

City of Pittsburg, Kansas  
Commission Meeting Agenda  
Tuesday, February 24, 2026  
5:30 p.m.

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**CITY OF PITTSBURG, KANSAS**  
**COMMISSION AGENDA**  
**Tuesday, February 24, 2026**  
**5:30 PM**

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**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 February 10<sup>th</sup>, 2026, City Commission Meeting minutes.
- b. Consider staff recommendation to appoint Heather Horton (downtown representative) and Katherine Pinto (K-State Research and Extension representative) to first three-year terms as members of the Farmers' Market Advisory Board effective immediately and to conclude on December 31, 2028.
- c. Approval of staff recommendation to enter into an Agreement for Insurance Agency/Broker Services with Wilson Risk Partners, Inc., dba Ryan-Dittmann Insurance, of Pittsburg, Kansas, for property and liability insurance brokerage services, for the term beginning April 1<sup>st</sup>, 2026, and concluding on March 31<sup>st</sup>, 2027, with two optional one-year extensions available, and authorize the Mayor to sign the Agreement on behalf of the City.
- d. Approval of the recommendation of the Economic Development Advisory Committee (EDAC) to grant a 2026 tax abatement renewal to Miller's, Inc. (Docket #2017-833-EDX).
- e. Approval of the recommendation of the Economic Development Advisory Committee (EDAC) to grant a 2026 tax abatement renewal to Kendall Packaging Corporation (Docket #2018-334-IRBX).
- f. Approval of the recommendation of the Economic Development Advisory Committee (EDAC) to grant a 2026 tax abatement renewal to Dharma Properties, LLC (Docket #2018-595-IRBX).
- g. Approval of the recommendation of the Economic Development Advisory Committee (EDAC) to grant a 2026 tax abatement renewal to E & J Investments, LLC (Docket #2021-1343-EDX).
- h. Approval of the recommendation of the Economic Development Advisory Committee (EDAC) to grant a 2026 tax abatement renewal to Atkinson Industries, LLC (Docket #2023-245-EDX).
- i. Approval of the recommendation of the Economic Development Advisory Committee (EDAC) to grant a 2026 tax abatement renewal to Muth Properties, LLC (Docket #2025-491-IRBX).

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- j. Approval of the Appropriation Ordinance for the period ending February 24<sup>th</sup>, 2026, subject to the release of HUD expenditures when funds are received.

**CONSIDER THE FOLLOWING:**

- a. UTILITY TRACTOR PURCHASE – Consider staff request to waive the formal bid process and to purchase a John Deere utility tractor from Heritage Tractor in Pittsburg, Kansas, in the amount of \$25,400 after trade-in, for use at the Atkinson Municipal Airport. **Approve or disapprove the request and, if approved, authorize the Mayor to sign the necessary documents on behalf of the City.**
- b. AWARD OF CONTRACT – ENGINEERING AND PROJECT MANAGEMENT SERVICES – Consider staff recommendation to award the Engineering and Project Management contract for the East 4<sup>th</sup> Street Restoration Project (CCLIP Project No 019-KA-7889-01) to OWN, Inc. of Pittsburg, Kansas, based on the Selection Committee’s recommendation. **Approve or disapprove staff recommendation and, if approved, authorize the Mayor and City Clerk to sign the contract documents once prepared.**
- c. WATER TREATMENT PLANT PRELIMINARY ENGINEERING REPORT - Consider staff recommendation to enter into an agreement with Earles Engineering & Inspection of Pittsburg to conduct a Water Treatment Plant Preliminary Engineering Report. **Approve or disapprove of staff request and, if approved, authorize the Mayor to sign the agreement on behalf of the City.**
- d. 616 NORTH BROADWAY – Consider staff recommendation to donate the property located at 616 North Broadway to the Land Bank. **Approve or disapprove staff recommendation and, if approved, authorize the Mayor to sign the Statutory Warranty Deed on behalf of the City.**

