City of Palco Meeting

July 8, 2026

City Office

Call the Meeting to Order

Mayor Kyle Karlin called the meeting to order at 7:03 PM. Those present included Mayor Kyle Karlin; Council Members Brandon Kuhn, Stephen Desaire, Sage Richards and Don Steeples; and Treasurer Pat Wendling. City Clerk Larissa Wilson attended the meeting via phone call. Those arriving later included Council Member Koleson Hubbard (7:04 PM), Ali Keller via phone call (7:04 PM), Superintendent Marvin Keller (7:26 PM) and Fire Chief/McKenna Tenant Manager Gregg Whisman via phone call (9:38 PM).

Approve Agenda and Minutes

Agenda was presented. Don motioned to approve the agenda; Stephen seconded. Motion carried 4-0.

Meeting Minutes from June 4 and June 10 meetings were presented. Brandon motioned to approve the meeting minutes with meeting minutes as corrected to reflect the approval of the May 13, 2026, regular meeting minutes. Motion carried [vote]., as they were missed in the ; Don seconded. Motion carried 5-0.

Recognize Visitors

Ali Keller was unable to be present but joined via phone call at 7:04 PM. Ali expressed her interest in serving on the Rooks County Economic Development Board of Commissioners and representing the City of Palco. Don motioned to approve the appointment of Ali to the Rooks County Economic Development Board of Commissioners. Stephen seconded. Motion carried 5-0.

New Business

The following documents were presented for the Nitrate Plant Project: Woofter Pay App #9, KDHE STWSIA DW11 Disbursement Request #8, Woofter Change Order #4 for a 3-month time extension on the project, CDBG 3-month time extension request, KWO Amendment #1 for a 5-month time extension on the project. Don motioned to approve all the above. Koleson seconded. Motion carried 5-0.

A Building Permit for construction of a fence located at 901 Juniper was presented. Brandon motioned to approve the permit. Koleson seconded. Motion carried 5-0.

Resolution 2026-03 regarding the policies and procedures for Charter Ordinance No. 325 was presented. Brandon motioned to adopt the resolution. Don seconded. Motion carried 5-0.

There was discussion of the increase in alley parking. It was decided that the first violation will be a warning; second offense will be $100 fine, third offense will result in an immediate tow of the vehicle with the towing fee assessed to the vehicle owner. The council wanted to add in the city code regarding safety and fires for blocking the alley. Don motioned to adopt this. Stephen seconded. Motion carried 5-0.

There was discussion on the McKenna financials. Stephen moved to approve the following financial procedures for the McKenna Advisory Board: the City shall maintain full possession of the certificate of deposit (CD); the Advisory Board may utilize up to $25,000 of the $75,000 line of credit without prior City Council approval, with any amount exceeding $25,000 requiring prior Council approval; any funds used from the line of credit shall be repaid within 12 months; the McKenna's annual budget must be approved by the City Council annually; any single purchase exceeding $1,000 shall require prior City Council approval; and Don Steeples shall be added to the Mid-America Bank signature card. Sage seconded the motion. Motion carried 4-0, with Don abstaining.

The McKenna Advisory Board and By-Laws were discussed next. A proposal to increase the number of board members from five to seven was considered but was not approved. Instead, the Council approved increasing the board from five to six by adding one additional board position. The sixth board member must reside within USD 269.

The Council also discussed revisions to board members' qualifications, appointment procedures, terms, and attendance requirements. It was determined that three board positions must be filled by individuals who reside within USD 269, and one position may live within USD 269, or outside of the district, but must have a student enrolled in USD 269 at the beginning of their term. One position will be reserved for either a USD 269 School Board member or a PDZ Recreation Commission Board member and one position will be reserved for a city council member. Board positions will remain open to the public, and vacancies will be filled by appointment of the McKenna Advisory Board. Council established board member terms will be four years, effective January 1, with members limited to two consecutive terms. Terms will be staggered so that every two years, three positions will expire during one appointment cycle and three positions will expire during the alternate cycle. Council also approved adding an attendance requirement to the By-Laws requiring members to attend at least two out of every three meetings. Koleson moved to approve the proposed revisions to the By-Laws as discussed. Brandon seconded the motion. Motion carried 4-1, with Stephen opposing.

The 2027 Budget Draft was presented. Budget increase to the road repairs was previously discussed; however, it was reduced back to $15,000. Animal Control will remain at $5,000. $30,000 was included in the budget for the two condemned houses. Money was allocated for the Single Audit that will be conducted in 2027 for this year.

Old Business

There was discussion of the Northwest Kansas Planning & Development Commission contract for administrative services for the Nitrate Plant project. It was decided that we will ride out the current contract.

There was discussion on purchasing millings for the streets from the Rooks County Landfill. Don motioned to approve the purchase of 5 truckloads loads of asphalt millings; Koleson seconded. Motion carried 5-0.

Fire Department Report

Gregg shared that there was a meeting held this month; only three were in attendance. He reminded the council that they will be running the Slip and Slide at the McKenna Christmas in July event.

McKenna Land Report

Gregg shared that several of the tenants still have not paid their first payment of rent that was due on July 1, 2026. Two of the tenants have not returned their contracts. He will reach out to those individuals.

McKenna Youth Center Report

Don provided a report for the McKenna Center; they had their monthly meeting on Tuesday evening. He reminded the council that the Christmas in July event is coming up. The board approved the unpaid bills and reconciliations.

The McKenna will be hosting a CPR/AED training Class at the end of August, which will be open to the public. Richard, City Superintendent Assistant, and Brenda, McKenna Center Director, will be required to attend training. Attendance of other McKenna Center employees is optional; Larissa expressed concern that all employees are not required to receive CPR and AED training, noting that Brenda is often not present during movie showings. No action was taken. Larissa also reminded the Council that the PDZ Recreation Commission previously approved contributing a portion of the cost for members of the public to attend the class.

City Superintendent Report

Marvin reported that he has been working on replacing water meters on East 1st Street. He has sprayed for mosquitos but needs to spray again.

City Clerk Report

Larissa reported that she and Marvin will be out of the office on Thursday next week for court. The KDHE Loan contract amendment has not yet been received; Larissa reached out to Brenda Diegel. There are several quarterly reports due this month: KWO, CDBG, KHRC MIH.

Reconciliations for Petty Cash and City Bank Accounts were presented, in addition to the Unpaid Bills. Larissa provided an explanation on her mileage reimbursement; she picked up an order at Walmart and took the employees' uniforms to BP Clean-Rite after they were dropped off at the City Office because they were covered in an unknown substance. Don motioned to approve the reconciliations and pay the bills. Stephen seconded. Motion carried 5-0.

Council Members revisited the previously approved building permit for 901 Juniper. Following discussion, Brandon moved to amend the original motion to provide that the building permit is approved contingent upon it meeting the setback requirements. Don seconded the motion. Motion to amend carried 5-0.

The council was made aware of the League of Kansas Municipalities Conferences in October. Koleson motioned to approve Larissa and Kyle attend the conferences. Don seconded. Motion carried 5-0.

Adjournment

Don motioned to adjourn at 10:21 PM. Stephen seconded. Motion carried 5-0.
The next meeting will be held on August 12, 2026.

Kyle Karlin, Mayor

Larissa Wilson

Larissa Wilson, City Clerk