

City of Pittsburg, Kansas
Commission Meeting Agenda
Tuesday, May 13, 2025
5:30 p.m.

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CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, May 13, 2025
5:30 PM

CALL TO ORDER BY THE MAYOR:

- a. Flag Salute Led by the Mayor
- b. Public Input

CONSENT AGENDA (ROLL CALL VOTE):

- a. Approval of the April 22, 2025, City Commission Meeting minutes.
- b. Approval of staff recommendation to appoint Bailey Miller, Chad Mishmash, TreAnna Mulkin, Meg Norman, and Elliott Rowland to first two-year terms and to appoint Andrew Ouellette to a third two-year term as members of the Sustainability Advisory Committee effective immediately and to conclude on December 31, 2026.
- c. Approval of staff recommendation to enter into a contract agreement with D2 Annex Engineering Solutions (D2) based upon their qualifications for professional engineering services for the 616 North Broadway Structural Stabilization Project, and if approved authorize the Mayor and City Clerk to execute the contract documents.
- d. Approval of staff recommendation to submit an Emergency Solutions Grant (ESG) application to the Kansas Housing Resources Corporation (KHRC) in the amount of \$196,750.00 to help prevent individuals/families from possibly becoming homeless or assist those who are homeless, and authorize the Mayor to sign the appropriate documents on behalf of the City.
- e. Approval of the Appropriation Ordinance for the period ending May 13, 2025, subject to the release of HUD expenditures when funds are received.

PUBLIC HEARING:

- a. **PROGRESSIVE PRODUCTS – TAXABLE INDUSTRIAL REVENUE BONDS** - The City has given notice of a Public Hearing to be held on Tuesday, May 13, 2025, at 5:30 p.m., or as soon thereafter as may be heard, in the Court Room of the Pittsburg Law Enforcement Center, 201 N. Pine Street, Pittsburg, Kansas 66762, in regard to the issuance by the Issuer of its Industrial Revenue Bonds (Progressive Products), in one or more series, in a principal amount not to exceed \$1,700,000 (the "Bonds") and in regard to an exemption from ad valorem taxation of property constructed or purchased with the proceeds of such Bonds. **Following Public Hearing, take that action deemed appropriate.**

CITY OF PITTSBURG, KANSAS
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CONSIDER THE FOLLOWING:

- a. RESOLUTION NO. 1294 – Consider approval of Resolution No. 1294, determining the advisability of issuing Taxable Industrial Revenue Bonds for the purpose of financing the construction of additions to a manufacturing facility located in the City; and authorizing execution of related documents. **Approve or disapprove Resolution No. 1294 and, if approved, authorize the Mayor to sign the Resolution on behalf of the City.**

- b. BUILDING IMPROVEMENT PROJECT - CRUX OF LIFE, LLC – 210 SOUTH BROADWAY – Consider the recommendation of the Economic Development Advisory Committee (EDAC) to reimburse Crux of Life, LLC, an amount equal to 10% of the expenses associated with the renovation of the property located at 210 South Broadway, with the City's allocation, to be used to fund permanent, fixed improvements (electrical, plumbing, etc.) not to exceed \$32,000. **Approve or disapprove the recommendation.**

- c. CHANGE OF ZONING – TONEY/REASOR – 3204 NORTH MICHIGAN – Consider the recommendation of the Planning Commission/Board of Zoning Appeals to grant the request submitted by Gunnar Toney and Abbi Reasor to change the zoning of 3204 North Michigan from R-1C: Single-Family Residential to CP-2: Planned General Commercial. **Approve or disapprove recommendation and, if approved, direct staff to prepare the necessary Ordinance.**

- d. CHANGE OF ZONING – COMMUNITY HEALTH CENTER OF SOUTHEAST KANSAS (CHCSEK) – 3010 NORTH JOPLIN – Consider the recommendation of the Planning Commission/Board of Zoning Appeals to grant the request submitted by the Community Health Center of Southeast Kansas (CHCSEK) to change the zoning of 3010 North Joplin from CP-0: Planned Commercial Office to PUD: Planned Unit Development. **Approve or disapprove recommendation and, if approved, direct staff to prepare the necessary Ordinance.**

- e. VACATION REQUEST – WATCO – 2nd STREET BETWEEN WALNUT STREET AND OLIVE STREET – Consider the recommendation of the Planning Commission/Board of Zoning Appeals to grant the request submitted by WATCO to vacate 2nd Street between Walnut Street and Olive Street. **Approve or disapprove recommendation and, if approved, direct staff to prepare the necessary Order.**

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- f. VACATION REQUEST – WATCO – ALLEY NEAR THE INTERSECTION OF 3rd STREET AND COLLEGE STREET – Consider the recommendation of the Planning Commission/Board of Zoning Appeals to grant the request submitted by WATCO to vacate the alley near the intersection of 3rd Street and College Street. **Approve or disapprove recommendation and, if approved, direct staff to prepare the necessary Order.**
- g. VACATION REQUEST – WATCO – ALLEY NEAR THE INTERSECTIONS OF 4th STREET AND COLLEGE STREET AND 4th STREET AND OLIVE STREET – Consider the recommendation of the Planning Commission/Board of Zoning Appeals to grant the request submitted by WATCO to vacate the alley near the intersection of 4th Street and College Street and 4th Street and Olive Street. **Approve or disapprove recommendation and, if approved, direct staff to prepare the necessary Order.**
- h. VARIANCE REQUEST – THE CITY OF PITTSBURG – 503 NORTH PINE – consider the recommendation of the Planning Commission/Board of Zoning Appeals to grant the request submitted by The City of Pittsburg for a variance at 503 North Pine to allow a 60 square foot digital sign. **Approve or disapprove the recommendation.**
- i. DISPOSITION OF BIDS - 616 NORTH BROADWAY – STRUCTURAL STABILIZATION PROJECT - Consider staff's verbal request to award the bid for the structural stabilization of 616 North Broadway to the lowest bidder that meets the City's requirement. **Approve or disapprove staff's request and, if approved, authorize the Mayor and City Clerk to execute the contract documents once prepared.**
- j. FLOCK SAFETY LICENSE PLATE RECOGNITION (LPR) CAMERA EXPANSION AND ENHANCED LPR PACKAGE UPGRADE – Consider staff request to expand the current Flock Safety License Plate Recognition (LPR) system and the addition of an enhanced LPR search package to improve our investigative capabilities in the amount of \$69,700 for the first year. **Approve or disapprove the request.**

NON-AGENDA REPORTS AND REQUESTS:

ADJOURNMENT

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
April 22, 2025

A Regular Session of the Board of Commissioners was held at 5:30 p.m. on Tuesday, April 22nd, 2025, in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, with Mayor Dawn McNay presiding and the following members present: Cheryl Brooks, Chuck Munsell, and Ron Seglie. Commissioner Stu Hite participated in the meeting by phone.

Mayor McNay led the flag salute.

INVOCATION – Debbie Carrell, on behalf of the Community of Christ, provided an invocation.

PUBLIC INPUT - Melesia Rhodes spoke regarding the Crawford County solar farm, invited the Governing Body to tour Washington School on Thursday, April 24th, 2025, and spoke regarding the property located at 520 North Broadway.

PITTSBURG POSITIVE – Mayor McNay recognized Southeast Kansas Recycling Center Board Chairman Jeremy Johnson and reset coordinator Monica Murnan for their recent work in cleaning and organizing the Southeast Kansas Recycling Center. The late Dr. Jim Triplett was also recognized for his dedication to the Southeast Kansas Recycling Center.

ARBOR DAY PROCLAMATION – Mayor McNay proclaimed April 25th, 2025, as Arbor Day in Pittsburg.

APPROVAL OF MINUTES – On motion of Brooks, seconded by Seglie, the Governing Body approved the April 8, 2025, City Commission Meeting minutes as presented. Motion carried.

APPROPRIATION ORDINANCE – On motion of Brooks, seconded by Seglie, the Governing Body approved the Appropriation Ordinance for the period ending April 22, 2025, subject to the release of HUD expenditures when funds are received with the following roll call vote: Yea: Brooks, Hite, McNay, Munsell and Seglie. Motion carried.

SPECIAL PRESENTATION - ECONOMIC DEVELOPMENT QUARTERLY REPORT - Director of Economic Development Blake Benson, and Pittsburg State University Associate Vice President, Research + Economic Development Wesley Streeter, presented the quarterly Economic Development Report.

2025 AMENDMENT TO ECONOMIC DEVELOPMENT SERVICES CONTRACT – PITTSBURG AREA CHAMBER OF COMMERCE – On motion of Seglie, seconded by Munsell, the Governing Body approved Amendment 1 to the Economic Development Services contract with the Pittsburg Area Chamber of Commerce, and authorized the Mayor to sign the Amendment on behalf of the City. Motion carried.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
April 22, 2025

2025 AMENDMENT TO BUSINESS DEVELOPMENT AND INNOVATION SERVICES AGREEMENT – PITTSBURG STATE UNIVERSITY – On motion of Seglie, seconded by Brooks, the Governing Body approved Amendment 1 to the Business Development and Innovation Services Agreement with Pittsburg State University, and authorized the Mayor to sign the Amendment on behalf of the City. Motion carried.

MBL DEVELOPMENT COMPANY – VILLAS AT WELLINGTON SPRINGS DEVELOPMENT – On motion of Munsell, seconded by Seglie, the Governing Body approved the recommendation of the Economic Development Advisory Committee (EDAC) to provide a loan in the amount of \$405,000 to MBL Development, at 1% interest, with the loan to be amortized over twenty years, with a seven-year term, to develop the Villas at Wellington Springs, a senior living facility on Bradshaw Way, and authorized the Mayor to sign the necessary documents on behalf of the City. Motion carried.

RESOLUTION NO. 1293 – On motion of Hite, seconded by Brooks, the Governing Body approved Resolution No. 1293, determining the advisability of issuing Taxable Industrial Revenue Bonds for the purpose of financing the acquisition, construction and equipping of a commercial residential facility to be located in the City; and authorizing execution of related documents, and authorized the Mayor to sign the Resolution on behalf of the City. Motion carried.

NON-AGENDA REPORTS AND REQUESTS:

WEATHER – City Manager Daron Hall acknowledged City staff and community members for their efforts during the recent heavy rains.

ADJOURNMENT - On motion of Munsell, seconded by Brooks, the Governing Body adjourned the meeting at 6:16 p.m. Motion carried.

Dawn McNay, Mayor

ATTEST:

Tammy Nagel, City Clerk



RECEIVED

APR 17 2025

Pittsburg City Clerk

Sustainability Advisory Committee

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Commission and made available to the press and public.

☐ I am a current member seeking reappointment to the Board.

☒ I am seeking a first term as a member of the Board.

Name: Bailey Miller

Home Address: 1911 S Tucker Terrace Pittsburg, KS 66762

Mailing Address: _____

Occupation: Assistant Director for Campus Activities

Business Address: 1701 S Broadway Pittsburg, KS 66762

Home Telephone: 620.437.7095

Business Telephone: _____

E-mail: bailey.miller@pittstate.edu

Are you a resident of Pittsburg? Yes If yes, how long have you lived in Pittsburg: 2.5 years

Current occupation (within last 12 months): Pittsburg State University

Business interest in the last 12 months: _____

Previous Committee/Commission Experience: Community Committees: Pontotoc County Drug Free Coalition

UNCP: Pro Dev and Rec Committee Chair, Conduct Hearing Board, Social Justice Symposium Committee

PSU: Homecoming Committee Chair, Apple Day Committee Chair, MLK Jr. Day of Service Chair

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application. resume attached.

Professional and/or community service activities: resume attached.

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute: I'm interested in joining the Sustainability Advisory Committee because I'm passionate about ensuring equitable access for

all members of our community. I believe sustainability begins with creating systems and structures that are built to last for generations. I'm also working on an initiative at PSU

focused on strengthening our civic engagement and community service programs—efforts that will support sustainability both on campus and throughout the broader region.

The Sustainability Advisory Committee meets at City Hall on the 2nd Wednesday of each month at 5:30 p.m. Appointment to this position may require you to file a Conflict of Interest Disclosure Statement, which is a public record.

Signature of Applicant: Bailey Miller

Date: 4/17/2025

If you have any questions regarding the appointment procedure, please contact the City Clerk by phone at (620)230-5532 or by email at tammy.nagel@pittks.org.

Please return your completed application by **Noon** on **December 3, 2024**.

Applications may be submitted:

1. By mail: The City of Pittsburg
Attn: City Clerk
PO Box 688
Pittsburg, Kansas 66762
2. In person at City Hall (201 West 4th Street), or
3. By email to tammy.nagel@pittks.org

Bailey Talkington

1911 S Tucker Terrace Pittsburg, KS 66762 • miller.baileyt@gmail.com • 620.437.7095

EDUCATION

Fort Hays State University

Master of Science in Education, Higher Education Student Affairs

May 2020

Florida Atlantic University

Bachelor of Arts, Communication Studies
Minor in Leadership Studies and Sociology

May 2018

PROFESSIONAL EXPERIENCE

Pittsburg State University | Campus Activities Center

Assistant Director for Campus Activities

August 2023 – Present

- Advised and oversaw two major student-led organizations – including the Gorilla Activities Board and Homecoming Committee – providing leadership development, program guidance, and strategic planning support through regular meetings, event planning, and retreats.
- Led planning and execution of major campus-wide events such as Welcome Week, Family Day, and Apple Day, coordinating logistics with university partners and external vendors to enhance student engagement.
- Supported overall Campus Activities operations by facilitating student leader training and workshops, recognition programs, new/transfer student orientation all of which actively promoted student involvement through campus events and class presentations.
- Managed organizational and event budget, including tracking expenditures, negotiating contracts, procuring supplies, arranging travel, and maintain association memberships to ensure financial stewardship and compliance of over \$160,000.
- Supervised and mentored a graduate assistant, overseeing recruitment, onboarding, training, and ongoing professional development to support departmental initiatives.
- Led the creation and design of an all-encompassing Student Leader Training focused on educating key leaders of the campus community on resources, leadership development, inclusive event planning, and critical thinking skills.
- Taught UGS-150 (Freshman Seminar) annually
- Spearheaded the creation of a new position with a small team of university administrators to pilot a new program focused on community service, civic engagement, and sustainability efforts.
- Directed and launched the first annual martin Luther King Jr. Day of Service at Pittsburg State University.

University of North Carolina at Pembroke | Campus Engagement & Leadership

Assistant Director for Campus Engagement

November 2021 – July 2023

- Served as the sole advisor for six students comprising the Pembroke Activities Council (PAC) to develop their leadership and professional skills by supporting them in creating a comprehensive programming agenda
- Recruited, trained, and supervised student leaders employed by Campus Engagement & Leadership including Lead Fellows, and Student Government Association
- Fostered campus community and engagement through development, management, and implementation of special events including Welcome Week, Homecoming, Parent and Family Weekend, and Festival at Old Main
- Served as the lead campus event programmer and provided advice and expertise to other departments on their programming efforts
- Revised previous Homecoming traditions and created the 1887 Society, that recognizes students of excellence across the institution for Homecoming representation as an inclusive alternative to Homecoming Royalty
- Taught UNV 1000 (Freshman Seminar) annually
- Developed learning outcomes and collected data for programs' assessment
- Identified and developed new initiatives based on needs of student body and evaluation of programs and activities
- Served as lead financial manager for a budget of over \$100,000, which increased by nearly 100% as a result of my advocacy and performance

Bailey Talkington

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PROFESSIONAL EXPERIENCE (CON'T)

East Central University | Brandon Whitten Institute

Grant Program Coordinator

Oct. 2020 – Sept. 2021

- Coordinated the development, implementation, and assessment of the Mental Health First Aid grant program in the southeastern regional Oklahoma area expanding over 11 counties
- Managed grant process evaluation and program projects that positively influenced the reach and impact of mental health awareness and substance use initiatives in the region
- Collaborated with Director to manage grant budget of \$300,000 to align with established outcomes
- Created and managed marketing plans for events and trainings throughout the region utilizing a variety of methods including a-frame signage and social media initiatives that increased page interaction by 150%
- Implemented a grade school mental health awareness poster contest for area fifth and sixth graders that introduced the topic of mental wellness and provided local youth with an awareness and knowledge of its importance
- Accurately track grant project outcomes and data to abide by policies and goals set by Brandon Whitten Institute, the university, and Substance Abuse and Mental Health Services Administration
- Provided Mental Health First Aid training, capacity building, outreach, and engagement activities that influenced the community and regional awareness of signs and signals of mental health issues
- Initiated and coordinated a professional development experience for community stakeholders to attend the Lowcountry Mental Health Conference, information learned here was taken back to the Oklahoma region and implemented to better serve the population

Emporia State University | Department of Counselor Education

Academic Advisor

Sept. 2019 – Oct. 2020

- Served as the sole advisor for over 150 students spanning across 4 different graduate and undergraduate programs with over 10 specialty areas of study to develop their personal and professional skills by supporting them in creating a comprehensive academic agenda
- Acted as the lead office personnel that quickly assisted the department with the transition to online and virtual resources at the start of the COVID-19 pandemic
- Fostered department community and collaboration through development, management, and implementation of an online tracking and advising system that streamlined the process and eliminated the use of physical documents
- Assisted in referring students to the appropriate support resources and services across campus to help enhance their educational experience
- Primary point of contact and served as department liaison for student concerns and issues in reference to department faculty, staff, university personnel in a variety of situations.

CAMPUS COMMITTEES

Pittsburg State University

Welcome Week Planning Committee, Chair	Aug. 2023 – Present
Homecoming Planning Committee, Chair	Aug. 2023 – Present
Apple Day Planning Committee, Chair	Aug. 2023 – Present
Family Weekend Planning Committee, Co-Chair	Aug. 2023 – Present
MLK Jr. Day of Service Committee, Chair	Nov. 2023 – Present
Technical Coordinator Selection Committee, Member	Aug. 2024 – Oct. 2024

University of North Carolina at Pembroke

Professional Development and Recognition Committee, Chair	Feb. 2022 – Present
Conduct Hearing Board, Member	Feb. 2022 – Present
Housing Move-in Committee, Member	April 2022 – Aug. 2022
Administrative Support Specialist Selection Committee, Member	Jan. 2023 – Feb 2023
Assistant Director of Residence Life Selection Committee, Chair	March 2023 – May 2023
Social Justice Symposium Planning Committee, Member	Jan. 2023 – Present
Welcome Week Planning Committee, Co-Chair	Nov. 2021 – Present
Homecoming Planning Committee, Co-Chair	Nov. 2021 – Present
New Student Orientation Planning Committee, Member	Feb. 2022 – Present

Bailey Talkington

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CAMPUS COMMITTEES (CON'T)

Emporia State University Undergraduate Academic Advising Committee Member	Sep. 2019 – July 2020
Fort Hays State University Special Events Committee	July 2018 – June 2019
Student Affairs Graduate Association	Nov. 2018 – June 2019
Memorial Union Policy Board Committee	July 2018 – June 2019

LEADERSHIP & COMMUNITY INVOLVEMENT

Leadership Crawford County Graduate	November 2024
UNCP Department of Student Affairs New Employee of the Year	June 2022
Outstanding New Advisor	May 2022
Pontotoc County Drug Free Coalition Committee Member	Oct. 2020 – Sep. 2021
National Association of Campus Activities NACA Central Outstanding Graduate Assistant	Oct. 2018

PROFESSIONAL DEVELOPMENT & INVOLVEMENT

National Association of Campus Activities NACA Live Conference Attendee	Feb. 2025
NACA Live Conference Attendee	Feb. 2024
South Conference Attendee	Oct. 2022
Regional Leadership Team Committee	Jan. 2022 – Jan. 2023
Education and Inclusion Team Committee	Jan. 2022 – Jan. 2023
NACA Live Conference Attendee	Feb. 2022
Central Conference Attendee	Oct. 2018
Community Anti-Drug Coalitions of America Member	Oct. 2020 – Sep. 2021
Student Affairs Professionals in Higher Education (NASPA) Certified Peer Educator	Dec. 2022
National Conference Attendee	April 2018
Alcohol and Other Drugs (AOD) Knowledge Community	April 2018
QPR Institute Suicide Prevention Gate Keeper Certificate	Oct. 2020
Alcohol, Drugs, and Suicide Certificate	March 2021
Online Counseling and Suicide Intervention Specialist	March 2021
Kognito Building a More Inclusive Workplace LGBTQ+	Jan. 2021
LivingWorks Start Suicide Prevention Training	Oct. 2021

PRESENTATIONS

- Brown, J., Dunklin, D., **Miller, B.**, & Watkins, L. (2023, January). *Idea Sharing & Advisor Resources*. Presented on the NACA Webinar site, Virtual.
- Brown, J., Dunklin, D., **Miller, B.**, & Watkins, L. (2022, October). *Re-imagining Traditional Events on Campus*. Presented at the NACA South Conference, Atlanta, GA.
- Brown, J., Dunklin, D., **Miller, B.**, & Watkins, L. (2022, October). *Revisiting Your Why in Higher Education: A Roundtable Discussion*. Presented at the NACA South Conference, Atlanta, GA.

Bailey Talkington

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SOFTWARE PROFICIENCIES

Banner, Blackboard, Campus Labs Engage, Canvas, Canva, Google Workspace, Handshake, Navigate360, Microsoft Suite, Qualtrics, Webex, Zoom

RECEIVED

DEC 06 2024

Pittsburg City Clerk



Sustainability Advisory Committee

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Commission and made available to the press and public.

- ☒ I am a current member seeking reappointment to the Board.
- ☐ I am seeking a first term as a member of the Board.

Name: CHAD MISHMASH

Home Address: 1317 E. Quincy St.

Mailing Address: same as Home

Occupation: Director of Bus. Development - PSU Research

Business Address: 1204 Research Rd Pittsburg KS

Home Telephone: 620 238 9455

Business Telephone: 620 235 6512

E-mail: cmishmash@pittstate.edu

Are you a resident of Pittsburg? ☒ If yes, how long have you lived in Pittsburg: 50 yrs.

Current occupation (within last 12 months): _____

Business interest in the last 12 months: Live, work, and shop in Pittsburg.

I am a vested citizen concerned ^{about} the future of our city.

Previous Committee/Commission Experience: Served past year on SAC along w/ serving on PSU sustainability committee.

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

- B.S. + MBA - work on recycling projects at Pitt
- Served on Committee for sustainability.
 - Asst. P.I. on EDA grant for recycling - sustainability.

Professional and/or community service activities: _____

- Active member of SAC -

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute: I would like to continue to serve

on SAC to continue the great work we are doing and ensure it is completed.

The Sustainability Advisory Committee meets at City Hall on the 2nd Wednesday of each month at 5:30 p.m. Appointment to this position may require you to file a Conflict of Interest Disclosure Statement, which is a public record.

Signature of Applicant: Chad Shigler

Date: 12/04/2024

If you have any questions regarding the appointment procedure, please contact the City Clerk by phone at (620)230-5532 or by email at tammy.nagel@pittks.org.

Please return your completed application by **Noon on November 20th, 2024.**

Applications may be submitted:

1. By mail: The City of Pittsburg
Attn: City Clerk
PO Box 688
Pittsburg, Kansas 66762
2. In person at City Hall (201 West 4th Street), or
3. By email to tammy.nagel@pittks.org



RECEIVED

MAR 17 2025

Pittsburgh City Clerk

Sustainability Advisory Committee

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Commission and made available to the press and public.

☐ I am a current member seeking reappointment to the Board.

☒ I am seeking a first term as a member of the Board.

Name: TreAnna "Tree" Mulkin

Home Address: 1608 N Grand St

Mailing Address: _____

Occupation: Financial Advisor

Business Address: 101 W 29th St. Suite F

Home Telephone: 719-900-8520

Business Telephone: 6020-670-5621

E-mail: tree.mulkin@edwardjones.com

Are you a resident of Pittsburgh? ☒ If yes, how long have you lived in Pittsburgh: 10 years

Current occupation (within last 12 months): Financial Advisor

Business interest in the last 12 months: _____

Previous Committee/Commission Experience: Chair of the Downtown Advisory Board, PAPP board for 3 years, PHS SITE council, Noon Rotary, Chamber Ambassador

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application. _____

Professional and/or community service activities: PAYP Bike Drive, Earthday clean up, Youth Leadership, Reaping Center, etc.