**NON-AGENDA REPORTS AND REQUESTS:**

**EXECUTIVE SESSION:**

- a. EXECUTIVE SESSION - An Executive Session is necessary to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1), to discuss the City Manager’s Letter Agreement. **Motion to recess into Executive Session for 30 minutes to discuss the City Manager’s Letter Agreement pursuant to the non-elected personnel exception under K.S.A. 75-4319(b)(1) with the meeting to resume in the Commission Room in 30 minutes.**

**ADJOURNMENT**

OFFICIAL MINUTES  
OF THE MEETING OF THE  
GOVERNING BODY OF THE  
CITY OF PITTSBURG, KANSAS  
February 10, 2026

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A Regular Session of the Board of Commissioners was held at 5:30 p.m. on Tuesday, February 10, 2026, in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, with Mayor Chuck Munsell presiding and the following members present: Cheryl Brooks, Stu Hite, D.J. Perry, and Ron Seglie.

FLAG SALUTE - Mayor Munsell led the flag salute.

INVOCATION – Major Brenda Pittman, on behalf of the Salvation Army, provided an invocation.

PUBLIC INPUT –

GENERAL PUBLIC TRANSPORTATION – SEK-CAP, INC. – Jamey Whitney, Chief Executive Officer of SEK-CAP, Inc. clarified the recent news regarding the General Public Transportation services provided by SEK-CAP, and the funding received by SEK-CAP to operate the services.

PUBLIC TRANSPORTATION - Jamie Lynn Blum 1901 Carnie Smith Court, spoke in support of public transportation in Pittsburg.

PUBLIC TRANSPORTATION – Isaiah Harris, 411 East Adams, spoke in support of public transportation in Pittsburg and urged the Governing Body members to use their voices to support the transportation services provided by SEK-CAP.

SOCCER FACILITIES – Kyle Bockover, 514 East Centennial, spoke in favor of public soccer fields in Pittsburg.

COMMUNITY PRIDE - Ralph McGeorge, 2301 North Rouse, asked if the Governing Body had considered his request to have the Pittsburg purple dragon logo and the Colgan panther logo painted on the north water tower. He also requested that a printed copy of the City's Salary Ordinance be mailed to all citizens.

PUBLIC TRANSPORTATION - Elizabeth Peters, 1807 South Locust, spoke in support of public transportation in Pittsburg.

BUDGET - John Lair, 1608 North Joplin, praised the Governing Body for solving the budget issues that recently surfaced. He also requested that the City Manager's spending authority be reduced, with purchases over \$5,000 requiring Governing Body approval.

BUDGET - Kristi Bitner, 1508 Bitner Court, stated that the proposed 2027 Budget calendar is encouraging. She asked if City staff had answers to her budget-related questions. City Manager Daron Hall and Director of Finance Missy Scott provided information regarding the process used to prepare the budget and answered Ms. Bitner's questions.

OFFICIAL MINUTES  
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2026 BUDGET - John Lair, 1608 North Joplin, praised Kristi Bitner for her diligence in reviewing the budget.

ANIMAL CONTROL - Larry Williams, Jr., 103 West Forest, spoke regarding a dog disturbing the peace in his neighborhood. Mayor Munsell asked City Manager Hall to assist Mr. Williams in resolving the matter.

APPROVAL OF MINUTES – On motion of Perry, seconded by Hite, the Governing Body approved the January 22<sup>nd</sup>, 2026, Special City Commission Meeting minutes as presented. Motion carried.

APPROVAL OF MINUTES – On motion of Perry, seconded by Hite, the Governing Body approved the January 27<sup>th</sup>, 2026, City Commission Meeting minutes as presented. Motion carried.

APPROPRIATION ORDINANCE – On motion of Perry, seconded by Hite, the Governing Body approved the Appropriation Ordinance for the period ending February 10<sup>th</sup>, 2026, subject to the release of HUD expenditures when funds are received with the following roll call vote: Yea: Brooks, Hite, Munsell, Perry and Seglie. Motion carried.

