

City of Palco  
Council Meeting  
February 11, 2026

Call the Meeting to Order

Mayor Kyle Karlin called the meeting to order at 7:00 PM. Those present included Mayor Kyle Karlin; Council Members Brandon Kuhn, Stephen Desaire, Joan Underhill and Don Steeples; City Clerk Larissa Wilson; City Treasurer Patricia Wendling. Visitors present included Adam Bryant. Individuals arriving after meeting began included Don Burlison (7:06 PM), Marvin Keller (7:10 PM). Those who were not present include Council Member Koleson Hubbard and McKenna Center Director Brenda Lucas.

Approve Agenda

The agenda was presented. Don motioned to approve the agenda; Stephen seconded. Motion carried 4-0. Meeting minutes were presented. Don motioned to approve the meeting minutes from January 14, 2026, and January 21, 2026. Brandon seconded. Motion carried 4-0.

Recognize Visitors

Adam Bryant introduced himself to the new council members and explained his role as the county Emergency Management Director. He went over the NIMS classes and spoke of the quarterly LEPC meetings. Adam informed the council that the county will provide a class for CPR, First Aid and AED training; the class will be free for City Employees and the Fire Department. They will host classes for any other individual interested; the cost will be \$250.00 per class. Adam departed at 7:28 PM.

Don Burlison expressed concerns about the street to the south of his house, as it is washed out on both sides. Don explained that he would like to request permission to have a commercial firework display by his storage sheds on the 4<sup>th</sup> of July beginning around 10:00 PM, and that the nearby streets be blocked off prior. Councilmember Don Steeples motioned to grant his request, pending approval from Midland Marketing Co-op; Brandon seconded. Motion carried 4-0. Don Burlison departed at 7:38 PM.

New Business

Don shared the idea of consent agenda with the fellow councilmembers and provided an explanation for it. It was agreed upon to start utilizing the consent agenda for future meetings.

Don provided an explanation of the USD 269 uniform donation request. Stephen motioned to donate \$2,500.00. Don seconded. Motion carried 4-0. Larissa was given permission to print the check prior to next month's meeting.

Wilson & Co. contract amendment #2 was presented. Brandon motioned to approve the amendment, reducing the contract amount from \$417,100.00 to \$358,100.00. Don seconded. Motion carried 4-0.

Don moved to approve Woofter Pay App #4. Stephen seconded. Motion carried 4-0.

Brandon motioned to approve KDHE STWSIA DW11 Request #3. Don seconded. Motion carried 4-0.

Don approved the purchase of the table for conference room from Amazon in the amount of \$1,282.49. Joan seconded. Motion carried 4-0.

There was discussion of adding Employees to the Compliance One Drug Testing program; there will be no additional cost for adding up to 5 employees. Joan motioned to add all employees operating public works equipment to be added to the Compliance One Drug Testing program; Don seconded. Motion carried 4-0.

Larissa explained that Cynthia Steeples' Library Board term was expiring, and she had requested to be reappointed for another term. Stephen moved to reappoint her for her second term; Don seconded. Motion carried 4-0.

### Executive Session

At 8:03 PM Don motioned to go into Executive Session for 15 minutes to discuss Employee Benefits; Stephen seconded. Motion carried 4-0.

### Executive Session Outcome

At 8:18 PM the executive session concluded. Joan moved to continue paying 100% of Marvin's Health Insurance premium, the McKenna will absorb half of the \$154.40 increase of Brenda's premium and Brenda will be responsible for covering the other half, effective immediately. Don seconded. Motion carried 4-0.

### Old Business

Exhaust fans were discussed. Don motioned to approve the purchase of two exhaust fans for the trash truck bay; Joan seconded. Motion carried 4-0.

The council was informed that the ordinances regarding Short-Term Rentals were not completed, but the attorney is working on getting them drafted.

The council was informed that there was no application submitted for the BUILD Grant. Kyle and Larissa discussed the grant opportunity with Drew; he is going to reach out to the road department for the assessment to use in the future to figure out what the city would need in order to have assessment to submit with the grant applications to show justifications as to why we are in need of grant funding.

Construction of Animal impound facility should begin next week.

Kyle discussed the contract with Bretz Auto Salvage regarding the inoperable, junked, abandoned vehicles in town. Each vehicle removed will cost \$100. Kyle reminded the council that at the beginning of the process, the city started out with 54 vehicles that were in violation; approximately 15 remain in violation.

### Fire Department Report

Gregg could not make it to the meeting in person but attended via phone call. He was called at 8:29 PM to give the Fire Department report. There was a fire meeting in February; firefighters went through the trucks and completed a walk-through on the Pumper Truck since it is not utilized often. Kyler ran the controls and circulated water.

The council was provided with two potential fire truck options to purchase. Gregg explained that the more expensive truck had a bigger tank, but a smaller pump. He would look at swapping the pump for a bigger one if purchased. Gregg estimates that the existing truck is worth \$20-30K for a trade; Hays Fire is coming next Friday to give a quote, and another company will be giving one as well. Hays Fire is also gathering quotes for boots, gloves and helmets for the department.

It was brought to the council's attention that Western Cooperative Electric often gives 0% interest loans for fire departments to purchase fire trucks and assist in writing grants in correlation. Gregg will investigate this.

Discussion of transferring funds from the General Fund to the Fire Department Fund followed. Don motioned to move \$12,000 from the General Fund to the Fire Department Fund; Brandon seconded. 4-0.