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute: I am passionate about making Pittsburg more sustainable, using more space to promote native plants & insects, & education.

The Sustainability Advisory Committee meets at City Hall on the 2nd Wednesday of each month at 5:30 p.m. Appointment to this position may require you to file a Conflict of Interest Disclosure Statement, which is a public record.

Signature of Applicant: 

Date: 3/12/2025

If you have any questions regarding the appointment procedure, please contact the City Clerk by phone at (620)230-5532 or by email at tammy.nagel@pittks.org.

Please return your completed application by **Noon on December 3, 2024.**

Applications may be submitted:

1. By mail: The City of Pittsburg
Attn: City Clerk
PO Box 688
Pittsburg, Kansas 66762
2. In person at City Hall (201 West 4th Street), or
3. By email to tammy.nagel@pittks.org



RECEIVED

FEB 11 2025

Pittsburg City Clerk

Sustainability Advisory Committee

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Commission and made available to the press and public.

☐ I am a current member seeking reappointment to the Board.

☒ I am seeking a first term as a member of the Board.

Name: Meg Norman

Home Address: 1501 Bitner Place Pittsburg, Kansas 66762

Mailing Address: _____

Occupation: Student at Pittsburg State University

Business Address: _____

Home Telephone: (620) 238-9710

Business Telephone: _____

E-mail: margaret.norman@gus.pittstate.edu

Are you a resident of Pittsburg? Yes If yes, how long have you lived in Pittsburg: 16 years

Current occupation (within last 12 months): Student at PSu

Business interest in the last 12 months: _____

Previous Committee/Commission Experience: _____

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application. I am currently seeking my bachelors degree in

Sustainability, society, and resource management at Pittsburg State University. I have several on

campus jobs including being a resident assistant, a recycling assistant, and animal caretaker

at PSU's Nature Reach program.

Professional and/or community service activities: Every week I volunteer with a group called Natural Ties

that collaborates with adults with intellectual and developmental disabilities.

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute: I am very interested in sustainability, and hope to help make PSU a more

sustainable campus. In my future career I want to be an environmental educator. I would love to help contribute

to Pittsburg's sustainable goals while offering my unique perspective as a college student.

The Sustainability Advisory Committee meets at City Hall on the 2nd Wednesday of each month at 5:30 p.m. Appointment to this position may require you to file a Conflict of Interest Disclosure Statement, which is a public record.

Meg Norman

Signature of Applicant: _____

Date: 2/10/2025

If you have any questions regarding the appointment procedure, please contact the City Clerk by phone at (620)230-5532 or by email at tammy.nagel@pittks.org.

Please return your completed application by **Noon on December 3, 2024.**

Applications may be submitted:

1. By mail: The City of Pittsburg
Attn: City Clerk
PO Box 688
Pittsburg, Kansas 66762
2. In person at City Hall (201 West 4th Street), or
3. By email to tammy.nagel@pittks.org



RECEIVED

OCT 18 2024

Pittsburg City Clerk

Sustainability Advisory Committee

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Commission and made available to the press and public.



I am a current member seeking reappointment to the Board.



I am seeking a first term as a member of the Board.

Name: Elliott Rowland

Home Address: 517 Hobson Drive, Pittsburg, KS

Mailing Address: - same -

Occupation: Electronics Technician at PSU

Business Address: 1701 S. Broadway, Pittsburg, KS

Home Telephone: (417) 499-4233

Business Telephone: (620) 235-4702

E-mail: erowland@pittstate.edu

Are you a resident of Pittsburg? YES If yes, how long have you lived in Pittsburg: 17 YEARS

Current occupation (within last 12 months): AVAC Controls Specialist at PSU

Business interest in the last 12 months: I do not own a business.

Previous Committee/Commission Experience: Member of PSU sustainability committee since 2021. Member of Pittsburg Sustainability Advisory Committee since 2023.

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application. BSET in Electronics from PSU (2010), MS Physics from PSU (2012), Sustainability Leadership Certificate from PSU (2020)

Professional and/or community service activities: I served four years of active duty in the US Air Force, 2003-2007.

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute: I want to contribute my time and experience in order to make Pittsburg a better place to live.

The Sustainability Advisory Committee meets at City Hall on the 2nd Wednesday of each month at 5:30 p.m. Appointment to this position may require you to file a Conflict of Interest Disclosure Statement, which is a public record.

Signature of Applicant: 

Date: 10.18.2024

If you have any questions regarding the appointment procedure, please contact the City Clerk by phone at (620)230-5532 or by email at tammy.nagel@pittks.org.

Please return your completed application by **Noon on November 20th, 2024.**

Applications may be submitted:

1. By mail: The City of Pittsburg
Attn: City Clerk
PO Box 688
Pittsburg, Kansas 66762
2. In person at City Hall (201 West 4th Street), or
3. By email to tammy.nagel@pittks.org



Interoffice Memorandum

TO: DARON HALL
City Manager

FROM: MATT BACON
Director of Public Utilities

DATE: May 8, 2025

SUBJECT: Agenda Item – May 13th 2025
Engineering Services Contract for 616 N Broadway Structural Stabilization

City staff is requesting to enter into a contract agreement with D2 Annex Engineering Solutions (D2) based upon their qualifications for professional engineering services for the 616 N Broadway Structural Stabilization Project.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, May 13th, 2025. The action being requested is to approve or disapprove staff's recommendations and, if approved, authorize the Mayor and City Clerk to execute the contract documents.

If you have any questions concerning this matter, please do not hesitate to contact me

Attachments: Contract



613 E 637 Ave

Arma, Kansas

620-232-4753

21 April 2025

City of Pittsburg Kansas
201 W 4th
Pittsburg, KS 66762

Attn: Dexter Neisler, Building Official

RE: Building Temporary Shoring

Dear Dexter,

This letter is written to serve as an agreement between the City of Pittsburg, Kansas, (**Client**), and D2 Annex Engineering Solutions, (**D2A**) to provide Engineering Services on a commercial building located at 616 N Broadway (old Ramsay's Department Store), Pittsburg, KS as defined herein (**Project**).

Scope of Work

The project entails providing engineering services for temporary stabilization shoring designs and installation inspection for an existing building structure.

Specific aspects of this project will include:

- Onsite inspections during installation of temporary shoring.
- Engineering design of temporary shoring system.
- Meet with Client as required during design development.
- Provide with written log of inspections.
- Provide Client with copy of engineers E&O Policy executed specifically for the project.
- Assist Client with preparation of bid package as needed.
- The final design documents and reports will be sealed by an Engineer licensed in the State that the **Project** is located.

Responsibilities of Client:

Provide access to the property.

Provide copies of any existing engineering reports or documentation concerning the structure.

Exclusions:

Material testing or in situ load tests unless agreed upon in advance.

Geotechnical, survey, electrical, mechanical, plumbing, or architectural investigations.

Printing

Three hard copies of the final report will be provided to the **Client**. In addition, an electronic PDF file copy will be provided to the **Client**.

Timing and Scheduling

D2A proposes to begin work on the Project following receipt of an executed copy of this agreement and to complete the Scope of Services in accordance with a mutually agreed schedule thereafter exclusive of any delays beyond the control of **D2A**.

Fee Proposal

D2A, proposes to perform the afore-described Scope of Services on the basis of fees as given below, excluding any reimbursable expenses.

Design of Shoring System:	\$ 10,000 (Lump Sum)
Construction Inspection:	\$ 13,000 (Lump Sum)
Preliminary Work for Bidding:	Hourly Fee per attached rate schedule
Bidding Assistance:	Hourly Fee per attached rate schedule
Engineer E & O Policy	at Cost plus 15%

Client will be billed monthly for work completed. Payment is expected upon invoicing.

This letter and attached Standard Conditions and Standard Hourly Rate schedule comprise the entire agreement between the **Client** and **D2A**. They may be altered only by Supplemental Agreement.

Thank you for contacting us to provide professional services on the subject **Project**. Should you have questions or if additional information is required, please do not hesitate to call. Return receipt of an executed copy of this document will serve as our contract and notice to proceed with the work.



Thank you,

Jim R Zibert, P.E.

Owner/Engineer – D2 Annex

Owner/Client

Approved By: _____

Title: Dawn McNay, Mayor

Date: May 13, 2025



613 E 637 Ave

Arma, Kansas

620-232-4753

D2 Annex, Engineering Solutions

2023 Fee Schedule

- **Principle / Professional Engineer - \$ 115.00 /hr**
- Professional Engineer - \$ 105.00 / hr
- Design Draftsman/Project Engineer - \$ 90.00 / hr
- Draftsman - \$ 75.00 / hr
- Inspection I - \$ 80.00 / hr
- Inspection II - \$ 75.00 / hr
- Technical Writing - \$ 68.0 /hr
- Travel - \$ @ rate / hr
- Other Expenses at direct cost + 15%

Fee adjustments

- * Premium time for all non-salaried personnel 1.5 multiplier
- * Litigation/Expert Witness/Deposition Fee Rates 2.0 multiplier
- Mileage - \$ 0.58 per mile (Travel Hourly Fee @ rate / hr)

Reimbursable Expenses:

- | | |
|--|---------------|
| • Outside Consultants | Cost plus 15% |
| • Reproduction & Photography | Cost plus 15% |
| • Equipment Rental | Cost plus 15% |
| • Materials, Consumables | Cost plus 15% |
| • Car Rental and Fuel Cost | Cost plus 15% |
| • Per Diem (in addition to Hotel & Meals) | \$40.00/Day |
| • Telephone (Long Distance) | No Charge |
| • Postage (Regular Mail) | No Charge |
| • Deliveries and Overnight Mail | Cost plus 15% |
| • Hotel & Meals (Not covered under Per Diem) | Cost plus 15% |

Note: Fee schedule rates, structure and classification is reviewed based upon current economic conditions and subject to change. Fee schedule given as a part of open proposals is good for a period of 60 days after issued to customers. Fee schedule that is a part of executed proposals will remain as defined throughout duration of active contracts unless prior arrangements are agreed upon.

D2 ANNEX, ENGINEERING SOLUTIONS STANDARD CONDITIONS

1. **STANDARD OF CARE:** D2 Annex, Engineering Solutions (D2A), shall provide professional services to Client, the agreed upon scope of services. D2A will perform the services with the level of care and skill ordinarily exercised by other consultants of the same profession under similar circumstances at the time the services are performed, and in the same locality.
2. **USE OF DOCUMENTS:** Drawings, specifications, reports, programs, manuals, cost estimates, or other documents, including documents on electronic media, prepared under this Agreement are instruments of service and as such are only applicable to the subject PROJECT. Use of these documents for any other purpose without written authorization and consent of D2A is prohibited. D2A shall retain ownership thereof.
3. **NO GUARANTEE:** D2A does not provide a warranty or guarantee, express or implied, for any portion of the scope of services including drawings, specifications, reports, programs, manuals, cost estimates, or other documents of service. Items of beneficial use to the Owner, whether or not included in the contract documents, shall be paid for by the Owner. The provisions of this paragraph shall apply notwithstanding any statement or language contained in any other document or agreement that might be related to the project.
4. **DISPUTES:** Any action or claims arising out of or related to this Agreement or the project that is the subject of this Agreement shall be governed by Kansas law. Good faith negotiation and mediation are express conditions precedent to the filing of any legal action. Mediation shall be conducted in accordance with the latest edition of the Construction Mediation Rules of the American Arbitration Association.
5. **NON-PAYMENT/TERMINATION OF AGREEMENT:** If the Client fails to make payment for services and expenses within 14 days following receipt of an invoice, D2A may, after giving seven days written notice to the Client, without liability for delay charges, suspend services under this Agreement until D2A has been paid in full for all amounts due. Each party to this Agreement reserves the right to terminate the Agreement at any time, without cause, upon 15 days written notice and subject to payment to D2A for the value of services rendered up to the time of termination.
6. **DIFFERING SITE CONDITIONS:** The conditions at the site are the property of the Client/Owner regardless of whether or not they could be identified by an investigation or exploration conducted according to the professional standard of care. A "Differing Site Condition" is a subsurface, hidden, latent, or physical condition at a project site/building not revealed by the site exploration, site investigation, or other information provided to the Client and which cannot be reasonably anticipated. Special risks occur whenever engineering is applied to identifying site/building conditions. Even a comprehensive investigation according to the professional standard of care may not detect all subsurface or site/building conditions. D2A shall not be liable for site/building conditions which could not be identified by such an investigation or exploration. Accordingly, the Owner/Client agrees to indemnify, including all costs and attorney fees, and hold D2A harmless from all claims for Differing Site Conditions, provided D2A performs the services specified in the Contract in a manner reasonably conforming to the terms of the Contract and to the Standard of Care.
7. **EXTRA WORK:** Services not specified in the Scope of Services set forth in this Agreement or due to regulatory changes shall be considered "extra work". No "extra work" will be performed without additional compensation per a supplemental agreement.
8. **FORCE MAJEURE:** The Client shall not hold D2A responsible for damages or for delays in performance caused by force majeure, acts of God, or other acts or circumstances beyond the control of D2A, or that could not have been reasonably foreseen and prevented including, but not limited to, fire, weather, floods, earthquakes, epidemics, war, riots, terrorism, strikes, and unanticipated site conditions.
9. **AGREEMENT SOLELY FOR PARTIES' BENEFIT:** This agreement is solely for the benefit of D2A and Client. Nothing herein is intended in any way to benefit any third party or otherwise create any duty or obligation on behalf of D2A or Client in favor of such third parties.
10. **LIMITATION OF LIABILITY:** D2A's total liability to Client is limited D2A's fee, for any, and all damages or expenses arising out of this Agreement from any cause(s) or under any theory of liability. In no event shall D2A be liable for consequential damages, including, without limitation, loss of use or loss of profits, incurred by Client or its subsidiaries or successors, regardless of whether such damages are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.
11. **D2A Fee & Retainer:** D2A has a minimum fee of \$400 for all work unless that work is determined to be more than that minimum during contract negotiations and prior to executing the contract. D2A also is required to collect a retainer prior to initiating work on the project according to the following: contracts less than or equal to \$1,000 - \$400, contracts above \$1,000 up to \$3,000 – 30% of contract, contracts above \$3,000 - \$1,000. The minimum fee and retainer provisions can be waived by D2A Owner at any time prior to contract execution provided Client has demonstrated good character and is established Client. Any unused portions of retainer can be returned should contract be terminated.



PITTSBURG PUBLIC
HOUSING AUTHORITY
101 N Pine St -
Pittsburg KS 66762

(620) 232-1210
www.pittks.org
FAX: (620) 232-3453
Email: section8@pittks.org

INTEROFFICE MEMORANDUM

To: Mayor, City Commissioners, Daron Hall, Tammy Nagel
From: Megan Keener, Assistant Director of Housing
CC: Kim Froman, Director of Community Development and Housing
Date: May 7th, 2024
Subject: Agenda Item – May 13th, 2025
2025-2026 Emergency Solutions Grant (ESG)

Each year the City of Pittsburg/Pittsburg Public Housing Authority (PHA) applies for the Emergency Solutions Grant (ESG) through the Kansas Housing Resources Corporation (KHRC). The purpose of the ESG application is to help prevent individuals/families from possibly becoming homeless or assist those who are homeless. For over 11 years, the City of Pittsburg/PHA has partnered with a community organization to help our most vulnerable citizens. The City of Pittsburg/PHA will partner with Community Health Center of Southeast Kansas (CHC/SEK) to help fund day shelter operations and street outreach services in hopes of reducing our homeless population.

The requested \$196,750.00 will be used in the following manner:

Homeless Prevention: \$87,125.00

- Up to three months of rental subsidy/rental arrears
- Utility Assistance
- Case Management

Rapid Re-Housing: \$87,125.00

- Up to three months of rental subsidy
- Utility Assistance
- Case Management

Day Shelter/Street Outreach: \$22,500.00

- Access to shelter facilities
- Assistance to eliminating barriers
- Emergency Health/Mental Services
- Case Management

Please place this item on the Commission agenda for approval to submit the ESG grant application to KHRC and authorize the Mayor to sign all required documents.

Sincerely,

Megan Keener

Assistant Director of Housing, Pittsburg Public Housing Authority



2025 Kansas ESG

March 14, 2025

RE: 2025 Emergency Solutions Grant

Dear Emergency Solutions Grant (ESG) Applicant,

The projected amount of funding for the 2025 ESG will be at 2024 level of \$1.6 million. This amount is subject to change based on HUD's final allocation of 2025 ESG funds.

Please note that the award of the 2025 ESG funds is dependent on KHRC receiving the federal allocation of 2025 ESG funds. If the 2025 ESG funds are not allocated to KHRC, we will not be able to fund any applications.

This application requires that you certify that if awarded a 2025 ESG grant, your agency and your ESG funded subrecipient agencies are in compliance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200. All agencies must use a Homeless Management Information System (HMIS) or HUD compliant, comparable database and be able to meet all ESG and Continuum of Care reporting requirements.

The ESG application has been revised this year. Be sure to use the current version of the application.

One (1) electronic copy of the application must be received by 5:00pm (central time) on May 19, 2025, by email to ESG@kshousingcorp.org or uploaded into the ESG SharePoint folder (Please note the ESG sharepoint folder is only available to current ESG Subrecipient agencies).

Hard copies of the applications that are mailed or dropped off at KHRC will not be reviewed. Contact Doug Wallace if you are not able to submit the application electronically.

For the 2025 ESG grant award, the program year is July 01, 2025 through September 30, 2026.

All shelters must complete the ESG Shelter Habitability Checklist.

If you have questions or need additional information, please contact Doug Wallace at: (785) 217-2019 or ESG@kshousingcorp.org.

Sincerely,

Doug Wallace
ESG / HOME-ARP Program Manager

SECTION I: ESG PROGRAM DESCRIPTION**EMERGENCY SOLUTIONS GRANTS (ESG)**

CFDA Number: 14.231

Agency: Department of Housing and Urban Development

Office: Office of Community Planning and Development

(24 CFR Part 576 – Emergency Solutions Grants Program)

Regulations, Guidelines, and Literature:

The program regulations can be found at 24 CFR Part 576. Guidance on the program can be found at www.hudexchange.info/esg.

The Emergency Solutions Grants (ESG) program is authorized by subtitle B of title IV of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11371-11378](#)). The program authorizes the Department of Housing and Urban Development (HUD) to make grants to States, units of general-purpose local government, and territories for the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance

Objectives:

The Emergency Solutions Grants Program (ESG) program provides funding to:

- (1) engage homeless individuals and families living on the street,
- (2) improve the number and quality of emergency shelters for homeless individuals and families,
- (3) help operate these shelters,
- (4) provide essential services to shelter residents,
- (5) rapidly re-house homeless individuals and families, and
- (6) prevent families and individuals from becoming homeless.

Definitions:

- A. Recipient means any State, territory, metropolitan city, or urban county, or in the case of reallocation, any unit of general-purpose local government that is approved by HUD to assume fiscal responsibility and enters into a grant agreement with HUD to administer assistance under this part. Kansas Housing Resources Corporation is the recipient of the Kansas non-entitlement ESG funds.
- B. Subrecipient means a unit of general-purpose local government or private nonprofit organization to which a recipient makes available ESG funds. Kansas Housing Resources Corporation (KHRC) as a State Recipient subgrants ESG funds (except for funds for administrative costs and HMIS costs) to subrecipient organizations.
- C. ESG funded agencies are private nonprofit organizations that receive ESG funds through a subrecipient passthrough agency.

Section II: Eligibility Requirements:**Applicant Eligibility:**

Kansas Housing Resources Corporation (KHRC) as a State Recipient must sub grant all of their ESG funds (except for funds for administrative costs and, under certain conditions, HMIS costs) to

units of general-purpose local government and/or private nonprofit organizations. KHRC as recipient must consult with the Continuum(s) of Care operating within the jurisdiction in determining how to allocate ESG funds. ESG Subrecipient agencies / ESG funded agencies must participate in the Continuum of Care operating within their jurisdiction.

Community agencies must coordinate the submission of the ESG funding application through a unit of local government (City or County). The municipalities will submit one joint application that includes the proposals from each agency on behalf of their jurisdiction.

Community agencies may submit a waiver request to KHRC for an exemption to the rule of applying through a unit of local government. The waiver request should be submitted to ESG@kshousingcorp.org and must be received and approved prior to the submission deadline.

Credentials/Documentation:

Applicants must certify they will meet program requirements and applicable federal requirements. Government recipients and sub recipients must comply with ESG regulations listed in 24 CFR 576, KHRC ESG Policy Manual and Uniform Administrative Requirements Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200.

ESG Program Year:

ESG funds will be awarded to subrecipient agencies for fifteen (15) months. The program year will be 7/1/25 – 9/30/26.

All subrecipient agencies and ESG funded agencies will be expected to fully expend their awards within the 15-month grant period. * KHRC reserves the right to recapture ESG funds from an agency if the agency is not able to fully expend the funds within the 15-month timeframe.

Expenditure limits

Pursuant to 24 CFR 576.100, the combined total of funds for emergency shelter and street outreach is capped at 60% of the subrecipient's total awarded amount.

Match

ESG requires a 100% match. The subrecipient and/or ESG funded agencies must make matching contributions to supplement the ESG program in an amount that equals the amount of the ESG award (including administrative funds).

The match contribution may be cash or noncash. The match contribution may be obtained from any source, including federal, state, local and private sources. Review 24 CFR 576.201 for additional information about the match requirement.

Reporting Requirements

I. Agencies must submit an FSR/Reimbursement Request at least once every quarter.

II. Agencies must submit an annual ESG CAPER report in January covering the previous year. A separate ESG CAPER report for each ESG component must be submitted in SAGE. The CAPER will report on the outcomes from the previous calendar year (Jan 1 – Dec 31) and is due on January 15th.

III. Agencies must submit a quarterly ESG CAPER report to KHRC. Each report will be cumulative, reporting on the clients served in the previous quarter plus clients enrolled during the reporting quarter. The quarterly reports are submitted to ESG@kshousingcorp.org.

Reporting periods:

Quarter 1 (Jan 1 – March 30) due on April 15

Quarter 2 (Jan 1 – June 30) due on July 15

Quarter 3 (Jan 1 – September 30) due on October 15

Quarter 4 (Jan 1 – December 31) due on January 15

SECTION III: ESG PROGRAM COMPONENTS AND ELIGIBLE ACTIVITIES

Emergency Solution Grant Funding can be used for five program activities: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS; as well as administrative activities.

Eligible Activities:

- A) Street Outreach – Funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.
- B) Emergency Shelter – Funds may be used for costs of operating and the provision of essential services to families and individuals in emergency shelters.
- C) Homeless Prevention – Funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter and prevent incidences of homelessness.
- D) Rapid Re-Housing – ESG funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.
- E) HMIS – ESG funds may be used to pay the costs of contributing to the HMIS designated by the Continuum of Care for the area including the costs of purchasing hardware, software

licenses or equipment, obtaining technical support, completing data entry and analysis, monitoring and reviewing data quality, training, reporting, and coordinating and integrating the system.

- F) ADMINISTRATION - KHRC as the recipient may use up to 7.5 percent of its ESG grant for the payment of administrative costs related to the planning and execution of ESG activities. This does not include staff and overhead costs directly related to carrying out activities eligible under ESG, because those costs are eligible as part of those activities. KHRC will provide approximately 2.5% of ESG awarded funds for administrative costs to all ESG Subrecipients. (576.108. (4) (B))

Assistance to Eligible Persons/Households funded through the Emergency Solutions Grant cannot exceed 24 months of rental assistance, 24 months of utility payment assistance or 6 months of arrears (utility/rent) during any three-year period.

Evaluation and documentation of client eligibility for financial assistance shall be reassessed at least every three months for program participants receiving homelessness prevention assistance and not less than once annually for program participants receiving rapid re-housing assistance (576.401 (b)) to ensure they meet the eligibility criteria, review program and appropriateness standards and to re-evaluate the continuation of services.

