

City of Palco/McKenna Center Meeting

May 13, 2026

City Office

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, Koleson Hubbard, Don Steeples and Joan Underhill; City Clerk Larissa Wilson; Treasurer Patricia Wendling; visitors present included Friday Otuya. The following individuals arrived after the meeting began: visitors Myron Keller (7:02 PM), Richard Davies (7:49 PM); Superintendent Marvin Keller (7:33 PM); McKenna Tenant Manager/Fire Chief Gregg Whisman (8:34 PM).

Approve Agenda & Meeting Minutes

The Agenda was presented. Don motioned to approve the agenda; Brandon seconded. Motion carried 5-0.

The Meeting Minutes from April 08, 2026, and April 21, 2026, were presented. Joan motioned to approve both sets of Meeting Minutes. Don seconded. Motion carried 5-0.

Recognize Visitors

Friday Otuya, representing Nex-Tech, presented the City Council with a Smart Cities sign to be installed within the city to promote the community's designation as a "Smart City" due to the availability of fiber internet services. He also shared information regarding business opportunities and initiatives available through Nex-Tech.

Myron Keller informed the council that he is taking over ownership of Palco Grocery & Deli. A CMB License Application was completed due to ownership transfer. All required procedures were followed, and the City Clerk received the ABC-approved application and stamps. Larissa submitted a KBI record check request, but the results had not yet been received. Don made a motion to approve the CMB license pending a clear record check. Stephen seconded the motion. Motion carried 5-0.

New Business

Don motioned to approve the CDBG Time Extension Request #2 for an additional 2-month extension on the Nitrate Plant Project. Koleson seconded. Motion carried 5-0.

ATC Accounting contract was presented. Koleson motioned to sign the contract with ATC Accounting for the 2025 Audit. Stephen seconded. Motion carried 5-0.

The World Pest Control annual renewal contract was presented. Brandon motioned to approve. Koleson seconded. Motion carried 5-0.

The Jayhawk Utility Suite contract is expiring soon; the renewal was presented. Koleson motioned to accept the contract renewal. Stephen seconded. Motion carried 5-0.

Executive Session

At 7:27 PM, Koleson motioned to go into Executive Session for 15 minutes. Stephen seconded. Motion carried 5-0.

At 7:33 PM, Marvin was asked to enter the Executive Session; he was dismissed at 7:40 PM. At 7:42 PM, Executive Session concluded. Don motioned to terminate Calvin DeYoung's employment effective immediately; Stephen seconded. Motion carried 5-0.

Return to New Business

Council member Joan Underhill submitted a letter of resignation due to relocating out of town. The open seat will be advertised; interviews will be conducted in June.

There was discussion on Aflac benefits. Don motioned to hold off on any changes until all city employee positions are filled. Koleson seconded. Motion carried 5-0.

Charter Ordinance 325, designating the City's website as the City's Official Newspaper was presented. Koleson motioned to adopt the Charter Ordinance; Don seconded. Motion carried 5-0.

There was discussion on updating animal ordinances regarding the impoundment costs. Don motioned the item to table until next month. Brandon seconded. Motion carried 5-0.

The Council discussed payment to the Northwest Kansas Ag Education Center for construction of the conference tables after the originally approved tables were unavailable. Brandon made a motion to reimburse the school \$651.28 for materials, acknowledge the City's purchase of table legs and outlets totaling \$444.94, and donate the remaining \$186.27 from the approved table budget to the school. Don seconded. Motion carried 5-0.

There was discussion regarding properties currently being mowed by the City where the property owners do not wish to continue mowing services or receive billing for those services and have expressed interest in transferring ownership of the properties to the City. Discussion was held regarding the Rose Smith property and a portion of the Methodist Church property. Koleson motioned to accept the Smith property and the portion of the church property, pending the church board's decision to transfer ownership to the City. Don seconded. Motion carried 5-0.

Larissa shared a citizen concern about limited availability of the commodities program, which is currently offered about three months per year. It was noted some residents rely on it; Council discussed posting a notice on the City's website and Facebook page seeking volunteers to help when the program is unavailable.

Richard Davies spoke to the City Council regarding his employment with the city; he departed at 8:09 PM.

Executive Session

Koleson motioned to go into Executive Session for 5 minutes at 8:10 PM. Joan seconded. Motion carried 5-0. At 8:15 PM, Executive Session concluded. Koleson motioned to hire Richard Davies Full-Time at \$12.00 per hour, discussion further upon completion of the required safety sensitive work pending Compliance One's response. Don seconded. Motion carried 5-0.

Return to New Business

The Council was informed of an increase in illegal dumping of equipment on City property.

INA Alert proposal was reviewed and discussed. Don motioned to deny the proposal. Stephen seconded. Motion carried 5-0.

Old Business

Don motioned to move forward with the Codification, not to exceed \$8,000.00. Koleson second. Motion carried 5-0.