### McKenna Land Report

Gregg has been working on the land lease contracts and has made some changes. The renewal date was changed to July 1<sup>st</sup> through June 30<sup>th</sup>. All contracts except three will be renewed this year; those available have been published in the newspaper. Gregg stated he has been looking at changing the payment dates to July 1<sup>st</sup> and December 1<sup>st</sup> that way the farmers will be able to get their milo crops out of the fields and make the payments.

On initiation of the updated lease, new tenants may take possession of land once it has been vacated by the previous tenant. If there was a harvest fall, new tenants would take possession on March 1st. If there is a summer harvest, possessions will be transferred to the new tenant no later than August 1<sup>st</sup>.

Gregg called the FSA Office; if the City gives Gregg authority to have signature power with their office, he can sign up land for programs through FSA. Don motioned to move DPOA from Rod to Gregg; Stephen seconded. Motion carried 4-0. Gregg will add that the City has and will maintain the Designated Power of Attorney of all property to all the land contracts.

Kyle explained that the McKenna Center may need to apply for a small loan or take money out of the CD if the payment dates are going to be changed. Larissa brought up the discussion that was had regarding leaving the first payment due in March and moving the second payment date to December, then next year the first payment date would be in July, that way there was no need for a loan or pulling from the CD. Don motioned to change the payment dates from March and July to July and December, effective immediately; Stephen seconded. Motion carried 4-0.

Gregg plans to start terrace work on the land Cody Howland was leasing in the next month or two. The terraces on the other two pieces of land will be done in late summer, early fall.

Gregg's salary for last month is \$400. Gregg hung up phone at 9:23 PM.

### City Superintendent Report

There was discussion of purchasing a striping machine to paint crosswalks, curbs, and parking lot. Don motioned to purchase of the machine, sprayer, 12" spray box, 4" spray box, water/solvent flushing system, 10 gallons yellow paint, 10 gallons white paint, 2 gallons blue paint, 2 gallons red paint; Joan seconded. Motion carried 4-0.

The Superintendent Assistant applicant was discussed. Don motioned to look further beyond the applicant; Joan seconded. Motion carried 4-0.

Marvin provided an update on the Nitrate Plant project.

The trash will be picked up in town on Monday before Marvin goes to the KRWA Conferences at the end of March. The out-of-town trash will be picked up on Friday.

There was discussion about purchasing game cameras for the animal confinement site. Brandon motioned to approve the purchase of two cameras; Stephen seconded. Motion carried 4-0.

## McKenna Director Report

Brenda was not present but provided the mayor with the following items to share. There will be an 8-ball tournament on Feb 20<sup>th</sup>. The Palco FFA is hosting a movie on February 26<sup>th</sup>. The MPR Room will be rented out for a Daycare training on February 28<sup>th</sup>. The McKenna Advisory Board meeting is on February 23<sup>rd</sup>. Discovery Days are on Wednesdays (and Mondays when school is not in session.) The kids made valentines for the residents at the Ellis Good Sam and have been learning about the Olympics, specifically the Women's Monobob as Brenda's niece is competing in it.

Reconciliations from December and January from Astra, as well as the January from Mid-America were presented. Don motioned to approve reconciliations and pay the unpaid bills; Stephen seconded. Motion carried 3-1. (Aye - Joan, Don, Stephen; Nay - Brandon.)

## City Clerk Report

Larissa ordered the AED electrodes; both have been received, adult pads installed. She also ordered postcard stamps, billing postcards and supplies for the McKenna Land Tenant Appreciation Dinner. Larissa asked for clarification whether she is to submit an invoice to the McKenna Center for these supplies; it was the consensus of the board that the McKenna Center will reimburse the city.

She submitted the KMIT Audit and the KDHE Champlin Tire Grant application, talked with Greg Hamel and Brian Pekarek regarding the Solid Waste Reduction grant opportunity; it sounds like the school will be applying for it. Larissa shared that the Kansas Water Office is supposed to announce grant award recipients next month.

BP Textiles has ordered the employees' jeans and shirts. Larissa has followed up several times regarding the rugs for the office; Becky has said she will talk to Bryce.

The state monitoring with CDBG was on January 22, 2026. The city was found to be following the state and federal program requirements.

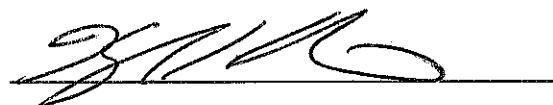
Larissa will be out of the office February 20 – 24, 2026. Pat will work in the office.

The reconciliations and unpaid bills were presented. Larissa explained that her name was on the Petty Cash reconciliation for reimbursement for thermal label tape for the Dymo Label Printer. Stephen motioned to approve the reconciliations and pay the unpaid bills; Don seconded. Motion carried 4-0.

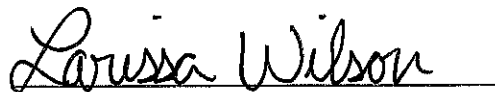
## Adjournment

Due to several schedule conflicts on the second Wednesday in March, there was discussion about changing the date of the next meeting. Stephen motioned to change the date of the next council meeting to March 10, 2026; Brandon seconded. Motion carried 4-0.

Don moved to adjourn the meeting at 10:25 PM; Joan seconded. Motion carried 4-0.



Kyle Karlin, Mayor



Larissa Wilson, City Clerk