The minimum eligibility criteria for ESG beneficiaries are as follows:

1. For essential services related to street outreach, beneficiaries must meet the criteria under paragraph (1)(i) of the "homeless" definition under § 576.2): An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground
2. For emergency shelter, beneficiaries must meet the "homeless" definition in 24 CFR 576.2. For essential services related to emergency shelter, beneficiaries must be "homeless" and staying in an emergency shelter (which could include a day shelter).
3. For homelessness prevention assistance, beneficiaries must meet the requirements described in 24 CFR 576.103.
4. For rapid re-housing assistance, beneficiaries must meet requirements described in 24 CFR 576.104. Further eligibility criteria may be established at the local level in accordance with 24 CFR 576.400(e).

ESG Eligibility Criteria by Component

ELIGIBILITY BY COMPONENT (Emergency Solutions Grants Program)	Street Outreach	<p>Individuals defined as Homeless under the following categories are eligible for assistance in SO:</p> <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1) <p>SO projects have the following additional limitations on eligibility within Category 1:</p> <ul style="list-style-type: none"> • Individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter
	Emergency Shelter	<p>Individuals and Families defined as Homeless under the following categories are eligible for assistance in ES projects:</p> <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 2 – Imminent Risk of Homeless • Category 4 – Fleeing/Attempting to Flee DV
	Rapid Re-housing	<p>Individuals defined as Homeless under the following categories are eligible for assistance in RRH projects:</p> <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1)
	Homelessness Prevention	<p>Individuals and Families defined as Homeless under the following categories are eligible for assistance in HP projects:</p> <ul style="list-style-type: none"> • Category 2 – Imminent Risk of Homeless • Category 4 – Fleeing/Attempting to Flee DV <p>Individuals and Families who are defined as At Risk of Homelessness are eligible for assistance in HP projects.</p> <p>HP projects have the following additional limitations on eligibility with homeless and at risk of homeless:</p> <ul style="list-style-type: none"> • Must only serve individuals and families that have an annual income <u>below</u> 30% of AMI

Section IV: Application requirements**I. APPLICATION Requirements:**

1. Applications must be submitted on or before 5:00pm (central time) on May 19, 2025 to be reviewed. Late applications will not be considered for funding.
2. Applications must be complete and have all required attachments to be considered for funding. Incomplete applications will not be considered for funding.
3. Applications must be submitted electronically by email to ESG@kshousingcorp.org or uploaded into the SharePoint drive (only available to current ESG subrecipient agencies). Paper applications will not be reviewed and will not be considered for funding.
4. ESG agencies must submit their application through a subrecipient agency (unit of local government), unless they have received written approval from KHRC that they can apply without going through a unit of local government. The preapproval from KHRC must be received prior to the due date of the application. This waiver must be requested and approved each year. Agencies that have received a waiver in previous years must request a new waiver for the 2025 ESG funds.
5. The subrecipient application will be combined with the ESG funded agency application(s) and will be reviewed together. During the review process, the review team will assign one score for the combined application (project).
6. The combined application must have a total matching contribution that equals the total requested ESG funds.
7. Community agencies that have been approved to apply directly for the ESG funds without going through a unit of local government must submit both a Subrecipient application and an ESG Agency application.

II. APPLICATION Review Criteria: (applications will be scored on the following criteria)**Subrecipient Project Description:**

1. Statement of Need described why ESG funds are needed in the proposed service area.
2. The proposed project (subrecipient application combined with ESG Agency application(s)) described how ESG funds will be used to address the need.
3. The subrecipient described their capacity by providing information about the other federal grants they receive, any changes with key personnel and any changes with their financial system.
4. The subrecipient adequately described how the ESG funded agencies were selected, including outreach efforts and process used to select the ESG agencies. If the agency received approval to apply directly for the ESG funds without going through a municipality, the agency should describe how they determined the need for the ESG funds.
5. The subrecipient described how the ESG agencies collaborate to address the needs in the service area. If the agency received approval to apply directly for the ESG funds without going through a municipality, the agency should describe how they collaborate with

- other homeless service providers. This description should include efforts to avoid duplicating assistance.
6. The subrecipient adequately described how they will ensure ESG agencies adhere to applicable regulations, policies and requirements, including 24 CFR 576 and 2 CFR 200. If the agency received approval to apply directly for the ESG funds without going through a municipality, the agency should describe how they ensure their program adheres to ESG regulations, Uniform Guidance and the KHRC ESG Policy Manual.
 7. The proposed outcomes for the project are reasonable

Subrecipient Application Attachments:

- ☐ Organization Chart of Sub recipient
- ☐ Certification of Written Standards
- ☐ Attach a completed W-9 Form for Sub recipient.
- ☐ Attach the following sections of the subrecipient's most recent audit:
 - o Schedule of Findings and Questioned Costs
 - o Summary Schedule of Prior Audit Findings.
- ☐ Performance Outcomes certification

ESG Agency Project Summary:

8. The project summary adequately described how the project will address the needs of persons experiencing homelessness and/or persons at risk of becoming homeless in the service area.
9. The applicant adequately described their partnerships with other agencies related to the service delivery of ESG funded services.
10. The ESG agency provides an adequate description of the proposed ESG activities in proportion to the amount of funding requested for each ESG component.
11. Description of how the ESG agency collaborates with the continuum of care and other local, regional, and state planning groups.
12. Description of the ESG agency's experience working with the target population.
13. The ESG agency adequately described their board of director's fiscal oversight committee
14. The ESG agency adequately described their system of checks in balances in its fiscal management.
15. The ESG agency adequately described how they plan to sustain the ESG funded activities if future funding is reduced or cut.

ESG Agency Application Attachments:

- ☐ Attach 501 (C) 3 status letter (must be IRS letter) for each ESG funded agency
- ☐ Attach Certificate of Good Standing (must be copy of current certificate from Kansas Secretary of State) for each ESG funded agency
- ☐ Environmental Review Certification for each ESG funded agency
- ☐ Attach an Organization Chart for each ESG agency
- ☐ Attach the following sections of agency's most recent audit:
 - Schedule of Findings and Questioned Costs
 - Summary Schedule of Prior Audit Findings
- ☐ Attach a copy of all ESG program rules and policies.
- ☐ Attach a copy of ESG Written Standards
- ☐ Attach agency termination / grievance policy and procedures - Per 576.402 Terminating assistance.
- ☐ Attach documentation of membership to continuum of care (letter signed by continuum of care)
- ☐ Match Certification form
- ☐ ESG Shelter Habitability Checklist (shelters only)
- ☐ Attach Certification of Local Unit of Government Approval Statement and Signature Form.

III. Bonus Points (awarded to combined application packet)

1. Renewal applications will receive up to 5 bonus points. The amount of bonus points awarded will be based on previous performance with achieving ESG performance outcomes, CoC performance measures and expending funds.
2. Projects will receive up to 5 bonus points if located in a "high needs area" based on the most recent Point-in-Time count
3. Projects will receive up to 5 bonus points if they provide ESG services in more than 1 county
4. Projects will receive up to 5 bonus points if their project includes more than 1 ESG funded agency.

Applicants may submit a formal request to review their scoresheets by submitting an open records request to KHRC. Applicants have the right to appeal any funding decision.

IV. Submission requirements:

The project application must be received electronically by 5:00pm (central time) on May 19, 2025. Applications may be submitted by email to ESG@kshousingcorp.org or uploaded into SharePoint (only available to current ESG subrecipient agencies). Hard copies of the applications that are mailed or dropped off at KHRC will not be reviewed. Contact Doug Wallace if you are not able to submit the application electronically.

Please submit the subrecipient application with attachments and each ESG Agency application with attachments separately. The subrecipient application and attachments should be combined into one pdf. Each agency application and attachments should be combined into a pdf. Please to not combine multiple agency applications and attachments into one large pdf.

Applicants are welcome to submit their application using the fillable PDF posted on the website or as a word document. If the applicant uses the fillable PDF, please make sure the full response for each question is able to be seen by the reviewers. Applicants are welcome to submit additional pages for the narrative questions.

**** The award of the 2025 ESG funds is dependent on KHRC receiving the federal 2025 ESG funds. If the 2025 ESG funds are not allocated to KHRC, we will not be able to fund any applications.



2025
KANSAS EMERGENCY SOLUTIONS GRANT APPLICATION

SUBRECIPIENT APPLICATION

Subrecipient is responsible for the administration of the ESG funds and coordination of the ESG programs in the geographical jurisdiction. An ESG Agency application will also need to be submitted if the subrecipient agency plans to provide ESG funded services.

*** The award of the 2025 ESG funds is dependent on KHRC receiving our allocation of the federal 2025 ESG funds. If the 2025 ESG funds are not allocated to KHRC, we will not be able to fund any applications.

Subrecipient Agency Information

Sub Recipient City of Pittsburg, Kansas

Authorized Representative Dawn McNay Title Mayor, City of Pittsburg

Address: 201 W 4th St Pittsburg

	Street Address	City
Kansas	<u>66762</u>	<u>Unique Entity ID Number: XNPHHQ8RAQH1</u>
State	<u>Zip Code</u>	

Primary ESG Contact Megan Keener, Assistant Director of Housing

Telephone 620-230-5572 Fax 620-232-3453

E-mail Address megan.keener@pittks.org

1. Date of last single audit? May 2024

Were there any findings?

No findings

2. Please list other federal grants you receive:

Tenant Based Rental Assistance Grant
Section 8 Rental Assistance
Emergency Housing Vouchers
Stability Vouchers
Moderate Income Housing Grant

3. Have there been recent changes in key staff positions in the last two years?

The finance director, Allison Ramsey no longer is employed with the City of Pittsburg. The Deputy City Manager, Jay Byers, is acting as our Interim Finance Director.

4. Have there been any significant changes to your financial system in the last two years?

No significant changes in our financial system in the last two years. The City of Pittsburg is working on getting a new financial system but that has not taken place yet.

5. Statement of Need for ESG funds in the service area

Please see "ESG 2025-2026 Application: Additional Information and Documents"

6. Please provide an overview of how ESG funds will be used in your service area/jurisdiction to address the need.

Please see "ESG 2024-2025 Application: Additional Information and Documents"

7. Please describe how the ESG funded agencies in the proposed service area will collaborate with each other and with other community agencies. If your agency plans to provide the ESG services, describe how your agency will collaborate with other homeless service providers in the community.

If the City of Pittsburg and the ESG funded agencies are awarded the ESG funds, both agencies will work together weekly to ensure we are helping the most vulnerable individuals/families in our service area. We will also work with other community agencies to make sure our clients are referred to the additional services they need to succeed in their day to day life. We will work on strategic approach to ensure the long-term satisfaction, retention, and growth of our clients.

8. If the subrecipient plans to pass through the ESG funds to community agencies, describe your outreach efforts and process to identify the agencies to include in the application. If you plan to provide the ESG funded services, describe how you determined the need for the ESG funds.

Please see "ESG 2025-2026 Application: Additional Information and Documents"

9. Describe how you, as the pass-through agency, will ensure the ESG funded agencies adhere to ESG regulations, Uniform Guidance and the KHRC ESG Policy Manual. If you plan to provide the ESG services directly instead of passing through to a subawardee, describe how you will ensure your program adheres to ESG regulations, Uniform Guidance and the KHRC ESG Policy Manual.

Please see "ESG 2025-2026 Application: Additional Information and Documents"

10. Provide a description of your project. This description will be used for reporting purposes.

The City of Pittsburg will follow all the requirements regarding FFATA reporting. The City of Pittsburg finance department will be responsible for the reporting requirements surrounding FFATA.

Complete the table below listing all agencies included in this application.

Total ESG REQUEST (all applying agencies)

ESG Funded Agency	Street Outreach	Shelter	Homeless Prevention	Rapid Re-Housing	HMIS	Total	Match
City of Pittsburg			\$87,125.00	\$87,125.00		\$174,250.00	\$178,489.18
CHC/SEK	\$16,500.00	\$6,000.00				\$22,500.00	\$22,500.00
Sub Totals	\$16,500.00	\$6,000.00	\$87,125.00	\$87,125.00		\$196,750.00	\$200,989.18

Counties Served with ESG funds.

11. List the counties that will be served with ESG funds:

Crawford County

Section VI: PERFORMANCE OUTCOME MEASURES

The U. S. Department of Housing and Urban Development (HUD) is instituting performance measures to gather information to determine the effectiveness of programs funded with CDBG, ESG, HOME and HOPWA. Information obtained on the local level will be reported to HUD which will enable HUD to describe performance results at the National Level. HUD's outcome performance measurement system has three objectives and three outcomes which are listed below.

1. Select one of the following that best fits your project objective:
 - ☒ Suitable living environment
 - ☒ Decent affordable housing
 - ☐ Creating economic opportunity

2. Select at least one of the following that describes the outcome your project will achieve: (NOTE: Outcomes show how programs benefit a community or people served.)
 - ☒ Availability/Accessibility (Applies to activities that make services, infrastructure, housing, shelter, or employment opportunities available or accessible to low-income persons by improving or providing new services, etc.)
 - ☒ Affordability (This applies to making an activity more affordable for low-income persons.)
 - ☐ Sustainability (Using ESG resources in a targeted area to help make that area more viable/livable.)

3. Please describe the process to establish and select the above objectives and outcomes.

The core entities are comprise the local homeless service provider network including the following: City of Pittsburg, Wesley House, Crawford County Mental Health, Catholic Charities, Pittsburg Police Department, Via Christi Hospital, and Community Health Center of Southeast Kansas. These entities work together regularly, and design grant funded program to complement one another, with the goal of eliminating barriers to housing and streamlining process. We have seen great outcomes from adjustment that grant last years based on the services we provided and the needs that were identified.

ESG ACTIVITY	EXPECTED OUTCOME	PROPOSED OUTCOMES FOR THE ESG PROJECT
Shelter	75% of clients with more than 90 days in shelter exit to permanent destinations.	48
Shelter	75% of clients with less than 90 days in shelter exit to destination other than the streets.	20
Street Outreach	50% of clients will access housing (ES, TH, SH, PH or PSH)	35
Street Outreach	75% of clients will access Essential Services	48
Homeless Prevention	75% of clients will maintain Permanent Housing for six (6) months.	22
Homeless Prevention	75% of clients will access permanent housing	25
Rapid Re Housing	75% of clients will maintain Permanent Housing for six (6) months.	22
Rapid Re Housing	75% of clients will access permanent housing	25

ANTICIPATED PROJECT OUTCOMES

The chart below describes two significant outcome(s) for each activity funded by ESG. These outcomes will apply to all projects funded for the 2025 ESG period.

Certification: To the best of my knowledge and belief, the data in this application are true and correct. This document has been duly authorized by the governing body of the applicant. The applicant will ensure compliance with the ESG regulations of 24 CFR Part 576, the Uniform Administrative Requirements Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200, the ESG grant agreement and federal and state regulations if assistance is approved.

May 13, 2025

Signature of Authorized Official of Governing Body Date

Mayor, City of Pittsburg

Title

SECTION X: PERFORMANCE OUTCOMES
Written Standards for Provision of ESG Assistance

1. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG). The policies and procedures must be consistent with the recordkeeping requirements and definitions of "homeless" and "at-risk of homelessness" in the federal ESG regulations at: 24 CFR 576.2 and 24 CFR 576.500 (b-e).
2. Standards for targeting and providing essential services related to street outreach.
3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, (*e.g.*, victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest).
4. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.
5. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers. The required coordination may be done over an area covered by the Continuum of Care or a larger area.
6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance. For homeless prevention, include the risk factors used to determine who would be most in need of this assistance to avoid becoming homeless.
7. Standards for determining what percentage or amount (if any) of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance. If the assistance will be based on a percentage of the participant's income, specify this percentage, and how income will be calculated.
8. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. One-year lease required for project-based assistance. Annual participant evaluations required with rapid re-housing assistance; three-month evaluations required with homeless prevention assistance. Individual assistance cannot exceed 24 months in a three-year period.
9. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program



2025 Kansas ESG

participant may receive assistance, or the maximum number of times the program participant may receive assistance. Note: ESG regulations limit this assistance to no more than 24 months in a three-year period. Housing stability case management is limited as specified on pp. 75979-80 of the [federal regulations](#).

10. *Participation in HMIS*. The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.

Please certify the ESG funded agencies will establish applicable Written Standards for ESG.

Name	Dawn McNay	Title	Mayor, City of Pittsburg
Signature	_____	Date	May 13, 2025

**2025
KANSAS EMERGENCY SOLUTIONS GRANT APPLICATION**

ESG AGENCY APPLICATION

(The ESG agency application form should be completed by each agency requesting ESG funds)

**** Please note that the award of the 2025 ESG funds is dependent on KHRC receiving the allocation of federal 2025 ESG funds. If the 2025 ESG funds are not allocated to KHRC, we will not be able to fund any applications.

A) Applicant Information

- ☒ Renewal application – currently receives ESG funding
- ☐ New funding application – does not currently receive ESG funding

Agency's Legal Name: City of Pittsburg, Kansas

Unique Entity ID #: XNPQ8RAQH1

Street/P.O. Box: 101 N Pine St Phone # 620-232-1210

City: Pittsburg State: KS Zip: 66762 County: Crawford

Chief Executive Officer: Daron Hall CEO Email: daron.hall@pittks.org

Chief Financial Officer: Jay Byers CFO Email: jay.byers@pittks.org

ESG Contact Person: (name and title): Megan Keener

Email of ESG Contact Person: megan.keener@pittks.org Phone # 620-230-5572

Alt. ESG Contact Person (required): (Name and Title): Denice Tilson

Email of Alt. ESG Contact Person (required): denice.tilson@pittks.org Phone # 620-232-1210

Primary Contact person for your ESG program to be listed on the KHRC website:

Contact Person: (name and title): Megan Keener

Email of ESG Contact Person: megan.keener@pittks.org Phone # 620-232-5572

B) AGENCY TYPE:

- ☐ Day Shelter
- ☐ Emergency Shelter – 90 days or less
- ☒ Homeless Services Provider (Homeless Prevention or Rapid Re Housing)
- ☐ Street Outreach
- ☒ Other (Provide Description) HCV, EHV, SV, TBRA, FYI

Please identify the primary homeless category the program(s) will serve. Please check the appropriate categories below:

- ☒ Category 1: Literally Homeless
- ☒ Category 2: Imminent Risk of homeless
- ☒ Category 4: Fleeing / Attempting to Flee DV

AGENCY CAPACITY

1. Please identify and describe all partnerships with other agencies related to the service delivery of ESG funded services.

Please see "ESG 2025-2026 Application: Additional Information and Documents"
Please note: The list of the program partnership is an ongoing list as we find additional community agencies to partner with.

2. How long has your organization served homeless populations?
 - ☒ 10 or more years
 - ☐ 5-9 years
 - ☐ Less than 5 years
3. Is your organization an active member of any of the following? Please check those that apply.
 - ☒ Continuum of Care:
 - ☒ Regional/Local Planning Meetings
 - ☒ State/Local Consolidated Plan Process
 - ☒ Regional/Local Homeless Committees

4. How agency staff participate in local planning meetings/groups?

- Please describe the level of involvement.

The City of Pittsburg has representation at every BoS CoC and SEK Regional Meeting. The City of Pittsburg has representation at weekly coordinated entry meetings. The City of Pittsburg staff plays an active role in the PIT/HIC count every year. The Assistant Director of Housing is interested in being apart of the Performance Committee with the CoC.

5. Describe how your proposed project will collaborate with the Continuum of Care.

The proposed project will use coordinated entry assessments to get participants data into HMIS. The Assistant Director of Housing/Case Manager will participate in monthly regional planning meetings along with weekly case conferencing meeting. We will work with the other organizations in the CoC to prioritize housing opportunities and additional resources our clients may need.

6. Describe your usage or planned usage of the HMIS or HMIS comparable database designated by the Continuum of Care.

All of our Rapid Re-housing and Homeless Prevention participants will complete a Coordinated Entry Assessment and we will enter that data into HMIS. We will run CAPER reports quarterly and annually and will share with KHRC as requested. We will use HMIS to address the any gaps in services and how we can address those gaps in service.

7. Describe how your agency uses or plans to use the Coordinated Entry system operating in your CoC.

The City of Pittsburg completes a Coordinated Entry (CE) assessment at intake and enters it into Clarity. The CE is essential in our work to assess and prioritize the most vulnerable people into the most appropriate housing for their situation. Our weekly case conferencing leads to referrals to organizations that provide the most appropriate support. The CE case conferencing ensures that the CoC is not duplicating services.

8. How does this project address the needs of persons experiencing homelessness or at risk of becoming homeless in your service area?

Throughout our years of providing Rapid Re-housing and Homeless Prevention assistance to the individuals/families experiencing homeless or at risk of homeless, we have provided them a pathway into housing and employment. We work at providing services to those with higher social vulnerability scores to get them off the streets or keep their current roof of their heads. Many of the clients that we serve on a daily basis are in survival mode and just trying to find permanent housing for themselves or their family. If we can provide a gap in housing prior to qualifying for permanent housing, it allows the clients to become more self-sufficient and flourish as community members.

9. Briefly describe the organization's board of director's fiscal oversight committee. How many members does it have, how often does it meet, and what are its responsibilities?

The City of Pittsburg's fiscal oversight is provided by the City of Pittsburg Finance Department, who monitors the flow of funds, both incoming and outgoing. The finance department has Director, Deputy Director and 3 staff accounts. The financial statements are provided to the City Commissioners on a monthly basis for approval. The Pittsburg Public Housing Authority also provides oversight on the financial and helps double check the incoming and outgoing funds.

10. What type of financial management system does the organization have? Describe the organization's system of checks and balances in its fiscal management. What is the division of responsibilities to ensure good fiscal oversight? Explain who maintains the organization's accounting records and if there is a software system utilized, please be specific as to the type and capabilities of the software or accounting system.

The City of Pittsburg Finance Department uses INCODE as their financial management system. The ESG case manager send the check request over to accounts payable. Once accounts payable received it, they double check the information and amount and enter it into their system. The finance director reviews the check request and information entered into the INCODE system. Once everything matches, a check or EFT statement is issued. All checks have two signatures on them.

11. Does your agency have pending civil or criminal proceedings filed or being processed currently or have been processed over the past three years? If the answer is "yes" an explanation must be provided with official documentation or court record that demonstrates the status of the issue:

No, we do not have any pending civil or criminal proceeding filed against the City of Pittsburg/Pittsburg Public Housing Authority.

12. Provide an address and physical description of the shelter and/or service delivery site. (Domestic Violence providers provide only physical description)

- 1) Community Development and Housing office, at 101 N Pine St, Pittsburg, KS 66762
- 2) Community Health Center of Southeast Kansas, at 3015 N Michigan, Pittsburg, KS 66762

13. Explain how your agency will identify (outreach) and document homeless status of a client. Per 576.500 Recordkeeping and reporting requirements (b) Homeless Status:

The City of Pittsburg will work alongside community partners to identify people who are experiencing homelessness. Those identified will complete a Kansas Emergency Shelter Grant homelessness certification. The homeless client will then be assigned a homeless case manager who will then do an assessment through Clarity.

14. Are there any current HUD findings against the agency? If yes, please explain:

No HUD findings against the City of Pittsburg or the Pittsburg Public Housing Authority

15. Describe your plan to sustain the ESG activities in the case that future awards of ESG funds are decreased or not awarded.

The key to sustaining ESG activities with decreased or without funding lies in mainstreaming these services into core operations, diversifying financial support, and building strong partnerships and operational efficiencies. This approach ensures that the most vulnerable populations continue to receive critical support, even in times of financial uncertainty. Implement a tapered rental subsidy to help households assume more responsibility over time, reducing long-term program costs. Promote alternative housing options to stretch limited resources. Expand partnerships with landlords through risk mitigation funds and incentives, reducing the burden of ESG-specific rent subsidies.



1. PROPOSED PROJECT ACCOMPLISHMENTS

Please provide the proposed accomplishments if awarded funding.

PROPOSED ACCOMPLISHMENTS:

Total number of households to be served: 30

Total unduplicated individuals to be served: 75

Indicate the number of unduplicated adults to be served: 35

Indicate the number of unduplicated children to be served: 40

If a current ESG agency, please provide the accomplishments you achieved during the 2024 grant year.

