling                      Vote    Aye: 4    Nay: 0

All motions duly made, seconded, and carried; the meeting thereupon adjourned at 8:48pm

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

Vote    Aye: 4    Nay: 0

Meeting adjourned.

Tina Roelfs

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City Clerk