CHANGE OF ZONING – GELLENDER – 2724 NORTH JOPLIN – On motion of Hite, seconded by Perry, the Governing Body approved the recommendation of the Planning Commission/Board of Zoning Appeals to grant the request submitted by Tad Gallender to change the zoning of 2724 North Joplin from CP-O: Planned Commercial Office to R-1C: Single Family Residential to allow the construction of single-family homes, and directed staff to prepare the necessary Ordinance. Motion carried.

VARIANCE REQUEST – CHRISTIAN CONSTRUCTION – 1724 SILVERBACK WAY – On motion of Hite, seconded by Brooks, the Governing Body approved the recommendation of the Planning Commission/Board of Zoning Appeals to grant the request submitted by Christian Construction for a set-back variance at 1724 Silverback Way to allow the construction of a single-family home. Motion carried.

VARIANCE REQUEST – Mellies – 502 EAST PARK – On motion of Seglie, seconded by Brooks, the Governing Body approved the recommendation of the Planning Commission/Board of Zoning Appeals to grant the request submitted by Dustin Mellies for a set-back variance at 502 East Park to allow the construction of a new, single-family home. Motion carried.

VARIANCE REQUEST – Mellies – 00000 EAST 22<sup>nd</sup> STREET – On motion of Hite, seconded by Perry, the Governing Body approved the recommendation of the Planning Commission/Board of Zoning Appeals to grant the request submitted by Dustin Mellies for a variance at 00000 East 22<sup>nd</sup> Street, located in the 400 Block of East 22<sup>nd</sup> Street, to allow front-yard parking. Motion carried.

OFFICIAL MINUTES  
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FLOCK SAFETY – CONTRACT CONSOLIDATION AND RENEWAL – On motion of Hite, seconded by Perry, the Governing Body approved staff request to renew the original contract with Flock Safety for Automated License Plate Recognition (ALPR) technology and to consolidate the existing Flock Safety agreement into a single contract with one billing cycle for a new two-year term at the rate of \$15,027.12 for the first year (after a credit of \$88,472.88), and the rate of \$103,500.00 for the second year, and authorized the Mayor to sign the necessary documents on behalf of the City. Motion carried.

RESOLUTION NO. 1299 – On motion of Munsell, seconded by Brooks, the Governing Body approved Resolution No. 1299, authorizing the City to enter into a Lease/Purchase Agreement with Clayton Holdings, LLC, for the implementation of a replacement data center/disaster recovery environment/backup solution and switching improvements, in the amount of \$1,139,903.65 (approved by the Governing Body on December 17<sup>th</sup>, 2025), and authorized the Mayor to sign the Resolution on behalf of the City. Motion carried.

BUDGET SOFTWARE PURCHASE – On motion of Perry, seconded by Munsell, the Governing Body tabled staff request to purchase ClearGov budget software in the amount of \$34,515 annually, with an additional one-time set-up fee of \$15,120, to allow time for staff to research the software and receive competitive bids on the purchase. Motion carried.

2027 BUDGET CALENDAR – The Governing Body accepted the proposed 2027 Budget Calendar.

Mayor Munsell stated that it is not his intention to cut City employees as a means of reducing the 2027 Budget, to correct the errors in the 2026 Budget. Commissioners Seglie and Perry echoed Mayor Munsell's statement.

#### NON-AGENDA REPORTS AND REQUESTS:

STORAGE CONTAINER ORDINANCE – Director of Property and Sanitation Dexter Neisler presented a draft Ordinance regarding storage containers. Mr. Neisler requested input and direction regarding the draft Ordinance.

QUITCLAIM DEED FOR PUBLIC STREET AND ROADWAY PURPOSES – On motion of Seglie, seconded by Hite, the Governing Body approved a Quitclaim Deed for Public Street and Roadway Purposes, for the establishment of a public street and roadway named and designated "George Graham Road", and authorized the Mayor to sign the Deed on behalf of the City. Motion carried.