Prior ESG (if previous grantee) accomplishments: YES X NO

Total number of households served: 18

Total unduplicated individuals served: 45

Indicate the number of unduplicated adults served: 21

Indicate the number of unduplicated children served: 24

ESG activity	Outcome	2024 outcomes	Briefly explain if you did not achieve the expected outcome
Shelter	75% of clients with more than 90 days in shelter exit to permanent destinations		
Shelter	75% of clients with less than 90 days in shelter exit to destination other than the streets.		
Street Outreach	50% of clients will access housing (ES, TH, SH, PH or PSH)		
Street Outreach	75% of clients will access Essential Services		
Homeless Prevention	75% of clients will maintain Permanent Housing for six (6) months.	80%	
Homeless Prevention	75% of clients will access permanent housing	77%	
Rapid Re Housing	75% of clients will maintain Permanent Housing for six (6) months.	88%	
Rapid Re Housing	75% of clients will access permanent housing	77%	



ESG ACTIVITY FUNDING

Please provide a detailed description on EACH activity your agency will provide if funded.

A. Street Outreach	
Street Outreach	Amount Requested
Engagement Activities	
Case Management	
Emergency Health Services	
Emergency Mental Health Services	
Transportation	
TOTAL	\$0.00

Street Outreach: Please provide a detailed description of your ESG program and service delivery.

No Street Outreach activities will be conducted by the City of Pittsburg

B. Emergency Shelter	
Emergency Shelter	Amount Requested
Essential Services	
Minor Renovation Activities	
Shelter Operations	
Vouchers (Hotel or Motel where ES unavailable)	
TOTAL	\$0.00

* Major rehabilitation and/or conversion projects will not be considered. Major rehabilitation is defined as a rehabilitation cost of an emergency shelter that exceeds 75 percent of the value of the building after conversion.

<p>Emergency Shelter: Please provide a <u>detailed description</u> of your ESG program and service delivery</p> <p>No Emergency Shelter activities will be conducted by the City of Pittsburg</p>

C. Homeless Prevention

Homeless Prevention	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	\$40,000.00
Utility Assistance	\$16,000.00
Rental Arrears (1-time payments of up to 6 months)	\$16,000.00
Security Deposits (up to 2 months)	\$5,000.00
Moving Costs	\$0.00
Services Costs	\$10,125.00
TOTAL	\$87,125.00

Homeless Prevention: Please provide a detailed description of your ESG program and service delivery

The City of Pittsburg anticipate 15-20 households will have a request for Homeless Prevention services made through the "Homeless Services Case Manager", during the 15 month project period. All eligible household will meet the homeless definition for Homeless Prevention (Category 2, 3, & 4), have annual income at or below 30% of AMI, and additional eligibility criteria. Enrolled households will receive housing relocation and stabilization services through the City of Pittsburg. Estimated 50% of households will need financial assistance to pay current rent, utility arrears, utility deposits, and any security deposit. The Case Manager will refer clients the TBRA Security Deposit program if they are within the City Limits of Pittsburg. As this funding will prevent households from becoming homeless and enabling them to remain in their current rental housing. The City of Pittsburg will not be budgeting any moving cost.

The Case Manager will provide eligible households with referrals and coordination of other services such as health care, employment, education, and youth programs to other community providers based upon the needs identified during the initial consultation and subsequent monthly visits. Assistance with application to mainstream government benefits such as Medicaid, SSI, TANF, and SNAP will also be provided. Each household will develop a Housing Stabilization Plan with the Case Manager to establish goals and timelines in achieving housing stability. All required documentation to support household eligibility and services will be maintained by the Case Manager and updated during the required monthly face-to face meeting or all enrolled households. See policies setting forth how eligible households will assist in prioritizing assistance, determining share of costs, length of rental assistance and type, amount and duration of housing stabilization of relocation services. Under Homeless Prevention, we will provide short-term rental assistance with the possibility of medium-term assistance (depending on situation and client participation) and payment of rental arrears including late fees. Household cannot be receiving rental assistance from another receiving rental assistance from another public source for the same time period. All households must have a legally binding written lease in order to receive the same time period. There is a lot of need for services in Crawford County and the City of Pittsburg feels we can utilize these funds more sufficiently by just serving Crawford County and it will allow the Case Manager to serve the clients more appropriate. Household are to select housing unit in which to live and receive rental assistance. The HUD Fair Market Rates will be used along with the Section 8 Rental Assistance payment standards, along with rent reasonableness and NSPIRE inspection.

D. Rapid Re-Housing	
Rapid Re-Housing	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	\$50,000.00
Utility Assistance	\$22,000.00
Rental Arrears (1-time payments of up to 6 months)	\$0.00
Security Deposits (up to 2 months)	\$5,000.00
Moving Costs	\$0.00
Services Costs	\$10,125.00
TOTAL	\$87,125.00

Rapid Re-Housing: Please provide a detailed description of your ESG program and service delivery

The City of Pittsburg anticipates 15-25 households will qualify for Rapid-Rehousing Services due to meeting the eligibility of being literally homeless. These households will received housing relocation and stabilization services along with short-term rental assistance with the possibility of medium-term rental assistance (depending on situation and client participation). We estimate all households will need financial assistance with utility deposit, utility arrears, rental assistance in order to achieve stabilization, and rental deposit. The Homeless Service Case Manager will refer clients the City of Pittsburg TBRA Security Deposit program if they are within the City Limits of Pittsburg. Since these households have been literally homeless, we project lesser need to provide rental arrear assistance compared to household qualifying for Homeless Prevention.

The Homeless Services Case Manager will provide eligible households with referrals and coordination of other services such as health care, employment, education, and youth programs to other community providers based upon the needs identified during the initial consultation and subsequent monthly visits. Assistance with application to mainstream government benefits such as Medicaid, SSI, TANF, and SNAP will also be provided. Each household will develop a Housing Stabilization Plan with the Homeless Services Case Manager to establish goals and timelines in achieving housing stability. All required documentation to support household eligibility and services will be maintained by the Homeless Services Case Manager and updated during the required monthly face-to face meeting or all enrolled households.

See policies setting forth how eligible household will assist in prioritizing assistance, determining share of costs, length of rental assistance and type, amount and duration of housing stabilization of relocation services. All households cannot be receiving rental assistance from another public source for the same time period. All households must have a legally binding written lease in order to receive the same time period.

There is a lot of need for services in Crawford County and the City of Pittsburg feels we can utilize these funds more sufficiently by just serving Crawford County and it will allow our Homeless Service Case Manager to serve the clients more appropriate.

Household are to select housing unit in which to live and receive rental assistance. The HUD Fair Market Rates will be used along with the Section 8 Rental Assistance payment standards, along with rent reasonableness and NSPIRE inspection.

E. HMIS

HMIS – up to 1.5% of the total ESG funds requested	Amount Requested
Hardware / Software	
Equipment Costs	
Data Entry / Analysis	
Data Quality	
Training	
Reporting	
TOTAL	\$0.00

HMIS: Please provide a detailed description of your ESG program and service delivery

The City of Pittsburg will not be requesting any HMIS funding

MATCH REQUIREMENTS

ESG requires a 100% match. The sub recipient must make matching contributions to supplement the ESG program in an amount that equals the amount of ESG funds (including administrative funds) provided by KHRC. The sub recipient must identify the source of match at the time of applying for ESG.

Matching contributions may be obtained from any source, including any federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a federal source of funds:

- The sub recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
- If ESG funds are used to satisfy the matching requirements of another federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

The sub recipient may count as match the value specified in 2 CFR 200.306(d) for any building the recipient or subrecipient donates for long-term use in the recipient's ESG program, provided that depreciation on the building is not counted as match or charged to any Federal award. If a third party donates a building to the recipient or subrecipient, the recipient may count as match either depreciation of the building and fair rental charges for the land for each year the building is used for the recipient's ESG program or, if the building is donated for long-term use in the recipient's ESG program, the fair market value of the capital assets, as specified in 2 CFR 200.306(h)(2), (i), and (j). To qualify as a donation for long-term use, the donation must be evidenced by a recorded deed or use restriction that is effective for at least 10 years after the donation date. If the donated building is renovated with ESG funds, the minimum period of use under §576.102(c) may increase the period for which the building must be used in the recipient's ESG program.

(d) *Eligible types of matching contributions.* The matching requirement may be met by one or both of the following:

(1) *Cash contributions.* Cash expended for allowable costs, as defined in OMB Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), of the recipient or subrecipient.

(2) *Noncash contributions.* The value of any real property, equipment, goods, or services contributed to the recipient's or subrecipient's ESG program, provided that if the recipient or subrecipient had to pay for them with grant funds, the costs would have been allowable. Noncash contributions may also include the purchase value of any donated building.

(e) *Calculating the amount of noncash contributions.* (1) To determine the value of any donated material or building, or of any lease, the recipient must use a method reasonably calculated to establish the fair market value.

(2) Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

(3) Some noncash contributions are real property, equipment, goods, or services that, if the recipient or subrecipient had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the recipient or subrecipient has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.

(f) *Costs paid by program income.* Costs paid by program income shall count toward meeting the recipient's matching requirements, provided the costs are eligible ESG costs that supplement the recipient's ESG program.

Match Certification Form

Sub Recipient Agency: City of Pittsburg, Kansas	Sub Recipient Agency - Unique Entity ID # XNPHHQ8RAQH1	
Address: 101 N Pine St	City/State/Zip: Pittsburg, KS 66762	
Executive Director: Kim Froman	Executive Director Email: kim.froman@pittks.org	Executive Director Phone: 620-230-5550

MATCH CERTIFICATION:

- The ESG applicant completing this Match Certification has verified the eligibility of the match item(s) to which this certification relates;
- The ESG applicant has reviewed the Federal Guidelines regarding the match requirement (24 CFR 576.201 and 2 CFR 200.306);
- The ESG applicant has verified that the funds used to Match the ESG Program are not being used to match any other grant;
- The ESG applicant has / will collect valid documentation of Match for which this certification relates; and,
- The ESG applicant Executive Director has reviewed the Match documentation to which this Match Certification relates and has verified that all the representations made in this Match Certification are true and correct.

Requested Activity	Amount Requested	Amount of Match	Match Description
Street Outreach			
Emergency Shelter			
Homeless Prevention	\$87,125.00	\$132,374.18	Staff Salaries
Rapid Re Housing	\$87,125.00	\$39,240.00	In-kind Supplies
HMIS	\$0.00	\$6,875.00	In-kind HQS/NSPIRE Inspector
Total	\$174,250.00	\$178,489.18	

Signature: _____

Date: May 13, 2025 _____

Title: Mayor, City of Pittsburg _____

Written Standards for Provision of ESG Assistance

Attach a copy of the agency's written standards. At a minimum, the written standards must contain the following:

1. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG). The policies and procedures must be consistent with the recordkeeping requirements and definitions of "homeless" and "at-risk of homelessness" in the federal ESG regulations at: 24 CFR 576.2 and 24 CFR 576.500 (b-e).
2. Standards for targeting and providing essential services related to street outreach.
3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, (e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest).
4. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.
5. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers. The required coordination may be done over an area covered by the Continuum of Care or a larger area.
6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance. For homeless prevention, include the risk factors used to determine who would be most in need of this assistance to avoid becoming homeless.
7. Standards for determining what percentage or amount (if any) of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance. If the assistance will be based on a percentage of the participant's income, specify this percentage, and how income will be calculated.
8. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. One-year lease required for project-based assistance. Annual participant evaluations required with rapid re-housing assistance; three-month evaluations required with homeless prevention assistance. Individual assistance cannot exceed 24 months in a three-year period.
9. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant may receive assistance, or the maximum number of times the program participant may receive assistance. Note: ESG regulations limit this

assistance to no more than 24 months in a three-year period. Housing stability case management is limited as specified on pp. 75979-80 of the [federal regulations](#).

10. *Participation in HMIS.* The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.

Section XI: MINIMUM HABITABILITY STANDARDS FOR EMERGENCY SHELTERS:**CHECKLIST 2025 ESG:**

The Emergency Solutions Grants (ESG) Program Interim Rule establishes different habitability standards for emergency shelters and for permanent housing (the Rapid Re-housing and Homelessness Prevention components).

- **Emergency Shelter Standards.**
 - Emergency shelters that receive ESG funds for renovation or shelter operations must meet the minimum standards for safety, sanitation, and privacy provided in §576.403(b).
 - In addition, emergency shelters that receive ESG funds for renovation (conversion, major rehabilitation, or other renovation) also must meet state or local government safety and sanitation standards, as applicable.
- **Permanent Housing Standards.** The recipient or subrecipient cannot use ESG funds to help a program participant remain in or move into housing that does not meet the minimum habitability standards under §576.403(c). This restriction applies to all activities under the Homelessness Prevention and Rapid Re-housing components.

Recipients and subrecipients must document compliance with the applicable standards. Note that these checklists do not cover the requirements to comply with the Lead-Based Paint requirements at §576.403(a). For more discussion about how and when the standards apply, see ESG Minimum Standards for Emergency Shelters and Permanent Housing, located at <http://OneCPD.info/esg>.

The checklists below offer an optional format for documenting compliance with the appropriate standards. These are intended to:

1. Provide a clear summary of the requirements and an adaptable tool so recipients and subrecipients can formally assess their compliance with HUD requirements, identify and carry out corrective actions, and better prepare for monitoring visits by HUD staff.
2. Provide a tool for a recipient to monitor that its subrecipient is in compliance with HUD requirements. Where non-compliance is identified, the ESG recipient can use this information to require or assist the subrecipient to make necessary changes.

Prior to beginning the review, the subrecipient should organize relevant files and documents to help facilitate their review. For instance, this may include local or state inspection reports (fire-safety, food preparation, building/occupancy, etc.), or policy and procedure documents related to emergency shelter facility maintenance or renovations.

Carefully read each statement and indicate the shelter's or unit's status for each requirement (Approved or Deficient). Add any comments and corrective actions needed in the appropriate box. The reviewer should complete the information about the project, and sign and date the form. This template includes space for an "approving official," if the recipient or subrecipient has designated another authority to approve the review. When the assessment is complete, review it with program staff and develop an action plan for addressing any areas requiring corrective action.

MINIMUM STANDARDS FOR EMERGENCY SHELTERS

Instructions: Place a check mark in the correct column to indicate whether the property is approved or deficient with respect to each standard. A copy of this checklist should be placed in the shelter's files.

Approved	Deficient	Standard (24 CFR part 576.403(b))
		1. <i>Structure and materials.</i> a. The shelter building is structurally sound to protect the residents from the elements and not pose any threat to the health and safety of the residents. b. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance uses Energy Star and Water Sense products and appliances.
		2. <i>Access.</i> Where applicable, the shelter is accessible in accordance with: a. Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; b. The Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and c. Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and 28 CFR part 35.
		3. <i>Space and security.</i> Except where the shelter is intended for day use only, the shelter provides each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.
		4. <i>Interior air quality.</i> Each room or space within the shelter has a natural or mechanical means of ventilation. The interior air is free of pollutants at a level that might threaten or harm the health of residents.
		5. <i>Water Supply.</i> The shelter's water supply is free of contamination.
		6. <i>Sanitary Facilities.</i> Each program participant in the shelter has access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
		7. <i>Thermal environment.</i> The shelter has any necessary heating/cooling facilities in proper operating condition.
		8. <i>Illumination and electricity.</i> a. The shelter has adequate natural or artificial illumination to permit normal indoor activities and support health and safety. b. There are sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
		9. <i>Food preparation.</i> Food preparation areas, if any, contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
		10. <i>Sanitary conditions.</i> The shelter is maintained in a sanitary condition.
		11. <i>Fire safety.</i> a. There is at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors are located near sleeping areas. b. All public areas of the shelter have at least one working smoke detector. c. The fire alarm system is designed for hearing-impaired residents. d. There is a second means of exiting the building in the event of fire or other emergency.
		12. If ESG funds were used for renovation or conversion, the shelter meets state or local government safety and sanitation standards, as applicable.
		13. Meets additional recipient/subrecipient standards (if any).



2025 Kansas ESG

CERTIFICATION STATEMENT

I certify that I have evaluated the property located at the address below to the best of my ability and find the following:

- ☐ Property meets all of the above standards.
- ☐ Property does not meet all of the above standards.

COMMENTS:

ESG Recipient Name: Kansas Housing Resources Corporation

ESG Subrecipient Name (if applicable): _____

Emergency Shelter Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Evaluator Signature: _____ Date of review: _____

Evaluator Name: _____

Approving Official Signature (if applicable): _____ Date: _____

Approving Official Name (if applicable): _____

**STATEMENT ASSURING COMPLIANCE WITH APPLICABLE
ENVIRONMENTAL REGULATIONS**

ESG Agency Name: City of Pittsburg, Kansas

ESG Contact Person: Megan Keener

The use of federal funds triggers the requirement of compliance with federal environmental regulations developed by the Department of Housing and Urban Development (HUD). These regulations, contained in 24 CFR Part 50 and Part 58 "Environmental Review Procedures for Recipients Assuming HUD Responsibilities", require compliance with the National Environmental Policy Act (NEPA), as well as several related federal laws, regulations and Executive Orders. In order to ensure compliance with these environmental regulations, the state shall require a complete description of all physical work to be undertaken, including specifications and drawings where applicable. This information is necessary to ensure that all environmental reviews and paperwork can be completed by the state in order to satisfy HUD requirements. No funds will be released, or vouchers paid for physical activities unless environmental clearance has been obtained from HUD. NO construction activities may occur without formal notification from the City that the release of environmental conditions has occurred.

All physical projects must comply, where applicable, with environmental requirements, guidelines and statutory obligations in the following areas, as outlined in 24 CFR Parts 50 and 58, Historic Properties Protection; Flood plain Management and Wetland Protection; Coastal Zone Management Requirements; Sole Source Aquifer Protection; Wildlife, Endangered Species, and Wild and Scenic River Protection; Water Quality Regulations; Air Quality; Solid Waste Management Regulations; Farmland Protection; and other HUD Environmental Standards.

All work plans will be reviewed to ensure compliance with applicable environmental standards. The following sections briefly outline the statutory compliance areas which will affect most physical activities undertaken with CDBG funds.

Historic Properties: All properties to be rehabilitated, renovated, demolished or physically changed in any manner will be reviewed to determine if they are contained on the State of Kansas Historic List. If a structure is contained on the Historic List, rehabilitation or renovation activities must adhere to the National Secretary of the Interior's Standards for Rehabilitation. Any proposed activity which does not adhere to the Secretary of the Interior's Standards must be reviewed by the Kansas State Historic Preservation Office (SHPO) prior to commencement of the activity. All requirements outlined by SHPO and, where necessary, the Advisory Council on Historic Preservation, must be met before funds can be released. These requirements also pertain to demolition activities.

Air Quality/Asbestos Abatement: Prior to any rehabilitation, demolition or heating and ventilation improvement activity, all areas to be disturbed must be inspected for the presence of asbestos containing materials (ACM's). If asbestos is found in areas to be disturbed, all asbestos-containing materials must be completely removed by a NESHAP certified asbestos removal contractor and disposed of in accordance



with all local, state, and federal laws and requirements prior to the commencement of any construction or demolition work. All records documenting compliance with local, state, and federal laws and regulations must be presented to the state prior to the commencement of any construction activity to obtain the release of funds. If the inspection determines that no asbestos is present in the areas to be disturbed, a signed letter stating the date of inspection and the absence of asbestos must be presented to the state.

Lead-Based Paint Abatement: Prior to the rehabilitation of any residential structure or non-dwelling facility commonly used by children under seven years, all applicable surfaces of units constructed prior to 1978 shall be inspected to determine if lead-based paint surfaces exist. If defective lead-based painted surfaces are present, notification and abatement, in accordance with all local, state, and federal laws and regulations must occur prior to the release of funds. If no lead-based paint is present, a signed letter, stating the date of inspection, the name of the inspector, and the absence of lead-based paint, must be presented to the state.

Other Applicable Statutory Requirements:

If a property to be rehabilitated is located within a flood zone, wetland area or coastal zone, the proposed project must be reviewed to ensure consistency with applicable local, state and federal regulations. If the subject property is located in an airport clear zone or within an industrial/commercial area, the project must be reviewed to ensure that any potential site safety hazards are addressed.

To the best of your knowledge:

Does the proposed project area contain lead-based paint?

_____ Yes ☒ No _____ Unsure

Does the proposed project area contain asbestos containing materials?

_____ Yes ☒ No _____ Unsure

As the applicant, the undersigned assures the commitment to compliance with the Environmental Regulations outlined by HUD.