Kyle shared with the Council that he had spoken with Salvador regarding training for the Code Enforcement Officer position. Brandon made a motion to register Salvador for membership in KACE (Kansas Association of Code Enforcement). Koleson seconded the motion. Motion carried 5-0.

There was discussion of the letter received from Aaron Towns regarding the clean-up and removal of junk from the property. Kyle reached out to the attorney regarding the matter and provided him with the letter received and all the letters issued regarding the code violations. He has not heard back.

Curt Post submitted a letter to the Council requesting an additional 30-40 day extension for his vehicle in violation of City Code; the letter was provided for Council to review. Koleson motioned to approve the extension request. Don seconded. Motion carried 5-0. The removal of vehicles remaining in violation of City Code will be postponed and revisited next month.

The City website is now live. The Council discussed the City Code requirement for businesses to register annually to operate within City limits and discussed contacting local businesses about the requirement. Businesses that complete the registration process may be listed on the City website as a resource for residents seeking local services or contractors.

Fire Department Report

Gregg shared that the big truck was taken to Hays to have the electrical problem fixed; the dimmer switch was the culprit. Hays Fire conducted a pump test; it moved 1,254 gallons per minute for 20 minutes at 150 pounds of pressure, 900 gallons per minute at 200 pounds of pressure and 600 gallons per minute at 250 pounds of pressure. While the truck was in Hays, it was taken to Peterbilt; they went through the motor and ran the overhead, it was off a significant bit, they tuned it. It is no longer smoking, so there is no need to trade it.

The two newly appointed firefighters were present at the monthly meeting. During the meeting, they responded to a lightning fire.

Gregg informed the Council that the county was approved for new fire skids, including one for the Palco Fire Department. The Fire Department will need a pickup truck for the skid once it is received, and Gregg is aware of a possible truck for sale that may work. The Council also discussed where the truck would be stored.

McKenna Land Report

Gregg provided a report on the McKenna Land; terrace work has started. Quinton Roy requested a discount on the first half of the first year's rent due to the terrace construction and inability to use the

ground. Don motioned to give Quinton a 20% discount on the first half of rent for the first year; Brandon seconded. Motion carried 5-0. It was determined that Cody Howland will not be required to reimburse the city for the re-seeding of the terraces.

Quinton and Matt have not picked up their contracts from the City Office. Gregg will drop off Quinton's and Matt's. Gregg will get together with Ronnie on Friday and reach out to the other tenants on theirs. Jeff called Gregg on the pasture; he needed a load of shale around the water tank. Gregg told Jeff to contact Keller Tank Services for a load of shale.

McKenna Director Report

Don gave a brief update on behalf of the McKenna Advisory Board. The board had their first official meeting last week; members were appointed. They have been planning for the Christmas in July event. They took \$20,000.00 out of the line of credit for the current bills. USD 269 requested approval for coaches to supervise athletes in the McKenna gym from 7:00 AM – 9:00 AM. Parents will be required to sign a liability waiver for students under the age of 16. Don motioned to approve the request; Stephen seconded. Motion carried 5-0.

City Superintendent Report

Marvin shared that shale roads were repaired. Asphalt will be ordered next month for street patching. The park fence and bathroom doors still need to be installed. One more panel and the gate are needed for the animal impound facility. New dumpsters are also needed; Brandon motioned to approve the purchase of two new 2-yard dumpsters for \$1,390.00. Don seconded. Motion carried 5-0.

City Clerk Report

Larissa informed the council that the ARPA Report was submitted last month and that she is still waiting for the final close-out invitation. She has also worked on the representative letters to send to the auditor. Now that the audit agreement has been accepted, she will submit them and schedule the audit.

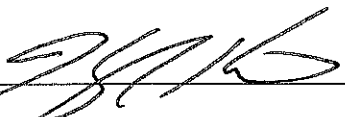
There was discussion about hiring a part-time office employee to help reduce Larissa's workload. Koleson motioned to approve hiring a part-time employee for a maximum of 10 hours per week, as needed in the office, at a starting wage of \$7.25 per hour. Don seconded. Motion carried 5-0.

The Treasurer's Report was presented followed by the Reconciliations for Petty Cash and all three Mid-America Bank accounts and unpaid bills. Stephen motioned to approve the reconciliations and pay the bills. Brandon seconded. Motion carried 5-0.

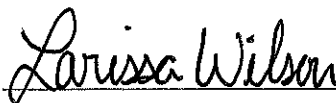
Adjournment

Koleson motioned to adjourn at 10:03 PM. Stephen seconded. Motion carried 5-0.

There will be a special meeting held for the approval of the Nitrate Plant grant disbursement requests; however, the date was not yet determined as Kerissa is still working on the paperwork. The next regular meeting will be held on June 10, 2026, at 7:00 PM.



Kyle Karlin, Mayor



Larissa Wilson, City Clerk