PITTSBURG FIRE DEPARTMENT – Commissioner Brooks noted that 127 years ago, on February 11, 1898, the Pittsburg Fire Department was formed with \$735 funding four firefighters, two horses and a hook and ladder wagon.

OFFICIAL MINUTES  
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February 10, 2026

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EXECUTIVE SESSION - On motion of Hite, seconded by Brooks, the Governing Body recessed into Executive Session for fifteen minutes to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1), to discuss the salary increase of certain law enforcement personnel, with the meeting to resume in the City Commission Room in fifteen minutes. Motion carried.

The Governing Body recessed into Executive Session at 7:44 p.m.

The Governing Body reconvened into Regular Session at 7:59 p.m.

Mayor Munsell announced that no decisions were made and no votes were taken during the Executive Session.

SALARY INCREASE – Following a verbal recommendation by Police Chief Narges, on motion of Hite, seconded by Brooks, the Governing Body approved a 5% salary increase for a certain Police Sergeant. Motion carried.

EXECUTIVE SESSION - On motion of Munsell, seconded by Perry, the Governing Body recessed into Executive Session for fifteen minutes to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1), to discuss the salary increase of certain law enforcement personnel, with the meeting to resume in the City Commission Room in fifteen minutes. Motion carried.

The Governing Body recessed into Executive Session at 8:00 p.m.

The Governing Body reconvened into Regular Session at 8:15 p.m.

Mayor Munsell announced that no decisions were made and no votes were taken during the Executive Session.

SALARY INCREASE – Following a verbal recommendation by Police Chief Narges, on motion of Perry, seconded by Brooks, the Governing Body approved raising the starting wage for a dispatcher to \$18.00 per hour and approved a salary increase in the amount of \$1.50 per hour for current dispatchers. Motion carried.

EXECUTIVE SESSION - On motion of Perry, seconded by Brooks, the Governing Body recessed into Executive Session for thirty minutes to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1), to discuss the City Manager's 2026 goals and Letter Agreement, with the meeting to resume in the City Commission Room in thirty minutes. Motion carried.

The Governing Body recessed into Executive Session at 8:16 p.m.

OFFICIAL MINUTES  
OF THE MEETING OF THE  
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February 10, 2026

The Governing Body reconvened into Regular Session at 8:46 p.m. Absent: Brooks and Seglie.

Mayor Munsell announced that no decisions were made and no votes were taken during the Executive Session.

EXECUTIVE SESSION - On motion of Perry, seconded by Munsell, the Governing Body recessed into Executive Session for thirty minutes to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1), to discuss the City Manager’s Letter Agreement, with the meeting to resume in the City Commission Room in thirty minutes. Motion carried. Absent: Brooks and Hite.

The Governing Body recessed into Executive Session at 8:47 p.m. Absent: Brooks and Hite.

The Governing Body reconvened into Regular Session at 9:15 p.m.

Mayor Munsell announced that no decisions were made and no votes were taken during the Executive Session.

ADJOURNMENT - On motion of Perry, seconded by Brooks, the Governing Body adjourned the meeting at 9:16 p.m. Motion carried.

\_\_\_\_\_  
Chuck Munsell, Mayor

ATTEST:

\_\_\_\_\_  
Tammy Nagel, City Clerk

## INTEROFFICE MEMORANDUM

To: DARON HALL  
CITY MANAGER

From: KRIS LOY  
DIRECTOR OF PARKS AND RECREATION

CC: TAMMY NAGEL  
CITY CLERK

Date: FEBRUARY 4, 2026

Subject: Agenda Item – February 24, 2026  
Farmers Market Advisory Board Appointments

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The Farmers Market Advisory Board has 3 openings to fill the expired terms of Lindsey Greve (unexpired term), Audrey Ricks (first term) and Adaven Sconce (second term). Applicants seeking appointments are: Heather Horton, as the downtown representative, and Katherine Pinto, as the K-State Research and Extension representative.

Neither Lindsey Greve nor Audrey Ricks are seeking reappointments.