Authorized Signature

Mayor, City of Pittsburg

Title

May 13, 2025

Date



CERTIFICATION OF LOCAL GOVERNMENT APPROVAL
FOR NONPROFIT ORGANIZATIONS RECEIVING
2025 EMERGENCY SOLUTIONS GRANT (ESG)

I, Dawn McNay (name and title), duly authorized to act on behalf of the
City of Pittsburg (name of jurisdiction), hereby approve the following emergency solutions
grant activities proposed by Housing Authority (name of nonprofit organization), which are to
be located in Pittsburg, KS (name(s) of jurisdiction(s)):

By: _____
Signature and Date

Dawn McNay

Typed or Written Name of Signatory Local Official

Mayor, City of Pittsburg

Title



CERTIFICATION OF LOCAL GOVERNMENT APPROVAL
FOR NONPROFIT ORGANIZATIONS RECEIVING
2025 EMERGENCY SOLUTIONS GRANT (ESG)

I, Dawn McNay (name and title), duly authorized to act on behalf of the
City of Pittsburg (name of jurisdiction), hereby approve the following emergency solutions
grant activities proposed by CHC/SEK (name of nonprofit organization), which are to
be located in Pittsburg, KS (name(s) of jurisdiction(s)):

By: _____

Signature and Date

Dawn McNay

Typed or Written Name of Signatory Local Official

Mayor, City of Pittsburg

Title

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	C-CHECK		VOID CHECK					
	C-CHECK	V	4/17/2025			197312		
	C-CHECK	V	4/17/2025			197313		
	C-CHECK	V	4/17/2025			197314		
	C-CHECK	V	4/17/2025			197315		
	C-CHECK	V	4/17/2025			197317		
	C-CHECK	V	4/17/2025			197318		
	C-CHECK	V	4/17/2025			197322		
	C-CHECK	V	4/17/2025			197324		
	C-CHECK	V	4/17/2025			197342		
	C-CHECK	V	4/17/2025			197343		
	C-CHECK	V	4/17/2025			197344		
	C-CHECK	V	4/17/2025			197345		
	C-CHECK	V	4/17/2025			197346		
	C-CHECK	V	4/17/2025			197347		
	C-CHECK	V	4/24/2025			197354		
	C-CHECK	V	4/24/2025			197355		
	C-CHECK	V	4/24/2025			197356		
	C-CHECK	V	5/01/2025			197389		
	C-CHECK	V	5/01/2025			197390		

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	19	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	
TOTAL ERRORS:	0			

VENDOR SET: 99	BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			19	0.00	0.00	0.00
BANK:		TOTALS:	19	0.00	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0026	STANDARD INSURANCE COMPANY	D	4/28/2025			000000		1,720.72
0224	KDOR	D	4/28/2025			000000		8,738.28
0224	KDOR	D	4/29/2025			000000		8,325.66
0321	KP&F	D	4/25/2025			000000		59,521.03
0728	ICMA	D	4/25/2025			000000		1,416.56
1050	KPERS	D	4/25/2025			000000		60,033.97
3079	COMMERCE BANK	D	4/28/2025			000000		78,155.68
6415	GREAT WEST TANDEM KPERS 457	D	4/25/2025			000000		6,354.00
6952	ADP INC	D	4/18/2025			000000		7,888.35
7290	DELTA DENTAL OF KANSAS INC	D	4/18/2025			000000		3,050.49
7290	DELTA DENTAL OF KANSAS INC	D	4/25/2025			000000		2,625.41
8526	HEALTH PLANS, INC	D	4/18/2025			000000		75,270.29
8526	HEALTH PLANS, INC	D	4/25/2025			000000		113,238.03
8868	IMA INC DIVERSIFIED INSURANCE	D	4/30/2025			000000		27,121.39
1478	KANSASLAND TIRE #1828	E	4/18/2025			025614		1,996.27
4603	KANSAS GOLF AND TURF INC	E	4/18/2025			025615		487.27
6495	CIVICPLUS, LLC	E	4/18/2025			025616		8,625.00
8202	PETROLEUM TRADERS CORPORATION	E	4/18/2025			025617		19,901.13
8275	ADCOMP SYSYEMS INC	E	4/18/2025			025618		80.00
8400	TK ELEVATOR CORPORATION	E	4/18/2025			025619		4,542.64
8782	ED MILLER AUTO SUPPLY	E	4/18/2025			025620		533.35
8799	5 STAR TRANSFERS, LLC DBA FIRS	E	4/18/2025			025621		185.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8820	THE CHARLES MACHINE WORKS, INC	E	4/18/2025			025622		2,445.15
8860	ITR AMERICA LLC	E	4/18/2025			025623		399.00
8861	EGNYTE, INC	E	4/18/2025			025624		44,675.25
8882	FIRST RESPONDER OUTFITTERS, IN	E	4/18/2025			025625		224.97
9012	GARCIA, MANUEL	E	4/18/2025			025626		680.00
9021	PALMERTON & PARRISH, INC	E	4/18/2025			025627		7,650.00
9041	SYLVAS, GARY	E	4/18/2025			025628		75.00
0046	ETTINGERS OFFICE SUPPLY	E	4/18/2025			025629		1,527.69
0055	JOHN'S SPORT CENTER, INC.	E	4/18/2025			025630		628.35
0068	BROOKS PLUMBING LLC	E	4/18/2025			025631		366.91
0087	FORMS ONE, LLC	E	4/18/2025			025632		85.00
0133	JIM RADELL CONSTRUCTION COMPAN	E	4/18/2025			025633		7,558.14
0272	BO'S 1 STOP INC	E	4/18/2025			025634		1,326.94
0276	JOE SMITH COMPANY, INC.	E	4/18/2025			025635		270.08
0292	UNIFIRST CORPORATION	E	4/18/2025			025636		54.89
0294	COPY PRODUCTS, INC.	E	4/18/2025			025637		1,050.25
0317	KUNSHEK CHAT & COAL CO, INC.	E	4/18/2025			025638		324.80
0486	MID-STATES ORGANIZED CRIME INF	E	4/18/2025			025639		250.00
0577	KANSAS GAS SERVICE	E	4/18/2025			025640		9,186.51
0583	DICKINSON INDUSTRIES INC	E	4/18/2025			025641		278.00
0597	CORNEJO & SONS LLC	E	4/18/2025			025642		258.13
0659	PAYNES INC	E	4/18/2025			025643		447.63

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0823	TOUCHTON ELECTRIC INC	E	4/18/2025			025644		40.00
1033	BOLLINGER GROUP, LLC	E	4/18/2025			025645		200.00
1733	BMI, INC	E	4/18/2025			025646		449.60
1792	B&L WATERWORKS SUPPLY, LLC	E	4/18/2025			025647		4,979.26
2825	STATE OF KANSAS	E	4/18/2025			025648		779.43
2841	KDHE	E	4/18/2025			025649		1,984.00
3571	LARRY'S DIESEL REPAIR LLC	E	4/18/2025			025650		5,541.20
3802	BRENNTAG MID-SOUTH INC	E	4/18/2025			025651		3,245.00
4307	HENRY KRAFT, INC.	E	4/18/2025			025652		277.12
5014	MID-AMERICA SANITATION INC.	E	4/18/2025			025653		467.42
5275	US LIME COMPANY-ST CLAIR	E	4/18/2025			025654		5,838.31
5931	VOGEL HEATING & COOLING INC	E	4/18/2025			025655		19,030.00
6209	MYTOWN MEDIA	E	4/18/2025			025656		166.67
6402	BEAN'S TOWING & AUTO BODY	E	4/18/2025			025657		2,641.54
6846	GREENWAY ELECTRIC, INC.	E	4/18/2025			025658		5,871.00
7023	BLEVINS ASPHALT CONSTRUCTION C	E	4/18/2025			025659		4,524.09
7127	UNIQUE MANAGEMENT SERVICES, IN	E	4/18/2025			025660		58.25
7167	QUADIENT LEASING USA INC	E	4/18/2025			025661		216.24
7240	JAY HATFIELD CERTIFIED USED CA	E	4/18/2025			025662		882.29
7281	CHEMCO SYSTEMS LP	E	4/18/2025			025663		1,416.64
7480	RODGER PETRAIT	E	4/18/2025			025664		75.00
7629	EARLES ENGINEERING & INSPECTIO	E	4/18/2025			025665		8,000.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7930	SANDERSON PIPE CORPORATION	E	4/18/2025			025666		5,862.00
8046	CONVERGEONE, INC.	E	4/18/2025			025667		5,473.99
8312	LYLE T. WALTHALL	E	4/18/2025			025668		400.00
8337	BLACKSTONE AUDIO, INC.	E	4/18/2025			025669		269.20
8554	LACEY O'BRIEN	E	4/18/2025			025670		1,398.00
8649	UPLINK, LLC	E	4/18/2025			025671		22,040.82
8729	NATHAN HUGHES	E	4/18/2025			025672		25.00
8877	JOSE GARCIA	E	4/18/2025			025673		1,750.00
8879	DEREK MCNAUGHT	E	4/18/2025			025674		150.00
9031	SAINT PIERRE, ZACHARY	E	4/18/2025			025675		25.00
8782	ED MILLER AUTO SUPPLY	E	4/25/2025			025676		24.68
8799	5 STAR TRANSFERS, LLC DBA FIRS	E	4/25/2025			025677		127.50
9008	SERRMI PRODUCTS LLC	E	4/25/2025			025678		3,500.00
9040	MERCY HOSPITAL PITTSBURG, INC	E	4/25/2025			025679		604.08
9041	SYLVAS, GARY	E	4/25/2025			025680		75.00
9045	QA ACQUISITIONS LLC	E	4/25/2025			025681		8,372.00
0046	ETTINGERS OFFICE SUPPLY	E	4/25/2025			025682		386.00
0055	JOHN'S SPORT CENTER, INC.	E	4/25/2025			025683		1,832.95
0087	FORMS ONE, LLC	E	4/25/2025			025684		85.00
0101	BUG-A-WAY INC	E	4/25/2025			025685		30.00
0112	MARRONES INC	E	4/25/2025			025686		107.99
0133	JIM RADELL CONSTRUCTION COMPAN	E	4/25/2025			025687		20,893.13

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0135	PITTSBURG AREA CHAMBER OF COMM	E	4/25/2025			025688		360.00
0203	GADES SALES CO INC	E	4/25/2025			025689		2,029.04
0276	JOE SMITH COMPANY, INC.	E	4/25/2025			025690		87.90
0577	KANSAS GAS SERVICE	E	4/25/2025			025691		7,226.44
0583	DICKINSON INDUSTRIES INC	E	4/25/2025			025692		285.00
0597	CORNEJO & SONS LLC	E	4/25/2025			025693		250.02
0659	PAYNES INC	E	4/25/2025			025694		6,549.96
0709	PURVIS INDUSTRIES LLC	E	4/25/2025			025695		93.71
0746	CDL ELECTRIC COMPANY INC	E	4/25/2025			025696		3,515.67
0753	COUNTY OF CRAWFORD	E	4/25/2025			025697		400.00
0823	TOUCHTON ELECTRIC INC	E	4/25/2025			025698		125.00
0866	AVFUEL CORPORATION	E	4/25/2025			025699		34,454.65
1033	BOLLINGER GROUP, LLC	E	4/25/2025			025700		100.00
1089	LABETTE COMMUNITY COLLEGE	E	4/25/2025			025701		1,100.00
1767	KIM VOGEL	E	4/25/2025			025702		506.85
2767	BRENNTAG SOUTHWEST, INC	E	4/25/2025			025703		3,992.00
4307	HENRY KRAFT, INC.	E	4/25/2025			025704		119.56
5275	US LIME COMPANY-ST CLAIR	E	4/25/2025			025705		5,853.87
5317	ULINE	E	4/25/2025			025706		1,876.06
5791	HOSPITAL DISTRICT #1 OF CRAWFO	E	4/25/2025			025707		412.16
5855	STERICYCLE, INC.	E	4/25/2025			025708		138.39
6175	HENRY C MENGHINI	E	4/25/2025			025709		22,150.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6777	DH PACE CO	E	4/25/2025			025710		843.40
6807	ENVIRONMENTAL RESOURCE ASSOCIA	E	4/25/2025			025711		400.12
7151	QUADIENT FINANCE USA INC	E	4/25/2025			025712		1,299.56
7213	TIMOTHY HENDERSON	E	4/25/2025			025713		700.00
7480	RODGER PETRAIT	E	4/25/2025			025714		75.00
7629	EARLES ENGINEERING & INSPECTIO	E	4/25/2025			025715		44,526.34
7667	BRENT'S ELECTRIC, LLC	E	4/25/2025			025716		90.00
8605	WOODRIVER ENERGY LLC	E	4/25/2025			025717		2,610.12
8729	NATHAN HUGHES	E	4/25/2025			025718		50.00
8732	BRANDON SPEAR	E	4/25/2025			025719		150.00
8879	DEREK MCNAUGHT	E	4/25/2025			025720		150.00
8211	UMB BANK N.A.	E	5/02/2025			025977		24,639.23
8232	BAYSINGERS POLICE SUPPLY INC	E	5/02/2025			025978		1,613.90
8236	NORTHGATE ASSOCIATES LLC	E	5/02/2025			025979		6,855.58
8712	ALLEN, GIBBS, & HOULIK, LLC	E	5/02/2025			025980		21,913.38
8782	ED MILLER AUTO SUPPLY	E	5/02/2025			025981		229.00
8996	COUNTY OF JOHNSON	E	5/02/2025			025982		132.45
9013	TIMOTHY D. STEBBINS	E	5/02/2025			025983		3,000.00
9049	MYERS BROTHERS OF KANSAS CITY,	E	5/02/2025			025984		7,156.74
9050	BRUCE REA	E	5/02/2025			025985		1,100.00
0046	ETTINGERS OFFICE SUPPLY	E	5/02/2025			025986		1,235.76
0087	FORMS ONE, LLC	E	5/02/2025			025987		950.52

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0135	PITTSBURG AREA CHAMBER OF COMM	E	5/02/2025			025988		26,250.00
0207	PEPSI-COLA BOTTLING CO OF PITT	E	5/02/2025			025989		142.50
0276	JOE SMITH COMPANY, INC.	E	5/02/2025			025990		242.26
0294	COPY PRODUCTS, INC.	E	5/02/2025			025991		1,141.88
0317	KUNSHEK CHAT & COAL CO, INC.	E	5/02/2025			025992		4,572.08
0504	LYNN PEAVEY COMPANY	E	5/02/2025			025993		67.31
0597	CORNEJO & SONS LLC	E	5/02/2025			025994		504.75
0746	CDL ELECTRIC COMPANY INC	E	5/02/2025			025995		790.00
0866	AVFUEL CORPORATION	E	5/02/2025			025996		20,361.86
1141	THE G W VAN KEPPEL COMPANY	E	5/02/2025			025997		18,408.05
2186	PRODUCERS COOPERATIVE ASSOCIAT	E	5/02/2025			025998		861.00
2767	BRENNTAG SOUTHWEST, INC	E	5/02/2025			025999		1,348.38
3668	MID AMERICA PROPERTIES OF PITT	E	5/02/2025			026000		821.64
4307	HENRY KRAFT, INC.	E	5/02/2025			026001		193.96
4618	TRESA LYNNE MILLER	E	5/02/2025			026002		1,044.56
4621	JCI INDUSTRIES INC	E	5/02/2025			026003		6,530.03
5049	CRH COFFEE INC	E	5/02/2025			026004		52.90
5275	US LIME COMPANY-ST CLAIR	E	5/02/2025			026005		6,211.95
5648	JASON WISKE	E	5/02/2025			026006		1,000.00
7023	BLEVINS ASPHALT CONSTRUCTION C	E	5/02/2025			026007		6,416.49
7427	OLSSON INC	E	5/02/2025			026008		3,469.75
7481	TIMOTHY CASHERO	E	5/02/2025			026009		240.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7524	SOUTHEAST KANSAS COMMUNITY ACT	E	5/02/2025			026010		920.00
7629	EARLES ENGINEERING & INSPECTIO	E	5/02/2025			026011		2,233.00
7806	CORE & MAIN LP	E	5/02/2025			026012		2,830.53
8206	LINDE INC	E	5/02/2025			026013		4,562.58
8268	THE ABY MANUFACTURNING GROUP I	E	5/02/2025			026014		456.90
8326	KAYLYN HITE	E	5/02/2025			026015		1,000.00
8535	HEALTH PLANS, INC	E	5/02/2025			026016		51,343.27
8649	UPLINK, LLC	E	5/02/2025			026017		180.00
8732	BRANDON SPEAR	E	5/02/2025			026018		160.00
8879	DEREK MCNAUGHT	E	5/02/2025			026019		240.00
9058	HOUK, ANDREW	E	5/02/2025			026020		160.00
9059	MUNN, COLTON	E	5/02/2025			026021		240.00
9060	O'CONNOR, DREW	E	5/02/2025			026022		240.00
9062	WILLIAMS, LANDON	E	5/02/2025			026023		240.00
9063	BENSON, MASON	E	5/02/2025			026024		120.00
9064	PREWITT, RACHEL	E	5/02/2025			026025		240.00
9065	CRAGER, TANNER	E	5/02/2025			026026		200.00
8211	UMB BANK N.A.	E	5/02/2025			026027		27,779.65
0175	REGISTER OF DEEDS	R	4/15/2025			197304		21.00
1222	ALL SEASONS CARPET, LLC	R	4/17/2025			197305		24,798.45
0516	AMERICAN CONCRETE CO INC	R	4/17/2025			197306		6,288.76
5480	BITNER MOTORS	R	4/17/2025			197307		140.56

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8278	GERSON BOCANEGRA	R	4/17/2025			197308		25.00
6956	BSN SPORTS, INC	R	4/17/2025			197309		1,518.44
0146	CHAPMAN'S LOCKSMITHING	R	4/17/2025			197310		57.00
5759	COMMUNITY HEALTH CENTER OF SEK	R	4/17/2025			197311		15,664.18
7657	COPY PRODUCTS, INC.	R	4/17/2025			197316		1,373.00
7678	COUNCIL OF DEVELOPMENT FINANCE	R	4/17/2025			197319		675.00
4263	COX COMMUNICATIONS KANSAS LLC	R	4/17/2025			197320		96.54
7517	CRAW-KAN TELEPHONE COOPERATIVE	R	4/17/2025			197321		2,009.94
8201	ROGER CLEVELAND GOLF COMPANY I	R	4/17/2025			197323		5,654.42
7493	EMERY SAPP & SONS INC	R	4/17/2025			197325		897.45
8430	EQUIPMENTSHARE.COM, INC	R	4/17/2025			197326		255.60
1108	EVERGY KANSAS CENTRAL INC	R	4/17/2025			197327		28,888.83
0339	GENERAL MACHINERY	R	4/17/2025			197328		158.70
1	GREEN, JALEN	R	4/17/2025			197329		500.00
6923	HUGO'S INDUSTRIAL SUPPLY INC	R	4/17/2025			197330		537.46
1900	ICMA	R	4/17/2025			197331		1,200.00
8985	MARK CASTOR	R	4/17/2025			197332		5,700.00
9044	JOHNSON CONTROLS US HOLDING IN	R	4/17/2025			197333		2,333.46
1	KDHE	R	4/17/2025			197334		285.00
8672	LAWSON PRODUCTS, INC.	R	4/17/2025			197335		62.00
7190	LEXISNEXIS RISK DATA MANAGEMEN	R	4/17/2025			197336		381.92
8505	PITTSBURG PUBLISHING COMPANY,	R	4/17/2025			197337		250.20

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8507	PITTSBURG PUBLISHING COMPANY,	R	4/17/2025			197338		75.00
3997	S&H FARM SUPPLY, INC.	R	4/17/2025			197339		356.92
0188	SECRETARY OF STATE	R	4/17/2025			197340		25.00
5589	CELLCO PARTNERSHIP	R	4/17/2025			197341		38,816.18
4263	COX COMMUNICATIONS KANSAS LLC	R	4/24/2025			197348		78.21
4263	COX COMMUNICATIONS KANSAS LLC	R	4/24/2025			197349		82.21
0497	CRAWFORD COUNTY DISTRICT COURT	R	4/24/2025			197350		36.00
0375	WICHITA WATER CONDITIONING	R	4/24/2025			197351		9.50
9042	ZIBERT, JIM	R	4/24/2025			197352		3,120.00
7116	EMC INSURANCE COMPANIES	R	4/24/2025			197353		389,537.00
8490	FOLEY INDUSTRIES, INC.	R	4/24/2025			197357		223,069.00
0226	KDOR LIQUOR TAX	R	4/24/2025			197358		9.82
7945	LUCKY-BUT LAWN CARE, LLC	R	4/24/2025			197359		974.92
7430	ADAM LUSKER	R	4/24/2025			197360		9,500.00
5732	NATES LAWN AND LANDSCAPE INC	R	4/24/2025			197361		30,000.00
8572	GOVERNMENTJOBS.COM, INC	R	4/24/2025			197362		10,968.10
1	REITZ, MAURICA	R	4/24/2025			197363		1,000.00
0188	SECRETARY OF STATE	R	4/24/2025			197364		25.00
7684	SITEONE LANDSCAPE SUPPLY HOLDI	R	4/24/2025			197365		138.52
8844	100 NORTH PINE LLC	R	5/01/2025			197376		2,550.00
6154	4 STATE MAINTENANCE SUPPLY INC	R	5/01/2025			197377		216.99
0516	AMERICAN CONCRETE CO INC	R	5/01/2025			197378		3,304.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5561	AT&T MOBILITY	R	5/01/2025			197379		149.45
9061	BATES, KEGAN	R	5/01/2025			197380		160.00
8278	GERSON BOCANEGRA	R	5/01/2025			197381		25.00
5283	CLASS LTD	R	5/01/2025			197382		73.70
8201	ROGER CLEVELAND GOLF COMPANY I	R	5/01/2025			197383		2,929.01
1	CORONA, GABRIELA	R	5/01/2025			197384		360.00
4263	COX COMMUNICATIONS KANSAS LLC	R	5/01/2025			197385		110.20
7517	CRAW-KAN TELEPHONE COOPERATIVE	R	5/01/2025			197386		11,825.00
0375	WICHITA WATER CONDITIONING	R	5/01/2025			197387		19.00
1108	EVERGY KANSAS CENTRAL INC	R	5/01/2025			197388		107,369.59
8966	TIMOTHY FOXWELL	R	5/01/2025			197391		1,500.00
3251	FT SCOTT COMMUNITY COLLEGE	R	5/01/2025			197392		8,500.00
6809	RICHARD GILMORE	R	5/01/2025			197393		4,500.00
8985	MARK CASTOR	R	5/01/2025			197394		4,200.00
9054	JOHN DEERE FINANCIAL	R	5/01/2025			197395		7,252.00
0225	KDOR	R	5/01/2025			197396		10,917.91
1	LOWRY, DYLAN	R	5/01/2025			197397		64.85
1	REID, ALLISON	R	5/01/2025			197398		150.00
6372	SATTERLEE MECHANICAL CONTRACTI	R	5/01/2025			197399		1,724.40
7270	SECURITY 1ST TITLE, LLC	R	5/01/2025			197400		435.00
9057	WYRICK, AARON	R	5/01/2025			197401		160.00

TOTAL ERRORS: 0

Passed and Approved this 13th day of May, 2024.

Dawn McNay, Mayor

Attest:

Tammy Nagel, City Clerk



Memorandum

TO: Daron Hall, City Manager

FROM: Blake Benson, Economic Development Director

DATE: May 7, 2025

SUBJECT: May 13, 2025 Agenda Item
Rallison, LP (APEX Stages) IRB request

Rallison, LP, parent company of APEX Stages, has proposed a significant expansion of their production facility at 3530 N. Lone Star Road. The project is valued at approximately \$1.7 million.

Rallison, LP, has requested City approval for an Industrial Revenue Bond (IRB), which is an economic development incentive that provides a sales tax exemption on construction materials and an accompanying property tax abatement. Based on the City's incentive schedule, a \$1.7 million investment would qualify Rallison, LP, for a six-year property tax abatement.

The Economic Development Advisory Committee (EDAC) considered this request at its May 7, 2025, meeting and voted to recommend approval of the IRB request in support of Rallison, LP's expansion of the APEX Stages facility at 3530 N. Lone Star Road.

Please place this item on the agenda for the City Commission meeting scheduled for Tuesday, May 13, 2025. Action being requested is approval or denial of the EDAC recommendation and, if approved, authorize the Mayor to sign the appropriate documents.

RESOLUTION NO. 1294

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF PITTSBURG, KANSAS DETERMINING THE ADVISABILITY OF ISSUING TAXABLE INDUSTRIAL REVENUE BONDS FOR THE PURPOSE OF FINANCING THE CONSTRUCTION OF ADDITIONS TO A MANUFACTURING FACILITY LOCATED IN THE CITY; AND AUTHORIZING EXECUTION OF RELATED DOCUMENTS

WHEREAS, the City of Pittsburg, Kansas (the "Issuer") desires to promote, stimulate and develop the general economic welfare and prosperity of the City of Pittsburg, and thereby to further promote, stimulate and develop the general economic welfare and prosperity of the State of Kansas; and

WHEREAS, pursuant to the provisions of the Kansas Economic Development Revenue Bond Act, as amended and codified in K.S.A. 12-1740 *et seq.* (the "Act"), the Issuer is authorized to issue revenue bonds for such purposes, and it is hereby found and determined to be advisable and in the interest and for the welfare of the Issuer and its inhabitants that revenue bonds of the Issuer in a principal amount not to exceed \$1,700,000 be authorized and issued, in one or more series, to provide funds to pay the costs of the construction of additions to a manufacturing facility (the "Project") to be located in the corporate limits of the Issuer and to be leased by the Issuer to RALLISON LP, a Kansas limited partnership, or another legal entity to be formed by the principals of RALLISON LP (the "Tenant").

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF PITTSBURG, KANSAS:

Section 1. **Public Purpose.** The governing body of the Issuer hereby finds and determines that the Project will promote, stimulate and develop the general economic welfare and prosperity of the Issuer, and thereby further promote, stimulate and develop the general economic welfare and prosperity of the State of Kansas.

Section 2. **Authorization to Acquire Project; Intent to Issue Bonds.** The Issuer is hereby authorized to proceed with the construction of additions to a manufacturing of the Project and to issue its revenue bonds, in one or more series, in a principal amount not to exceed \$1,700,000 (the "Bonds") to pay the costs thereof, subject to satisfaction of the conditions of issuance set forth herein.

Section 3. **Conditions to Issuance of Bonds.** The issuance of the Bonds is subject to: (a) the passage of an ordinance authorizing the issuance of the Bonds; (b) the successful negotiation of a Trust Indenture, Site Lease, Project Lease, Bond Purchase Agreement or other legal documents necessary to accomplish the issuance of the Bonds, the terms of which shall be in compliance with the Act and mutually satisfactory to the Issuer and the Tenant; (c) the successful negotiation and sale of the Bonds to a purchaser or purchasers yet to be determined (the "Purchaser"), which sale shall be the responsibility of the Tenant and not the Issuer; (d) the receipt of the approving legal opinion of Gilmore & Bell, P.C. ("Bond Counsel") in form acceptable to the Issuer, the Tenant and the Purchaser; (e) the obtaining of all necessary governmental approvals to the issuance of the Bonds; and (f) the commitment to and payment by the Tenant or Purchaser of all expenses relating to the issuance of the Bonds, including, but not limited to: (i) expenses of the Issuer and the Issuer Attorney; (ii) any underwriting or placement fees and expenses; (iii) all legal fees and expenses of Bond Counsel; and (iv) all recording and filing fees, including fees of the Kansas Board of Tax Appeals.

