

**APPROVED MINUTES OF A MEETING
OF THE GOVERNING BODY OF THE
CITY OF SYLVIA, KANSAS
HELD ON January 12th, 2026**

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

**Mayor Conrad was sworn in prior to meeting by Council President J. Davis, to allow for the Mayor to swear in new council members.

Council members: D. Conrad, J. Davis, Doug Hall and Jonni Labs
Also present: Mayor Conrad, City Clerk, Tina Roelfs, Treasurer, Andi McMillin and City Superintendent, Glen McFann.

Public present:

Judy Young, Karen Walker, Theresa Kraus, Keith Blaske, Jeff Keesling, Kathi Keesling, Mary Labs, Mika Belvin, Susan Martin, Jasmine Maskil, Marsha McMullin, Kenny Schwab Jr. and Calab Stewart

The Mayor called the regular session meeting to order at 7pm. and swore in new council members, Doug Hall and Jonni Labs.

7:06pm D. Conrad announced he would like to resign from the council to allow for two open council seats to be filled. The council chose not to accept his verbal resignation and the meeting continued.

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

Minutes: Motion to approve Minutes from Dec. 8th by: D. Conrad
Second by: D. Hall
Vote Aye: 4 Nay: 0

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

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

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

- Office work to gather info for PHMSA Grant.
- Worked on grading roads.
- Changed out two residential gas meters.

- With Mayer for sewer cleaning.
- Read meters.
- More on attached form.

Code Enforcement Report: Review livestock permits due for renewal as well as discussing the ongoing issue with unregistered pets. Livestock permit renewal letters will be sent out.

Public Forum: 5 minutes to speak per person.

~Susan Martin: Nothing at this time.

~Theresa Kraus: Reminded the council about Jan Steen/ Love Where You Live Campaign results meeting on January 21st @ 10:45 at the Sunflower Center.

~K. Keesling: Thankful for Drew Conrad being on the council and doesn't want to see him leave.

~Jeff Keesling: Commented that he also didn't want to see Drew Conrad leave the council.

- Informed the council of an unfamiliar couple roaming around town.
- Roosters
- Barking dogs being a nuisance
- Houses needing to be demolished
- Untagged vehicles
- Roadway obstructions
- Feels road work is improving the condition of the roads
- Excited about seeing the water well progress
- Private property rights
- Has noticed the aggressive/vicious dog previously involved in two bite reports is running loose again.

~Mary Labs: Addressed the rooster statement. Adding that they are a source of income. She also thanked Glen for his work on the roads.

~Mika Belvin: "Love Drew, roads are looking good". "Go Sylvia!"

Old Business:

- Railroad Ties: Tabled
- Water Project Update:
*Motion to sign change orders for well and distribution RR, as well as draw down for grant money from CDBG and Small Systems by: D. Hall Seconded by: J. Davis
Vote Aye: 4 Nay: 0
- Open Council Seat: With the confusion caused by councilmember D. Conrad verbally resigning the open seat will be decided during February's meeting.
- Sunflower Center Discussion: Member discussed having a special meeting Feb. 9th.

New business:

- Schwab city bill discussion: Mr. Schwab spoke to the council about his concerns about usage. He felt it wasn't possible that the property used the amount of gas units that are shown on the city bill. He felt that meters may not be being read monthly.

The City Clerk provided the council with the past four years of billing during the same time frame. All indicated similar usage. He was also reassured that meters are in fact being read monthly.

Mr. Schwab asked for an extension to pay the bill.

It was then explained that that wouldn't be a problem. It's never been a problem in the past and that he's always communicated well with the city clerk.

- Maskil Business Proposal: Jasmine Maskil ask if the council would consider renting the PJ Carlson house to her for the purpose of bringing her tattoo business to Sylvia from Lyons. The council took her proposal into consideration and said they would like some time to think about it and would schedule a Special Meeting in the near future.
- Amend Nov. 10th Minutes: Motion to amend the Treasurer pay from \$25, that was written, to \$50 as was stated by: J. Davis Second by: J. Labs
Vote Aye: 4 Nay: 0
- City Aide Contract: Contract was renewed and signed by the Mayor.
- Citizen Complaint: Council received complaints regarding aggressive dogs running loose. The council recognized the complaint, and a discussion was held regarding the ongoing issue of dogs/cats not being registered with the city.
- Windows at the Sunflower Building: Theresa Kraus discussed the matter of applying for a grant to replace the broken windows as well as shared estimates she has received.
- Codified Ordinance Book: The City Clerk informed the council that the book will be updated with a fine schedule and that there are a few outstanding ordinances that need to be addressed before book completion.
- Next Council Meeting: Feb 9th, 2026 @ 7pm.

Motion to leave regular session and enter executive session for 20 min. for legal matters with the City Clerk invited in by: J. Davis Second by: D. Hall

Vote Aye: 4 Nay: 0

Enter executive session at 9:05pm.

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 9:25pm.

No action taken.

All motions duly made, seconded, and carried; the meeting thereupon adjourned at 8:20 pm

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

Vote Aye: 4 Nay: 0

Meeting adjourned.

Tina Roelfs

City Clerk