In this regard will you please place an item on the January 24, 2026 City Commission agenda. The necessary action will be to appoint 2 members to first term appointments and appointments to the Farmers Market Advisory Board with term dates from February, 24 2026 to December 31, 2028.

If you have questions, please do not hesitate to contact me.



## Farmers' Market Advisory Board

### APPLICATION FOR APPOINTMENT

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

Name: Heather Horton

Home Address: 311 N Broadway Apartment A Pittsburg KS 66762

Mailing Address: \_\_\_\_\_

Occupation: Entrepreneur- Owner/Operator TOAST LLC

Business Address: 401 N BROADWAY SUITE D PITTSBURG KS

Home Telephone: 620-249-8982

Business Telephone: 620-249-2441

E-mail: toastinpitt@gmail.com

Are you a resident of Pittsburg? YES If yes, how long have you lived in Pittsburg: 21 Years

Current occupation (within last 12 months): Small Business Owner/Chef

Business interest in the last 12 months: \_\_\_\_\_

Previous Committee/Commission Experience: Downtown Advisory Board Founding Member,

Pittsburg Arts Council Founding Member and President, Mother to Mother Ministry Board Member,

University Art Association President

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application. Graduated Highschool from Girard, KS

BFA from Pittsburg State University with emphasis in Commercial Art and an MA in Communication

25 years in the food service industry. Taught Culinary Arts at PHS/Fort Scott Community College

Professional and/or community service activities: \_\_\_\_\_

Founder of the Pittsburg ArtWalk and set on the board for the Arts Council, creator of the Spice Library at the Pittsburg Public Library, creator of Spread the Loaf- a bread share program for local food banks Consulting Chef for Food as Medicine in Pittsburg

Please explain your reasons for wishing to serve on this committee/commission and how you

feel that you may contribute: As a long time supporter of the Farmers Market, I've watched the

changes over the years. Some good, some not great and I've seen the impact the market can have

on the community. I'm interested to learn more about daily operations and lend my skill sets to connect people and promote local food systems. SEK is rich in talented growers/farmers/makers.

Area of representation (please circle all that could apply):

Vendor at Pittsburg Farmers' Market

Live Well Crawford County/Eat Well

Growing Growers at C-TEC

K-State Research and Extension

Downtown Representative

Active Market Supporter

The Farmers Market Advisory Board **meets once each month.** Appointment to this position may require you to file a Conflict of Interest Disclosure Statement, which is a public record.

**\* Please plan to attend the January 13<sup>th</sup>, 2026, Pittsburg City Commission Meeting (5:30 p.m. at the Law Enforcement Center – 201 North Pine in Pittsburg). Appointments to the Farmers Market Advisory Board will be made by the City Commission during this meeting.**

Signature of Applicant: \_\_\_\_\_

*Heather J. Eaton*

Date: 1/28/2026

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](mailto:tammy.nagel@pittks.org):

Please return your completed application on or before January 9<sup>th</sup>, 2026, to:

City of Pittsburg: Parks and Recreation Department

Josie Maples

710 W 9<sup>th</sup> St.

[Josie.Maples@pittks.org](mailto:Josie.Maples@pittks.org)

Pittsburg, KS 66762



## Farmers Market Advisory Board

### 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: Katherine Pinto

Home Address: 513 Harris Dr. Pittsburg, KS

Mailing Address: \_\_\_\_\_

Occupation: K-State Extension Agent

Business Address: \_\_\_\_\_

Home Telephone: 417-291-9527

Business Telephone: \_\_\_\_\_

E-mail: Kdpinto@ksu.edu

Are you a resident of Pittsburg? X If yes, how long have you lived in Pittsburg: 5 year since moving back.

Current occupation (within last 12 months): K-State Extension Agent

Business interest in the last 12 months: \_\_\_\_\_

Previous Committee/Commission Experience: My husband & I run a non-profit called The Running Collective. We have worked with the City & Commission on our Turkey Trot 5K.