Section 4. **Property Tax Exemption.** The Issuer hereby determines that pursuant to the provisions of K.S.A. 79-201a *Twenty-Fourth*, the Project, to the extent purchased or constructed with the proceeds of the Bonds, should be exempt from payment of ad valorem property taxes for ten years commencing with the year following the year in which the Bonds are issued, provided proper application is made therefor; provided no exemption may be granted from the ad valorem property tax levied: (a) by a school district pursuant to the provisions of K.S.A. 72-53,113, and amendments thereto; (b) for the uses restricted pursuant to the provisions of K.S.A. 79-201a, *Second* and *Twenty-Fourth*; and (c) for real estate on which the Project is located.. In making such determination the governing body of the Issuer has conducted the public hearing and reviewed the analysis of costs and benefits of such exemption required by K.S.A. 12-1749d. The Tenant is responsible for preparing such application and providing the same to the Issuer for its review and submission to the State Board of Tax Appeals. The Issuer reserves the right to negotiate a payment in lieu of taxes so exempted, to be made by the Tenant.

Section 5. **Sales Tax Exemption.** The Governing Body hereby determines that pursuant to the provisions of K.S.A. 79-3601 *et seq.* (the "Sales Tax Act"), particularly 79-3606(b) and (d) and other applicable laws, sales of tangible personal property or services purchased in connection with construction of the Project and financed with proceeds of the Bonds are entitled to exemption from the tax imposed by the Sales Tax Act; provided proper application is made therefore. In the event that the Bonds are not issued for any reason, the Tenant will not be entitled to a sales tax exemption under the terms of the Sales Tax Act and will remit to the State Department of Revenue all sales taxes that were not paid due to reliance on the sales tax exemption certificate granted hereunder.

Section 6. **Reliance by Tenant; Limited Liability of Issuer.** It is contemplated that in order to expedite acquisition of the Project and realization of the benefits to be derived thereby, the Tenant may incur temporary indebtedness or expend its own funds to pay costs of the Project prior to the issuance of the Bonds. Proceeds of Bonds may be used to reimburse the Tenant for such expenditures made not more than 60 days prior to the date this Resolution is adopted. The Bonds herein authorized and all interest thereon shall be paid solely from the revenues to be received by the Issuer from the Project and not from any other fund or source. The Issuer shall not be obligated on such Bonds in any way, except as herein set out. In the event that the Bonds are not issued, the Issuer shall have no liability to the Tenant.

Section 7. **Execution and Delivery of Bond Purchase Agreement.** At such time as the Tenant has demonstrated compliance with the provisions of this Resolution, the Mayor and City Clerk are authorized to execute a bond purchase agreement with the Purchaser and the Tenant for the sale of the Bonds in a form satisfactory to the City Attorney and Bond Counsel.

Section 8. **Further Action.** The Clerk is hereby authorized to deliver an executed copy of this Resolution to the Tenant. The Mayor, Clerk and other officials and employees of the Issuer, including the Issuer's counsel and Bond Counsel, are hereby further authorized and directed to take such other actions as may be appropriate or desirable to accomplish the purposes of this Resolution, including, but not limited to: (a) cooperate with the Tenant in filing an application for a sales tax exemption certificate with the Kansas Department of Revenue with respect to Bond-financed property; and (b) execution on behalf of the Issuer of the information statement regarding the proposed issuance of the Bonds to be filed with the State Board of Tax Appeals pursuant to the Act.

Section 9. **Effective Date.** This resolution shall become effective upon adoption by the Governing Body.

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ADOPTED by the governing body of the City of Pittsburg, Kansas on May 13, 2025.

[SEAL]

Mayor

Attest:

Clerk

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution of the Issuer adopted by the governing body on May 13, 2025, as the same appears of record in my office.

DATED: May ____, 2025.

Clerk



Memorandum

TO: Daron Hall, City Manager

FROM: Blake Benson, Economic Development Director

DATE: May 7, 2025

SUBJECT: May 13, 2025 Agenda Item
Crux of Life, LLC building improvement project

Crux of Life, LLC, owned by Pittsburgh resident David Looby, has proposed a renovation of the property at 210 S. Broadway. Improvements include sizable investments in plumbing, electrical and air handling upgrades. The building will house a retail operation on the first floor with plans to renovate the upstairs into residential space at a later date.

The project is valued at \$321,632 and Crux of Life, LLC, requested a 10% reimbursement on its expenses. The Economic Development Advisory Committee (EDAC) considered this request at its May 7, 2025, meeting and voted to recommend reimbursing Crux of Life, LLC, an amount equal to 10% of the project's expenses with the City's allocation not to exceed \$32,000. The EDAC recommendation reiterated that the City's funds must be used to fund permanent, fixed improvements (electrical, plumbing, etc.)

Please place this item on the agenda for the City Commission meeting scheduled for Tuesday, May 13, 2025. Action being requested is approval or denial of the EDAC recommendation.

Blake Benson

From: City of Pittsburg <website.internal@pittks.org>
Sent: Friday, May 2, 2025 9:50 AM
To: Blake Benson; bbenson710@yahoo.com
Subject: New Application for RLF Submitted

General Information

1. Name of Applicant Firm

Crux of Life LLC

2. Date of Request

05/02/2025

Contact Information

3. Firm Address

210 S Broadway St
Pittsburg, Kansas 66762
United States
[Map It](#)

Firm Phone Number

(620) 644-9450

Email Address

dave@pittsburgcigar.com

4. Names, addresses and email addresses of the principal officers, directors and members of the applicant

David J. Looby
210 S. Broadway St, Pittsburg, KS 66762
(763) 325-3969
loobydavidj@gmail.com
dave@pittsburgcigar.com

5. Name, address, phone number and email address for applicant's attorney

Kevin Mitchelson
Wheeler & Mitchelson
319 N Broadway St, Pittsburg, KS 66762
(620) 231-4650
kmitchelson@wm-law.com

Project Details

6. Estimated total project value (provide detailed breakdown of expected costs)

Total: \$321,632
\$ 250,000 Building Purchase
\$ 1,500 Roof Warranty Transfer
\$ 982 Plaster removal in damaged areas. Sealing brick
\$ 22 Window decal signage removal
\$ 27,850 Deck/Backyard Room/Patio
\$ 7,500 Plumbing
\$ 4,500 Electrical
\$ 700 Mechanical
\$ 3,500 Carpentry Part I

\$ 5,500 Carpentry Part II
 \$ 1,538 Humidification and Reverse Osmosis Systems
 \$ 343 Refurbished PC
 \$ 411 POS
 \$ 4,308 Air Handling Equipment
 \$ 300 Windows (recycled from former bank building at 3rd and Broadway)
 \$ 5,000 Outside Building Signage
 \$ 2,500 Alarm & Security
 \$ 1,045 Market Study
 \$ 165 Roto-Rooter drain lines
 \$ 3,500 Building Appraisal
 \$ 468 Building Inspection
 =====
 \$321,632

Anticipated future expenditures (not included in total above, and not looking for 10% savings): \$ 68,400 Total

\$ 50,000 Inventory
 \$ 300 Refrigerator
 \$ 1,000 State Tax Bond
 \$ 8,000 Furniture and Furnishings
 \$ 250 Tivoli Lighting
 \$ 5,000 Backyard Electric
 \$ 3,000 Patio Heaters
 \$ 850 Electronic Fireplace
 =====
 \$ 68,400 Total

7. Amount being requested (should not exceed 10% of the total project cost)

\$32,163

8. Address of proposed project

210 S Broadway St
 Pittsburg, Kansas 66762
[Map It](#)

9. Estimated project completion date

07/15/2025

10. Estimated job creation and expected average wage of jobs created

Initially, I will be the sole owner and operator, with no other regular employees anticipated. My average wage/income will be zero, with revenues going to cover debt service, to add additional products/brands, and to enhance the amenities in the retail spaces. I anticipate that down the road I may hire a part-time employee.

11. Other sources of funding (secured vs. pending)

Loans have been secured from Arvest Bank and from Grow Kansas. A Forge Grant has been approved, and is pending, through PSU in the amount of \$2,500. In addition, I have supplemented needed funding from a combination of a loan from my retirement funds, as well as using my own capital. I also expect to use profits from the sale of my home.

12. Summary of project, including construction to occur, future use of property, unusual demands for water/wastewater service and police/fire protection, etc.

The completed project will be Pittsburg Cigar Company. A cigar retail store which will feature the largest walk-in humidior in southeast Kansas as well as both indoor and outdoor lounges. The indoor area will consist of retail sales counter and display area, a ~300 sq. ft. walk-in humidior with a capacity of 750-900 facings. It will feature 3 windows which are being recycled from the old bank building that was recently removed from 2nd and Broadway. The indoor lounge will seat 25-35 in comfortable club-type chairs and sofas and wooden table and chair setups for group gatherings. Outside, there will be a new deck constructed for the upstairs apartment at-level with the outside apartment door. The backyard fence will be relocated ~8' to the west to accommodate the lengthened staircase and to enhance the usability of the backyard space. There will still be plenty of room for owner parking off of the alley. Under the deck, a 20'x20' roof will be installed to shield those sitting beneath from the harsh summer sun. It is anticipated that future upgrades to the electric will be needed in order to install outdoor patio heaters to allow for year-around use of the area.

There will be no anticipated unusual demands for water or wastewater service, and no unusual demands from police or fire protection is anticipated. Typically cigar lounges are similar in use to coffee shops in that they regularly are visited by patrons

from all walks of life including white collar and blue collar workers as well as law enforcement and emergency personnel. Although patrons are largely male, women also may frequent these shops. In order to purchase tobacco products customers must be 21 years of age.

13. Name, address, and phone numbers of general contractor, subcontractors, and architect/engineer.

Dave Looby is acting as his own general contractor, hiring local specialists to complete the remodel process. All contractors have been approved by the city building department:

- No architect or engineers were required for any of the inside work on the retail space as there are no changes to the structural integrity of the building.
- JT Construction has been retained to do the backyard deck and patio area. All drawings and plans have been approved through the city's building department. JT Construction is located at 431 E 520th Ave, Pittsburg, KS 66762. Their phone number is (620) 670-6881.
- Brent's Electric will do all required electrical work. They are located at 107 N Locust St, Pittsburg, KS 66762. Their phone number is (620) 249-4005.
- Sewers Drains and More will do the plumbing. Their address is 1302 N Michigan St, Pittsburg, KS 66762. Their phone number is (620) 231-6366.
- Vogel Heating & Cooling will do the HVAC Mechanical work. Their address is 565 E 510th Ave, Pittsburg, KS 66762. Their phone is (620) 231-4144.

14. Describe the organizational structure of applicant (proprietorship, partnership, limited liability company, corporation, etc.). Note relationship to a parent company.

Dave Looby started two LLC's. Crux of Life LLC owns the building and will rent the upstairs apartment to Dave Looby and will rent the retail space to Pittsburg Cigar Company LLC, which Dave will own and operate.

Interoffice Memorandum

To: Daron Hall, City Manager
CC: Tammy Nagel, City Clerk; Dexter Neisler, Zoning Administrator
From: DeAnna Goering, Secretary, Planning Commission/Board of Zoning Appeals
Date: May 1, 2025
Subject: Agenda Item – May 13, 2025
Zoning Change – Toney/Reasor – 3204 N Michigan

The Planning Commission/Board of Zoning Appeals, in its meeting of April 28, 2025, considered a request submitted by Gunnar Toney and Abbi Reasor for a zoning change from R-1C: Single-Family Residential to CP-2: Planned General Commercial at 3204 N Michigan to allow a martial arts studio. After reviewing all evidence presented, the Planning Commission/Board of Zoning Appeals voted unanimously to recommend to the Governing Body **approval** of the request based on the following criteria:

Character of Neighborhood: This zoning change does not change the character of the neighborhood in any way.

Zoning and Nearby Property Use: This zoning change does not affect the use of any nearby property in any way.

Project Suitability for Proposed Use: This project is suitable for the proposed use as it does not change or affect any existing features including streets, drainage areas, or sanitary sewers.

Detrimental Affects to Nearby Properties: This zoning change will not pose any detrimental affects to any nearby properties.

Affects to Public Health, Safety, & Welfare: Public health, safety, and welfare will not be affected by this zoning change.

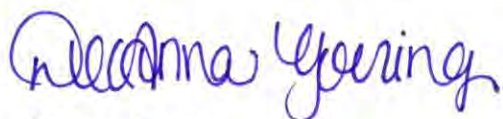
Staff Recommendation: Approve. This zoning change does not change or affect the character of the neighborhood.

In this regard, would you place this item on the agenda for the City Commission meeting scheduled for May 13, 2025.

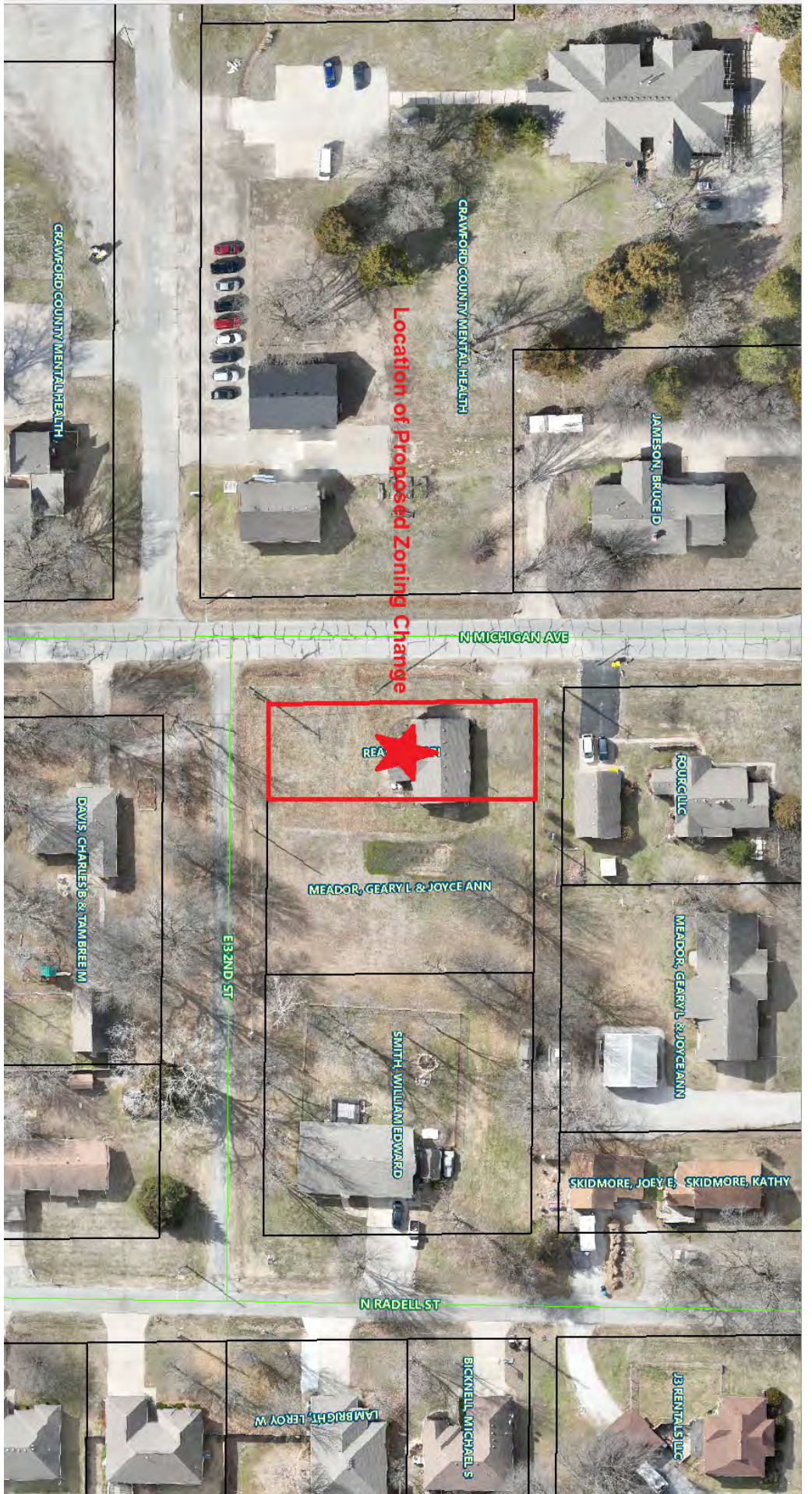
Requested Action: For the Governing Body to approve or disapprove the zoning change submitted by Gunnar Toney and Abbi Reasor, and if approved, direct staff to prepare the appropriate Ordinance.

If you have any questions regarding this matter, please feel free to contact me at 620-230-5551.

Sincerely,



DeAnna Goering
Secretary, Planning Commission/Board of Zoning Appeals



Interoffice Memorandum

To: Daron Hall, City Manager
CC: Tammy Nagel, City Clerk; Dexter Neisler, Zoning Administrator
From: DeAnna Goering, Secretary, Planning Commission/Board of Zoning Appeals
Date: May 1, 2025
Subject: Agenda Item – May 13, 2025
PUD: Planned Unit Development – CHCSEK – 3010 N Joplin

The Planning Commission/Board of Zoning Appeals, in its meeting of April 28, 2025, considered a request submitted by Community Health Center of Southeast Kansas for a zoning change from CP-0: Planned Commercial Office to PUD: Planned Unit Development at 3010 N Joplin to allow a mixed-used development. After reviewing all evidence presented, the Planning Commission/Board of Zoning Appeals voted unanimously to recommend to the Governing Body **approval** of the request based on the following criteria:

Character of Neighborhood: This zoning change does not change the character of the neighborhood in any way.

Zoning and Nearby Property Use: This zoning change does not affect the use of any nearby property in any way.

Project Suitability for Proposed Use: This project is suitable for the proposed use as it does not change or affect any existing features including streets, drainage areas, or sanitary sewers.

Detrimental Affects to Nearby Properties: This zoning change will not pose any detrimental affects to any nearby properties.

Affects to Public Health, Safety, & Welfare: Public health, safety, and welfare will not be affected by this zoning change.

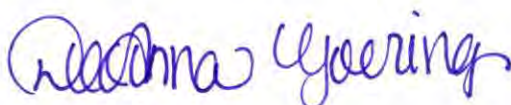
Staff Recommendation: Approve. This zoning change does not change or affect the character of the neighborhood.

In this regard, would you place this item on the agenda for the City Commission meeting scheduled for May 13, 2025.

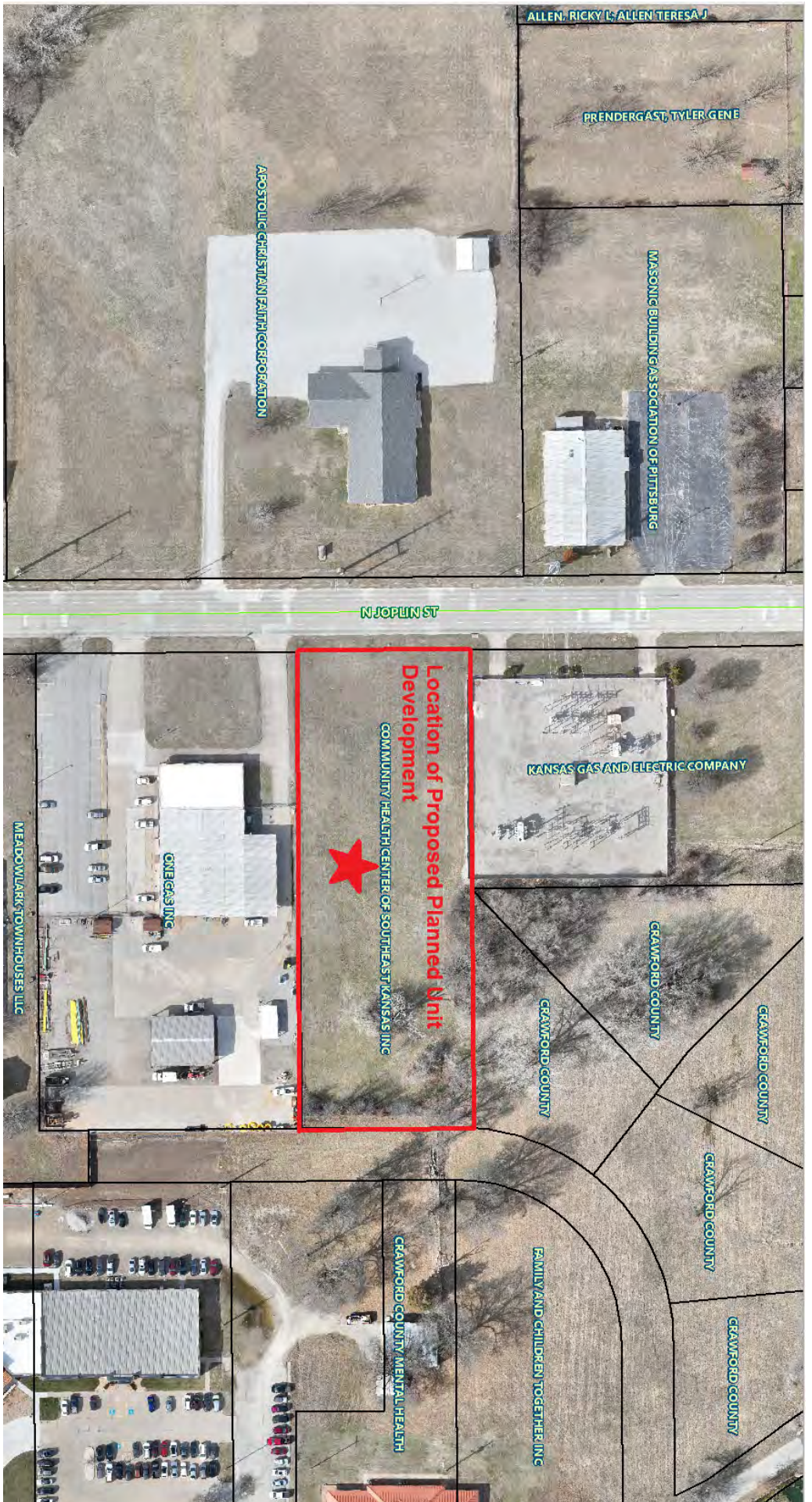
Requested Action: For the Governing Body to approve or disapprove the zoning change submitted by Community Health Center of Southeast Kansas, and if approved, direct staff to prepare the appropriate Ordinance.

If you have any questions regarding this matter, please feel free to contact me at 620-230-5551.

Sincerely,



DeAnna Goering
Secretary, Planning Commission/Board of Zoning Appeals



Interoffice Memorandum

To: Daron Hall, City Manager
CC: Tammy Nagel, City Clerk; Dexter Neisler, Zoning Administrator
From: DeAnna Goering, Secretary, Planning Commission/Board of Zoning Appeals
Date: May 1, 2025
Subject: Agenda Item – May 13, 2025
Vacate – WATCO – 2nd Street & Walnut-Olive

The Planning Commission/Board of Zoning Appeals, in its meeting of April 28, 2025, considered a request submitted by WATCO for a vacation of 2nd Street between Walnut Street and Olive Street. After reviewing all evidence presented, the Planning Commission/Board of Zoning Appeals voted unanimously to recommend to the Governing Body **approval** of the request based on the following criteria:

Character of Neighborhood: This vacation does not change the character of the neighborhood in any way.

Zoning and Nearby Property Use: This vacation does not affect the use of any nearby property in any way.

Project Suitability for Proposed Use: This project is suitable for the proposed use as it does not change or affect any existing features including streets, drainage areas, or sanitary sewers.

Detrimental Affects to Nearby Properties: This vacation will not pose any detrimental affects to any nearby properties.

Affects to Public Health, Safety, & Welfare: Public health, safety, and welfare will not be affected by this vacation.

Staff Recommendation: Approve. This vacation does not change or affect the character of the neighborhood.

In this regard, would you place this item on the agenda for the City Commission meeting scheduled for May 13, 2025.

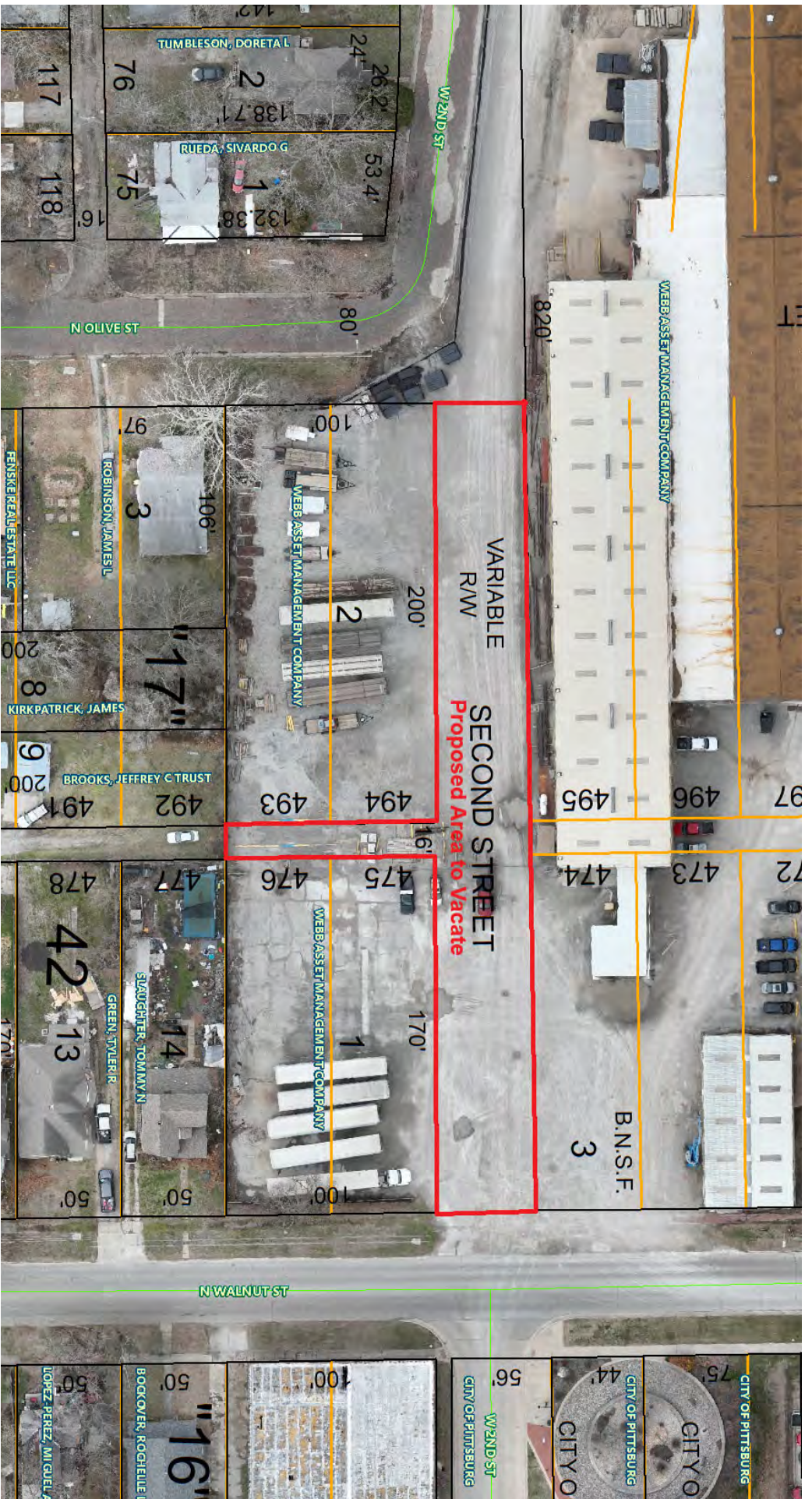
Requested Action: For the Governing Body to approve or disapprove the vacation submitted by WATCO, and if approved, direct staff to prepare the appropriate Order. If the Governing Body disapproves the vacation, they may, by a simple majority, deny the request and send it back to the Planning Commission/Board of Zoning Appeals for further consideration.

If you have any questions regarding this matter, please feel free to contact me at 620-230-5551.

Sincerely,



DeAnna Goering
Secretary, Planning Commission/Board of Zoning Appeals



Interoffice Memorandum

To: Daron Hall, City Manager
CC: Tammy Nagel, City Clerk; Dexter Neisler, Zoning Administrator
From: DeAnna Goering, Secretary, Planning Commission/Board of Zoning Appeals
Date: May 1, 2025
Subject: Agenda Item – May 13, 2025
Vacate – WATCO – Alley 3rd & College

The Planning Commission/Board of Zoning Appeals, in its meeting of April 28, 2025, considered a request submitted by WATCO for a vacation of an alley near the intersection of 3rd Street and College Street. After reviewing all evidence presented, the Planning Commission/Board of Zoning Appeals voted unanimously to recommend to the Governing Body **approval** of the request based on the following criteria:

Character of Neighborhood: This vacation does not change the character of the neighborhood in any way.

Zoning and Nearby Property Use: This vacation does not affect the use of any nearby property in any way.

Project Suitability for Proposed Use: This project is suitable for the proposed use as it does not change or affect any existing features including streets, drainage areas, or sanitary sewers.

Detrimental Affects to Nearby Properties: This vacation will not pose any detrimental affects to any nearby properties.

Affects to Public Health, Safety, & Welfare: Public health, safety, and welfare will not be affected by this vacation.

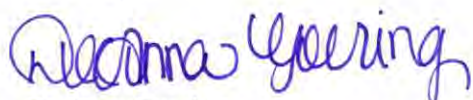
Staff Recommendation: Approve. This vacation does not change or affect the character of the neighborhood.

In this regard, would you place this item on the agenda for the City Commission meeting scheduled for May 13, 2025.

Requested Action: For the Governing Body to approve or disapprove the vacation submitted by WATCO, and if approved, direct staff to prepare the appropriate Order. If the Governing Body disapproves the vacation, they may, by a simple majority, deny the request and send it back to the Planning Commission/Board of Zoning Appeals for further consideration.

If you have any questions regarding this matter, please feel free to contact me at 620-230-5551.

Sincerely,



DeAnna Goering
Secretary, Planning Commission/Board of Zoning Appeals



Interoffice Memorandum

To: Daron Hall, City Manager
CC: Tammy Nagel, City Clerk; Dexter Neisler, Zoning Administrator
From: DeAnna Goering, Secretary, Planning Commission/Board of Zoning Appeals
Date: May 1, 2025
Subject: Agenda Item – May 13, 2025
Vacate – WATCO – Alley 4th & College-Olive

The Planning Commission/Board of Zoning Appeals, in its meeting of April 28, 2025, considered a request submitted by WATCO for a vacation of an alley near the intersections of 4th Street and College Street and 4th Street and Olive Street. After reviewing all evidence presented, the Planning Commission/Board of Zoning Appeals voted unanimously to recommend to the Governing Body **approval** of the request based on the following criteria:

Character of Neighborhood: This vacation does not change the character of the neighborhood in any way.

Zoning and Nearby Property Use: This vacation does not affect the use of any nearby property in any way.

Project Suitability for Proposed Use: This project is suitable for the proposed use as it does not change or affect any existing features including streets, drainage areas, or sanitary sewers.

Detrimental Affects to Nearby Properties: This vacation will not pose any detrimental affects to any nearby properties.

Affects to Public Health, Safety, & Welfare: Public health, safety, and welfare will not be affected by this vacation.

Staff Recommendation: Approve. This vacation does not change or affect the character of the neighborhood.

In this regard, would you place this item on the agenda for the City Commission meeting scheduled for May 13, 2025.

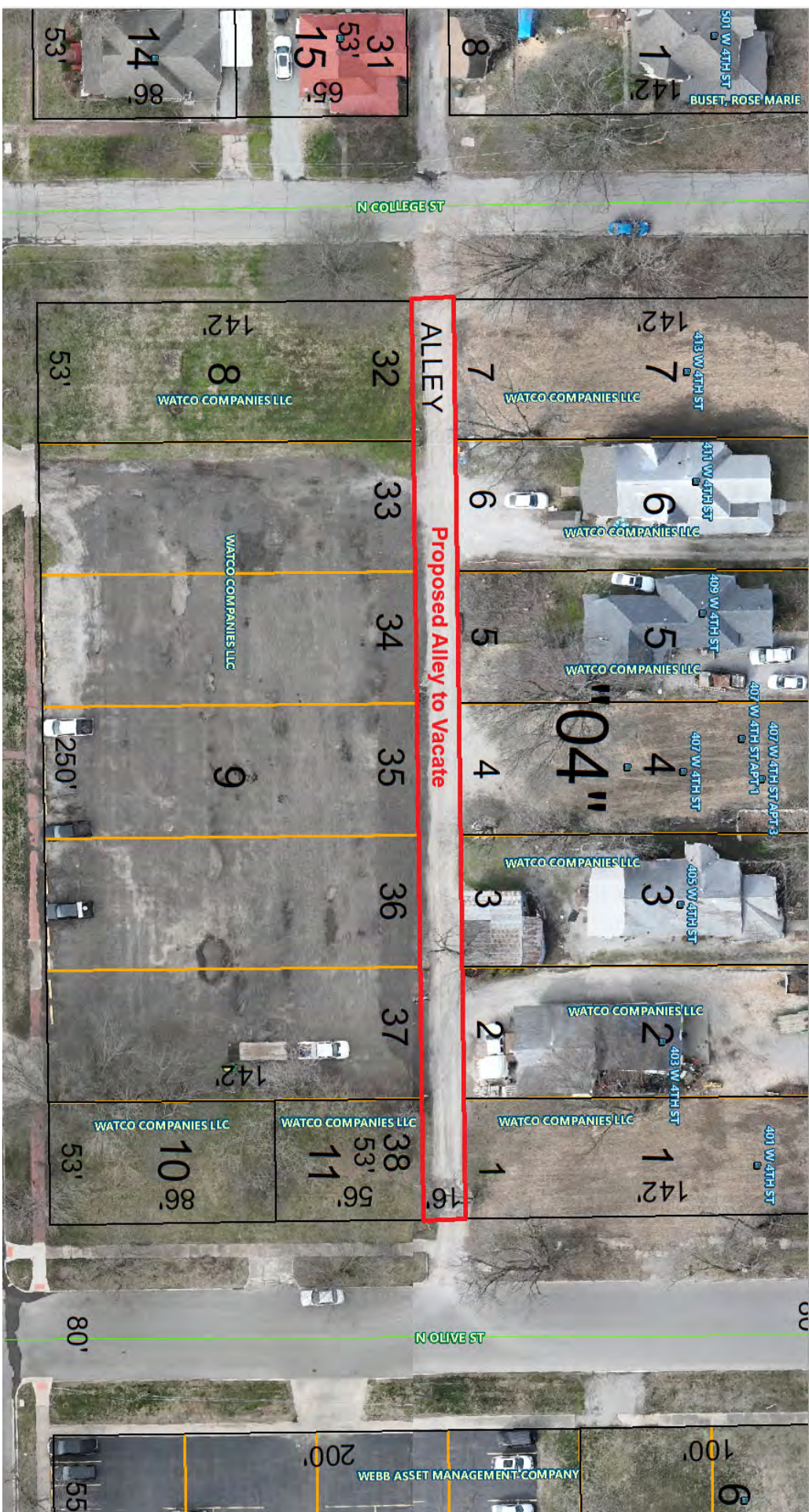
Requested Action: For the Governing Body to approve or disapprove the vacation submitted by WATCO, and if approved, direct staff to prepare the appropriate Order. If the Governing Body disapproves the vacation, they may, by a simple majority, deny the request and send it back to the Planning Commission/Board of Zoning Appeals for further consideration.

If you have any questions regarding this matter, please feel free to contact me at 620-230-5551.

Sincerely,



DeAnna Goering
Secretary, Planning Commission/Board of Zoning Appeals



Interoffice Memorandum

To: Daron Hall, City Manager
CC: Tammy Nagel, City Clerk; Dexter Neisler, Zoning Administrator
From: DeAnna Goering, Secretary, Planning Commission/Board of Zoning Appeals
Date: May 1, 2025
Subject: Agenda Item – May 13, 2025
Variance – City of Pittsburg – 503 N Pine

The Planning Commission/Board of Zoning Appeals, in its meeting of April 28, 2025, considered a request submitted by the City of Pittsburg for a variance at 503 N Pine to allow a 60 sq. ft. digital sign. After reviewing all evidence presented, the Planning Commission/Board of Zoning Appeals voted unanimously to recommend to the Governing Body **approval** of the request based on the following criteria:

Character of Neighborhood: This variance does not change the character of the neighborhood in any way.

Zoning and Nearby Property Use: This variance does not affect the use of any nearby property in any way.

Project Suitability for Proposed Use: This project is suitable for the proposed use as it does not change or affect any existing features including streets, drainage areas, or sanitary sewers.

Detrimental Affects to Nearby Properties: This variance will not pose any detrimental affects to any nearby properties.

Affects to Public Health, Safety, & Welfare: Public health, safety, and welfare will not be affected by this variance.

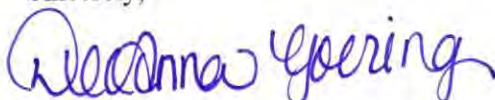
Staff Recommendation: Approve. This variance does not change or affect the character of the neighborhood.

In this regard, would you place this item on the agenda for the City Commission meeting scheduled for May 13, 2025.

Requested Action: For the Governing Body to approve or disapprove the variance submitted by the City of Pittsburg. If the Governing Body disapproves the variance, they may, by a simple majority, deny the request and send it back to the Planning Commission/Board of Zoning Appeals for further consideration.

If you have any questions regarding this matter, please feel free to contact me at 620-230-5551.

Sincerely,



DeAnna Goering
Secretary, Planning Commission/Board of Zoning Appeals





Interoffice Memorandum

TO: DARON HALL
City Manager

FROM: MATT BACON
Director of Public Works & Utilities

DATE: May 7, 2025

SUBJECT: Agenda Item – May 13th 2025
Disposition of Bids
616 N Broadway Structural Stabilization Project

The city directly solicited bids from 45 contractors for the 616 N Broadway Structural Stabilization Project. The scope of the project includes interior debris removal, structural floor to floor shoring installation for stabilization, and roof repairs. Bid proposal for the project will be received until Thursday May 8th 2025 @ 5:00 PM. Bid proposals will then be reviewed by city staff with the intent to award the project to the lowest bidder that meets the city's requirements.

City staff will make a verbal recommendation to award the bid for the project to the City Commission.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, May 13th, 2025? Action being requested is to approve or disapprove staff's verbal recommendation and, if approved, authorize the Mayor and City Clerk to execute the contract documents once prepared.

If you have any questions concerning this matter, please do not hesitate to contact me



BRENT NARGES
Chief of Police

PITTSBURG

POLICE DEPARTMENT

Beard-Shanks Law Enforcement Center

201 North Pine Street

Pittsburg, Kansas 66762

(620) 235-0400

To: City Manager Daron Hall
Chief of Police Brent Narges

From: Major Detective Adan Nance

Date: 05/07/2025

Subject: Pittsburg City Commission Agenda item, for the May 13th, 2025, meeting, re: Flock Safety License Plate Recognition camera expansion and Enhanced LPR Package upgrade

The Pittsburg Police Department is seeking to expand on their current investigative technology to continue assist in catching criminals in the act and gain investigative leads within Pittsburg. I am writing to request approval for the expansion of our current Flock Safety License Plate Recognition (LPR) system and the addition of an enhanced LPR search package to improve our investigative capabilities.

As you may recall, in August 2023, the City Commission approved a one-year lease (with a two-year renewal lease) for the implementation of Flock Safety's Falcon LPR cameras. Since the installation of the initial 14 LPR cameras in February 2024, the system has proven to be an invaluable tool in our efforts to combat crime and improve public safety. In fact, nearly \$500,000 in property has been recovered, including 29 vehicles and 4 firearms seized, thanks to the insights provided by the system. Additionally, 37 arrests have been made, and 9 more cases have been forwarded for prosecution consideration. Numerous other cases have had investigative leads generated directly due to our use of the Flock ALPR cameras and software.

The system has been instrumental in advancing investigations across a wide range of cases, including homicides, vehicle thefts, vehicle burglaries, criminal damage, stalking, hit-and-run accidents, aggravated battery, and drug investigations. The ability to quickly and efficiently identify suspect vehicles and connect them to ongoing investigations has greatly enhanced the department's ability to solve cases and bring offenders to justice.

Building on this success, we are now requesting the addition of 18 more Flock Safety LPR cameras to further expand our coverage in critical areas of the city. In addition to the expansion of cameras, we are seeking approval for an upgrade to our current system with an enhanced LPR search package. This package includes advanced analytics features such as:



BRENT NARGES
Chief of Police

PITTSBURG

POLICE DEPARTMENT

Beard-Shanks Law Enforcement Center

201 North Pine Street

Pittsburg, Kansas 66762

(620) 235-0400

- **Plate Swap Insights:** Detect swapped license plates to prevent criminals from evading detection.
- **Multi-State Insights:** Provides a broader scope for tracking vehicles across multiple states.
- **Hotlist Hotspot Insights:** Pinpointing areas with the most hotlist hits for strategic resource allocation.
- **Real-Time Features:** Includes custom hot list attachments, vehicle description alerts, and custom hot list deconfliction to better identify high-priority vehicles.
- **Vehicle Fingerprint Search:** Offers convoy search, visual search, and multi-geo search capabilities for more advanced investigations.

These enhancements will significantly strengthen our investigative capabilities and improve our ability to detect and respond to criminal activity in Pittsburg. The cost per camera is \$3,000, the cost for the additional 18 cameras would be \$54,000 annually. The cost of the enhanced LPR search package is \$7,500 annually. The total cost for the expansion, including installation fees and the enhanced LPR search package, will be \$69,700 for the first year, with recurring costs of \$61,500 for software and maintenance. A detailed breakdown of costs is attached for your review.

As a reminder, our current contract with Flock Safety includes 14 LPR cameras for \$42,000 annually. Once the existing contract is completed, we will seek to consolidate the two contracts into one contract bringing the annual premium with Flock Safety for 32 cameras and enhanced LPR search package to \$96,000 and \$7,500 respectfully. The funding for this project will come from the Public Safety Sales Tax.

I respectfully request that you place this item on the agenda for the upcoming City Commission meeting and approve the necessary measures to proceed with the expansion and upgrade. If you have any questions or require further details, please do not hesitate to contact me.

Thank you for your continued support and consideration of this important request.

A blue ink signature of Major Adan Nance, consisting of a stylized 'A' followed by a long horizontal stroke.

Major Adan Nance

05/07/2025

Date

Flock Safety + KS - Pittsburg PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Erik Butt
erik.butt@flocksafety.com
7346799174

Disposition of Bid- 616 N Broadway Structural Stabilization Project- Consider Staff's verbal request to award the bid for the project to the lowest bidder that meets the city's requirement, and if approved authorize the Mayor and City Clerk to execute the contract documents once prepared.



ORDER FORM

This order form (“**Order Form**”) hereby incorporates and includes the terms of the previously executed agreement (the “**Terms**”) which describe and set forth the general legal terms governing the relationship (collectively, the "**Agreement**"). The Terms contain, among other things, warranty disclaimers, liability limitations and use limitations.

This additional services Agreement will be effective when this Order Form is executed by both Parties (the “**Effective Date**”)

Customer:	KS - Pittsburg PD	Initial Term:	24 Months
Legal Entity Name:	KS - Pittsburg PD	Renewal Term:	24 Months
Accounts Payable Email:		Payment Terms:	Net 30
Address:	201 N Pine St Pittsburg, Kansas 66762	Billing Frequency:	Annual Plan - First Year Invoiced at Signing.
		Retention Period:	30 Days

Hardware and Software Products
Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$61,500.00
Flock Safety Flock OS			
Enhanced LPR Upgrade	Included	1	Included
Flock Safety LPR Products			
Flock Safety LPR, fka Falcon	Included	18	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$650.00	11	\$7,150.00
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	7	\$1,050.00

Subtotal Year 1:	\$69,700.00
Annual Recurring Subtotal:	\$61,500.00
Estimated Tax:	\$0.00
Contract Total:	\$131,200.00

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a “**Renewal Term**”) unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.*

The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$69,700.00
Annual Recurring after Year 1	\$61,500.00
Contract Total	\$131,200.00

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description
Enhanced LPR Upgrade	The Enhanced LPR Package is a software add-on for any of the FlockOS® tiers designed to help detectives and patrol officers conduct more efficient, informed, and collaborative investigations. Its advanced License Plate Recognition (LPR) features streamline investigations, providing officers with immediate access to essential information and improving communication within and across departments.
Flock Safety LPR, fka Falcon	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Existing Infrastructure Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment of existing vertical infrastructure location, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.

FlockOS Features & Description

FlockOS Features	Description
Convoy Search	Unearth hidden connections by detecting suspect vehicles that frequently travel together. This tool is invaluable for investigating organized or serial crimes and identifying accomplices.
Visual Search	Transforms any digital photo into a potent investigative lead, enhancing evidence collection. Upload the image of a vehicle into FlockOS® to initiate a reverse image search that will help you identify crucial suspect vehicle information and unlock dead-end investigations.
Multi Geo Search	Connects the dots between multiple crimes and crime scenes. Link a suspect vehicle to multiple incidents based on location, without needing a vehicle description or plate number.
Custom Hot List Attachments	The ability to add case notes, photos, reports, and other relevant case information to Custom Hot List Alerts
Custom Hot List Deconfliction	Allows Flock Safety users to identify overlapping investigations within their agency and within other law enforcement agencies and provide the contact information of opted-in parties to facilitate collaboration.
Unlimited Vehicle Description Alerts	Users can set up and receive notifications for suspect vehicles based on body type, make, color, location and timeframe. Notifications are sent via app, SMS or email when a vehicle matching the predetermined criteria passes a camera in your organization's network.

By executing this Order Form, Customer represents and warrants that it has read and agrees to all of the terms and conditions contained in the previously executed agreement.
The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: KS - Pittsburg PD

By: _____
 Mark Smith
Name: _____

Title: _____

Date: _____

By: _____
 Adan Nance
Name: _____

Title: _____

Date: _____

PO Number: _____

Customer Implementation Guide

Law Enforcement



flock safety

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- Advanced Implementation

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- 3. AC Power vs. Solar
- 4. Traffic Control & Installation Methods
- 5. Paperwork & Required Forms
- 6. Contacts

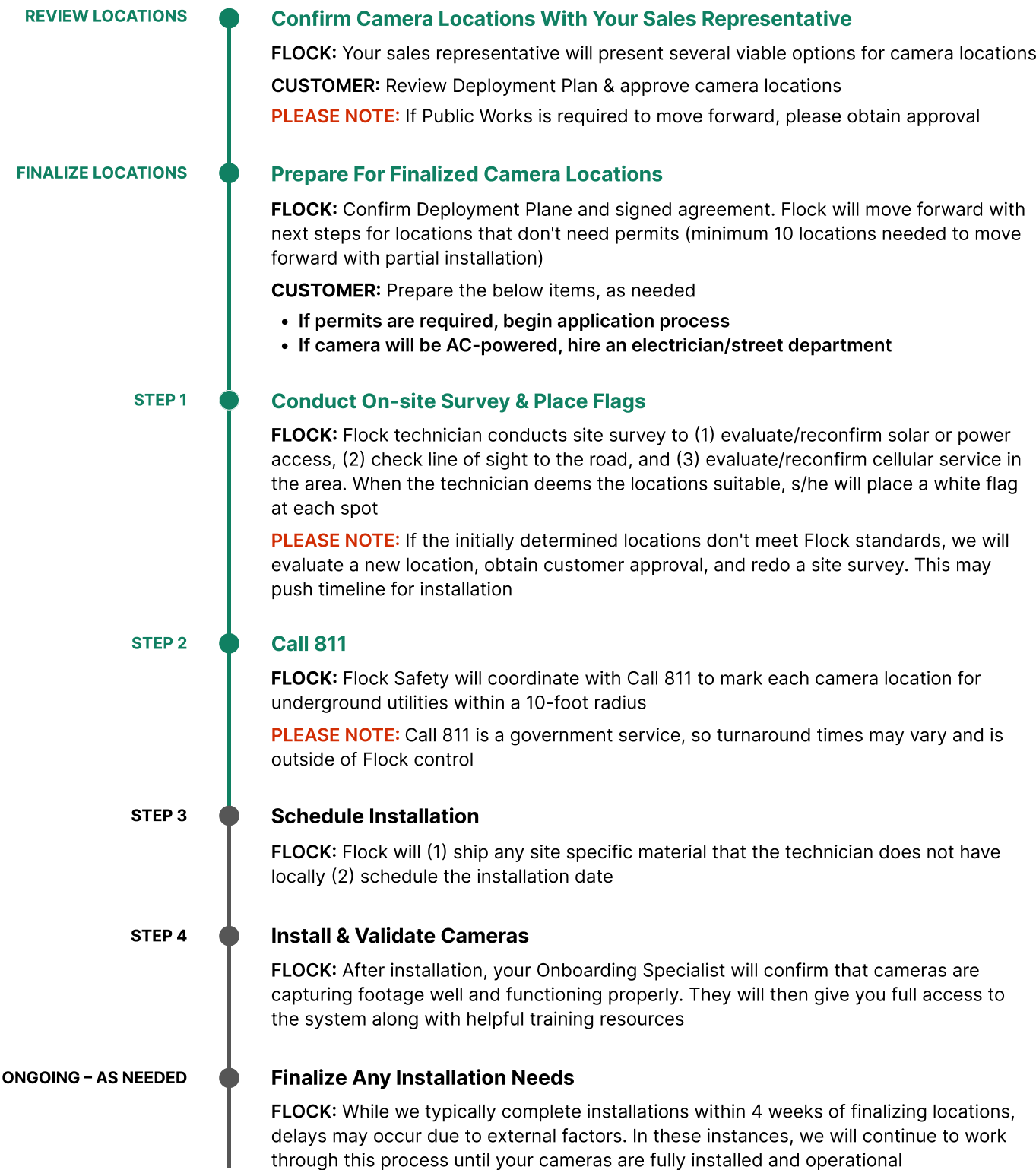
*Fee Schedule 21

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Customer Support 22



Implementation Timeline

This timeline provides general guidance and understanding of your installation process. While we typically complete installations 6-8 weeks after locations have been finalized, delays can occur as noted in the timeline below:



Flock Safety Team

Implementation Team	How They Will Support You
<div></div> <div>Project Manager</div>	<p>Your Project Manager is your primary contact during camera installation.</p> <p>Your project manager will guide you through the entire installation process, keeping you apprised of all implementation updates as well as answering any questions you have during this time. They will ensure that all the cameras are on the ground and operating for at least 48 hours before transitioning you to your Customer Success Manager.</p>
<div></div> <div>Field Operations Team</div>	<ul style="list-style-type: none">• The Field Operations team is responsible for the physical installation and maintenance of cameras and associated equipment provided by Flock. This includes a large team of technicians, schedulers, and many others involved in ensuring the delivery of the product.• They take the technical plan you finalized with Product Implementation and work closely with other teams at Flock to make sure that the cameras are installed quickly and safely and in a way that maximizes the opportunity to solve crime at a specific location.• *Note*: For all Installation questions or concerns, please always direct them to your Customer Success Manager and not the technician.

Relationship Team	How They Will Support You
<div></div> <div>Customer Success Manager</div>	<p>Your Customer Success Manager is your strategic partner for your lifetime as a Flock customer.</p> <p>While the cameras are getting installed, your CSM will help get your account set up and get all key users trained on the system.</p> <p>Post-Camera-Installation, your CSM will be your go-to for most account-related needs: You should reach out to them to:</p> <ul style="list-style-type: none">• Set up Account Training• Understand benefits of features• Learning best practices for getting relevant data• Identifying opportunities to expand the security network in your area• Provide feedback on your partnership with Flock
<div></div> <div>Flock Safety Support</div>	<p>The Flock Safety Support team is committed to answering all your day-to-day questions as quickly as possible. To get in touch with support, simply email support@flocksafety.com or call 866-901-1781 Mon-Fri 8am-8pm EST.</p> <p>Support can help you:</p> <ul style="list-style-type: none">• Request camera maintenance• Troubleshoot online platform• Contract / Billing questions• Update account information• Camera Sharing questions• Quick “How to” questions in your Flock Account

Outside Party	When They May Be Involved
Electrician/Street Department	If the Flock cameras need to be AC powered, you (customer) are responsible for providing an electrician to ensure power connectivity
Public Works (LE)	To weigh in on the use of public Rights of Way or property
Department of Transportation (DOT), City, or County agencies	If installation in your area requires permitting

PLEASE NOTE: On some occasions, third parties outside of Flock Safety may be (or need to be) involved in your implementation.

Implementation Service Briefs: Existing Infrastructure vs Standard vs Advanced

	Existing Infrastructure Install	Standard Install	Advanced Install
Pole	None	Flock	NCHRP 350 / MASH
Timeline	Short	Medium	Longest
Cost	Lowest	Mid	Highest

Existing Infrastructure Implementation

COST: \$150 per camera (one time cost)

Included In Scope:

Once designated locations are approved by the customer, as part of the **Existing Infrastructure Implementation Service** Flock will perform the following:

- An in-person site survey to confirm the installation feasibility of a location (location assessment, solar assessment, visibility review, etc.)
 - Cameras need sufficient power. Since a solar panel is required per camera, it can prevent adequate solar power if two cameras and two solar panels are on a single pole (blocking visibility). Therefore if relying on solar power, only one camera can be installed per pole.
- Confirm that a location is safe for work by following State utility locating procedures.
- Each installation may include the following:
 - Installation of camera and solar panel or AC adapter box on a suitable existing pole

- Types of existing infrastructure such as existing utility, light, and traffic signal poles.
- Pole no higher than 8'-12' (approval at Flock Safety's discretion)
- Flock will provide and mount an AC adapter unit that a qualified electrician can connect to AC power following our [electrical wiring requirements](#). Flock is unable to make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material). Electrical work requiring a licensed electrician and associated costs, not included in the scope.
 - Access requiring up to a 14' using an A-frame ladder
 - Standard MUTCD traffic control procedures performed by a Flock technician
- Obtain a business license to operate in the city and state of camera location

Out Of Scope:

By default, Flock does **not** include the following as part of the **Existing Infrastructure Implementation Service** but can provide a quote for sourcing at an additional cost:

- Mounting on mast arms (always require bucket truck and traffic control)
- Call 811 'Call-before-you-Dig' system
- Installation of any poles including but not limited to
 - Standard, 12' above grade [Flock breakaway pole](#)
 - NCHRP 350 or MASH approved pole (as may be required for locations in DOT right of way)
- A Bucket Truck for accessing horizontal/cross-beams and/or height above 14'
- Special equipment rentals for site access
- Site-specific engineered traffic plans
- Third-party provided traffic control
- State or city-specific specialty contractor licenses or unique attachment/connection requirements
- Custom engineered drawings
- Electrical work requires a licensed electrician.

- Flock will provide and mount an AC adapter that a qualified electrician can connect to AC power but cannot make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material).
- Concrete cutting
- Private utility search for privately owned items not included in standard 811 procedures (communication, networking, sprinklers, etc.)
- Upgrades to power sources to ready them for Flock power (additional fuses, switches, breakers, etc.)
- Any fees or costs associated with filing for required city, county, or state permits
- Licensing or attachment agreements with asset / infrastructure owners
- Utility contracts and billing
- Customer requested relocations (see fee schedule)

Standard Implementation

COST: \$650 per camera (one time cost)

Included In Scope:

Once designated locations are approved by the customer, as part of the **Standard Implementation Service** Flock will perform the following:

- An in-person site survey to confirm the installation feasibility of a location (location assessment, solar assessment, visibility review, etc.)
- Confirm that a location is safe for work by following state utility locating procedures. Work with local utilities to prevent service interruptions during the installation
 - Engage 811 'Call-before-you-Dig' system to receive legal dig date
 - Apply approved markings Coordinate with 811 regarding any necessary high-risk dig clearances or required vendor meets
- Each installation may include the following:
 - Installation of camera and solar panel with standard, 12' above grade Flock breakaway pole

- Installation of camera and AC adapter that a qualified electrician can connect to AC power on a suitable existing pole, no higher than 8-12' (approval at Flock Safety's discretion)
 - Flock will provide and mount an AC adapter that a qualified electrician can connect to AC power following our [electrical wiring requirements](#). Flock is unable to make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material). Electrical work requiring a licensed electrician and associated costs, not included in the scope.
- Access requiring up to a 14' A-frame ladder
- Standard MUTCD traffic control procedures performed by a Flock technician
- Obtain a business license to operate in the City and State of camera location

Out Of Scope:

By default, Flock does **not** include the following as part of the Standard Implementation Service but can provide a quote for sourcing at an additional cost:

- Use and/or mounting to existing infrastructure.
- NCHRP 350 or MASH approved pole (as may be required for locations in DOT right of way)
- A Bucket Truck for accessing horizontal/cross-beams and/or height above 14'
- Special equipment rentals for site access
- Site-specific engineered traffic plans
- Third-party provided traffic control
- State or city-specific specialty contractor licenses
- Custom engineered drawings
- Electrical work requires a licensed electrician.
 - Flock will provide and mount an AC adapter that a qualified electrician can connect to AC power but cannot make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material).
- Concrete cutting
- Private utility search for privately owned items not included in standard 811 procedures (communication, networking, sprinklers, etc.)

- Upgrades to power sources to ready them for Flock power (additional fuses, switches, breakers, etc.)
- Any fees or costs associated with filing for required city, county, or state permits
- Licensing or attachment agreements with asset / infrastructure owners
- Utility contracts and billing
- Customer requested relocations (see fee schedule)

Advanced Implementation

COST: \$1,900 per camera (one time cost)

Included In Scope:

Once Designated Locations are confirmed, as part of the **Advanced Implementation Service**, Flock will perform the following:

- An in-person site survey to confirm the installation feasibility of a location (location assessment, solar assessment, visibility review, etc.)
- Confirm that a location is safe for work by following State utility locating procedures. Work with local utilities to prevent service interruptions during the installation
 - Engage 811 'Call-before-you-Dig' system to receive legal dig date
 - Apply approved markings Coordinate with 811 regarding any necessary high-risk dig clearances or required vendor meets
- Each installation may include the following:
 - Installation of camera and solar panel on a suitable **NCHRP 350 or MASH** approved pole.
 - Installation of camera and AC adapter that a qualified electrician can connect to AC power.
 - Flock will provide and mount an AC adapter that a qualified electrician can connect to AC power following our [electrical wiring requirements](#). Flock cannot make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material).

Electrical work requiring a licensed electrician and associated costs, not included in the scope.

- Access requiring up to a 14' A-frame ladder
- Standard MUTCD traffic control procedures performed by a Flock technician
- Obtain a business license to operate in the City and State of camera location

Out Of Scope:

By default, Flock does not include the following as part of the **Advanced Implementation Service** but can optionally provide a quote for sourcing (additional cost):

- Installation on Standard, 12' above grade Flock breakaway pole or existing infrastructure.
- A Bucket Truck for accessing horizontal/cross-beams and/or height above 14'
- Special equipment rentals for site access
- Site-specific engineered traffic plans
- Third-party provided traffic control
- State or City-specific specialty contractor licenses
- Custom engineered drawings
- Electrical work requires a licensed electrician. Flock will provide and mount an AC adapter that a qualified electrician can connect to AC power but cannot make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material).
- Concrete cutting
- Private utility search for privately owned items not included in standard 811 procedures (communication, networking, sprinklers, etc.)
- Upgrades to power sources to ready them for Flock power (additional fuses, switches, breakers, etc.)
- Fees or costs associated with filing for required City, County, or State permits

Things to Consider When Selecting Locations

Falcon Cameras

- Use Cases
 - Flock LPRs are designed to capture images of rear license plates aimed in the direction of traffic.
 - Flock LPRs are not designed to capture pedestrians, sidewalks, dumpsters, gates, other areas of non-vehicle traffic, intersections.
- Placement
 - They capture vehicles driving away from an intersection.
 - They cannot point into the middle of an intersection.
 - They should be placed after the intersection to prevent stop and go motion activation or “stop and go” traffic.
- Mounting
 - They can be mounted on existing utility, light, traffic signal poles, or 12 foot Flock poles.*
 - They should be mounted one per pole.** If using AC power, they can be mounted 2 per pole.
- They can be powered with solar panels or direct wire-in AC Power (no outlets).***
- They will require adequate cellular service using AT&T or T-Mobile to be able to process & send images.



* Permitting (or permission from pole owner) may be required to use existing infrastructure or install in specific areas, depending on local regulations & policies.

** Cameras need sufficient power. Since a solar panel is required per camera, it can prevent adequate solar power if two cameras and two solar panels are on a single pole (blocking visibility). Therefore if relying on solar power, only one camera can be installed per pole.

*** Flock does not provide Electrical services. Once installed, the agency or community must work with an electrician to wire the cameras. Electrician services should be completed within two days of installation to prevent the camera from dying.

Solar Panels

Solar panels need unobstructed southern-facing views.



Pole

If a location requires a "DOT Pole" (i.e., Advanced Pole, **not** Flock standard pole), the implementation cost will be \$5,000/camera.



Customer Responsibilities: AC-Powered Cams

If the Flock cameras need to be AC-powered, the **customer is responsible** for acquiring an electrician and ensuring they connect the camera to power. **See steps 2 and 6 below.**

How to Get Started with a Powered Install



1. Create a Deployment Plan

Work with us to select the best location(s) for Flock Safety cameras and power sources



2. Acquire an Electric Quote

Contact an electrician to receive a quote to run 120volt AC power to the camera



3. Sign Flock Safety Agreement

Sign the Flock Safety purchase order to begin the installation of cameras



4. Conduct Site Survey

Flock will mark camera locations, locate underground utilities and mark if present



5. Install Camera

Flock will install the camera and AC power kit at the specified camera location



6. Connect Camera to Power

Notify the electrician that the camera is ready for the power connection installation

Electrician Handout

Electrician Installation Steps

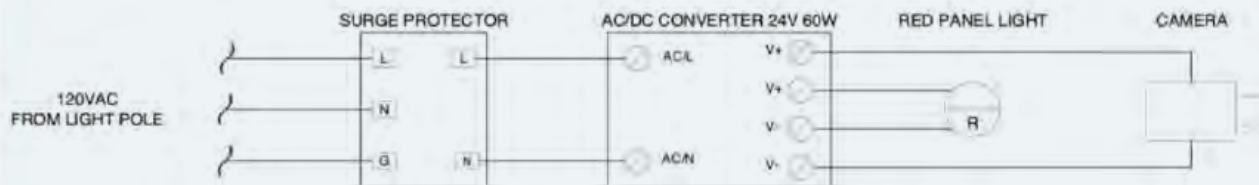
1. Run AC cable and conduit to the box according to NEC Article 300 and any applicable local codes. The gland accepts ½" conduit.
2. Open the box using hinges.
3. Connect AC Mains per wiring diagram below:
 - a. Connect AC Neutral wire to the Surge Protector white Neutral wire using the open position on the lever nut.
 - b. Connect AC Line wire to the Surge Protector black Line wire using the open position on the lever nut.
 - c. Connect AC Ground wire to the Surge Protector green ground wire using the open position on the lever nut.
4. Verify that both the RED LED is lit on the front of the box
5. Close box and zip tie the box shut with the provided zip tie
6. While still on-site, call Flock, who will remotely verify that power is working correctly:



Southeast Region - (678) 562-8766

West-Region - (804) 607-9213

Central & NE Region - (470) 868-4027



FAQs about AC-Powered Flock Cameras

What voltage is supported?

The AC kit is designed to work with 120VAC Infrastructure by default. A 240VAC version is available on request.

How much power does this consume?

Peak current draw is 1.5 A at 120VAC. The average power draw is roughly 30W in high traffic conditions but maybe lower when fewer vehicles are present.

Who is responsible for contracting the electrician?

The customer is responsible for contracting an electrician. We can help answer questions, but the customer is responsible for identifying and contracting an electrician.

Who is responsible for maintenance?

Flock will handle all maintenance related to Flock's camera and power equipment. However, any problems with the electrical supply are the customer's responsibility. The AC junction box has two lights to indicate the presence of power and make it easy for quick diagnosis if there is a problem related to the AC power source.

- If the camera indicates to Flock that there is a power supply problem, Flock will notify the customer and request that the customer verifies the lights on the AC junction box. If the AC Source light is illuminated, Flock will send a technician to investigate. If the AC source light is not illuminated, the customer should check any GFCI's or breakers in the supply circuit or call the electrician who installed the power supply.

How much does it cost?

Work required to bring AC power to each location will be different, so exact pricing is unavailable. Primary cost drivers include arrow boards and the distance from the camera location to the AC power source.

What information do I need to provide my electrician?

The Flock deployment plan and these work instructions should be sufficient to secure a quote. It will be helpful if you know the location of the existing power infrastructure before creating the deployment plan.

Can you plug it into my existing power outlet? The Flock AC power adapter does not use a standard outlet plug but must be directly wired into the power mains. While using outlet plugs may be convenient, they can easily be unplugged, presenting a tampering risk to this critical safety infrastructure. The electrician can route power directly to the camera with a direct wire-in connection if an outlet is close to the camera.

How long does this process typically take?

The installation process typically takes 6-8 weeks. To accelerate the process, be sure to have the electrician perform his work shortly after the Flock technician finishes installing the camera.

What kind of electrician should I look for?

Any licensed electrician should perform this work, though we have found that those who advertise working with landscape lighting are most suited for this work.

What happens if the electrician damages the equipment?

The customer is responsible for contracting the electrician. Any liability associated with this work would be assumed by the customer. If any future work is required at this site due to the electrical infrastructure or the work performed by the electrician would be the responsibility of the customer.

When should the electrician perform his work?

Once Flock installs the camera, you will receive an email alert letting you know that this has been completed. After this, you will need to schedule the electrician to route power to the pole.

What if my electrician has questions about Flock's AC Kit?

You should share the [AC-Power Kit Details](#) packet with the electrician if they have questions.

What if the AC power is on a timer?

Sometimes the AC power will be on a timer (like used for exterior lighting). Flock requires that the AC power provided to the camera be constant. The source that the electrician uses must not be on a timing circuit.

Installation Service Brief Summary

Below outlines the statement of work for the Flock Camera Installation:

What Is Covered By Flock	What Is NOT Covered By Flock	Special Note
Flock Cameras & Online Platform	Traffic Control And Any Associated Costs	
Mounting Poles	*DOT Approved Pole Cost Electrician & Ongoing Electrical Costs	
AC Power Kit (As Needed)	Engineering Drawings	
Solar Panels (As Needed)	Relocation Fees	<i>Excluding Changes During Initial Installation</i>
Site Surveys And Call 811 Scheduling	Contractor Licensing Fees	
Installation Labor Costs	Permit Application Processing Fees	
Customer Support / Training	Specialist Mounting Equipment	<i>Including, But Not Limited To, **MASH Poles Or Adapters</i>
Cellular Data Coverage	Bucket Trucks	
Maintenance Fees (Review Fees Sheet For More Details)	Loss, Theft, Damage To Flock Equipment	
Data Storage For 30 Days	Camera Downtime Due To Power Outage	<i>Only Applicable For AC-Powered Cameras</i>
	***Field Technician Maintenance For Falcon™ Flex	

*If a location requires a "DOT pole" (i.e., not our standard), the implementation cost will be \$5,000/camera; This cost is applicable for installations in GA, IL, SC, TN, and CA.

**MASH poles: Manual for Assessing Safety Hardware (MASH) presents uniform guidelines for crash testing permanent and temporary highway safety features and recommends evaluation criteria to assess test results

***If a camera is lost, stolen, or damaged, a replacement device can be purchased at a discounted price of \$800

Permitting: Pre-Install Questionnaire

1. Timeline

- In Flock Safety's experience, in-depth permitting requirements can **add 2+ months to the installation timeline**.
- The SLA for permit document submission is within 15 days from contract signature date (contract Closed-Won)

2. Right of Way

- Will any Flock Safety cameras be installed on the city, state, or power company-owned poles or in the city, county, or state Right of Way (RoW)?
 - What is the RoW buffer?
 - Will additional permits or written permission be required from third-party entities (such as DOT, power companies, public works, etc.)?
- Will any cameras be installed on city-owned traffic signal poles (vertical mass)?
 - If yes, please provide heights/photos to determine if a bucket truck is needed for the installation.
 - Note: A bucket truck is required if the height exceeds 15 feet tall.

3. AC Power vs. Solar

- If AC powered, is there a 120V power source available, and is there access to an electrician who can connect the existing wire to the Flock Safety powered **installation kit**?
- If solar-powered, consider the size of the solar panel and potential to impact the visibility of DOT signs/signals:
 - Single Panel: 21.25" x 14" x 2" (Length x Width x Depth)
 - Double Panel: 21.25" x 28" x 2" (LxWxD)

4. Traffic Control & Installation Methods

- **If a bucket truck is required**, this typically necessitates an entire lane to be blocked in the direction of travel. **Can you provide a patrol car escort, or will full traffic control be required?***

PLEASE NOTE: If traffic control is required, you may incur additional costs due to city/state requirements; Fees will be determined by quotes received.

- **If full traffic control is required (cones, arrow boards, etc.):**
 - Will standard plans suffice, or are custom plans needed? Custom plans can double the cost, while standard plans can be pulled from the Manual of Uniform Traffic Control Devices (**MUTCD**).
 - Will a non-sealed copy of the traffic plan suffice? Or does the traffic plan need to be sealed and/or submitted by a professional engineer?
 - Are there state-specific special versions/variances that must be followed?
- **If a bucket truck is not required**, the shoulder or sidewalk should suffice and enable Flock Safety to proceed without traffic control systems in place.
 - Note: In some states (i.e., arrow boards), sidewalks may require signage. If signage is mandatory, Will your Public Works department be able to assist?

5. Paperwork & Required Forms

- Flock Safety will need copies of paperwork to complete before proceeding (ex., business license applications, encroachment permit applications). We can save critical time by gathering these documents upfront. We appreciate your assistance in procuring these.

6. Contacts

- If Flock Safety needs to interface directly with the departments, please share the contact information of the following departments:
 - Permitting
 - Public Works
 - Traffic Department

***Fee Schedule**

After a deployment plan with Designated Locations and equipment has been agreed upon by both Flock and the Customer, any subsequent changes to the deployment plan ("Reinstalls") driven by a Customer's request will incur a fee per the table below.

What Services Incur Fees:

- Requested relocations post-approval by customer
- Relocations due to poor performance will be the responsibility of Flock
 - If a customer requests a location against the advisement of Flock, performance issues and any requested relocations will be the responsibility of the customer.
- Per the contract and absent a defect, in the event that Flock Hardware is lost, stolen, or damaged, Customer may request that Flock replace the Flock Hardware at a fee according to the then-current Reinstall policy
<https://www.flocksafety.com/reinstall-fee-schedule>
- Misc billables for out of scope items for each implementation

All fees are per reinstall or required visit (in the case that a reinstall is attempted but not completed) and include labor and materials. If you have any questions, please email support@flocksafety.com.

Help Center

Our Help Center is filled with many resources to help you navigate through the online platform. Below you will find some common questions and their relevant help article:

[How do I search camera footage?](#)

[How do I add a user?](#)

[How do I add a vehicle to my own Hot List?](#)

[How do I enable browser notifications for Hot List alerts?](#)

[How do I get text alerts for Hot List?](#)

[How do I request camera access from other nearby agencies?](#)

Help Center

[How do I use the National Lookup to search for a plate?](#)

(National Lookup - network of law enforcement agencies that have opted to allow their network of Flock cameras to be used for searches)

[How do I reset my / another user's password?](#)

Customer Support

You can reach our customer support team anytime by emailing support@flocksafety.com. They can help answer any "How-To" questions you may have.