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

Bachelor's Degree - MSSU (Kinesiology)

Master's Degree - PSU (Health, Human Performance & Recreation)

Professional and/or community service activities: In my role with Extension, I provide hands-on educational opportunities focused on nutrition, Food Safety & overall health. From kids cooking camps, to adult dining with diabetes classes - my goal is to make education accessible + practical.

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute: My background + passion for our community

I think pair up nicely with this board. I would love to get a better understanding of all the ins & outs of our market.

Area of representation (please circle all that could apply):

Vendor at Pittsburg's market

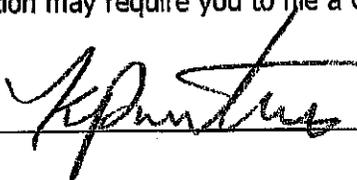
Live Well/Eat Well Crawford County

K-State Research and Extension

At-Large

The Farmers Market Advisory Board meets at 8:30 a.m. on the 3<sup>rd</sup> Thursday of each month. Appointment to this position may require you to file a Conflict of Interest Disclosure Statement, which is a public record.

Signature of Applicant: \_\_\_\_\_



Date: \_\_\_\_\_

1/27/24

If you have any questions regarding the appointment procedure, please contact the Deputy City Clerk by phone at (620)230-5532 or by email at [jacob.bennett@pittks.org](mailto:jacob.bennett@pittks.org).

Please return your completed application by ~~Noon on December 1<sup>st</sup>, 2025.~~

Applications may be submitted:

1. By mail: The City of Pittsburg  
Attn: Deputy City Clerk  
PO Box 688  
Pittsburg, Kansas 66762
2. In person at City Hall (201 West 4<sup>th</sup> Street), or
3. By email to [jacob.bennett@pittks.org](mailto:jacob.bennett@pittks.org)



## **AGREEMENT FOR INSURANCE AGENCY / BROKER SERVICES**

THIS Agreement is made and entered into this 24<sup>th</sup> day of February, 2026, by and between the CITY of Pittsburg, a Kansas municipal corporation (the "CITY"), and Wilson Risk Partners, Inc., dba Ryan-Dittmann Insurance ("BROKER").

WHEREAS, the CITY requires insurance agency BROKER services to gain access to property and liability insurers; and

WHEREAS, the CITY issued a Request for Proposals on December 19<sup>th</sup>, 2025, ("CITY RFP") describing the anticipated Scope of Work (the "Services"); and

WHEREAS, BROKER submitted a Proposal on January 15<sup>th</sup>, 2026, in response to the CITY's RFP; and

WHEREAS, the BROKER represents that it is capable of providing such Services in a competent and professional manner.

NOW THEREFORE, in consideration of the promises contained herein, the parties hereto agree as follows:

### **ARTICLE 1 - TERM**

The term of this Agreement is from April 1, 2026, to March 31, 2027 (the "Initial Term"), unless otherwise terminated as provided in this Agreement. At least twenty-one (21) days prior to expiration of this Initial Term or any subsequent Term, the Agreement may be extended by the CITY for up to two (2) additional one (1) year periods by Addendum executed by the parties.

### **ARTICLE 2 - AGREEMENT ADMINISTRATION**

The CITY Manager shall administer this Agreement on behalf of the CITY. BROKER shall report directly to the CITY Manager or his designee.

### **ARTICLE 3 - SERVICE TO BE PERFORMED BY BROKER**

BROKER shall perform the Services as set out in the Scope of Services contained in the RFP for Insurance Agency/BROKER Services dated December 19<sup>th</sup>, 2025, attached hereto as **Attachment A** and incorporated herein by reference. BROKER submitted a Proposal on January 15<sup>th</sup>, 2025, in response to the CITY RFP (the "BROKER Proposal"), attached hereto as **Attachment B** and incorporated herein by reference. The BROKER Proposal should supplement and broaden the Services set forth in the CITY RFP but does not reduce or otherwise limit the Services unless expressly set forth in writing in this Agreement. If there is a conflict between the terms of the CITY RFP and the BROKER Proposal, the CITY RFP controls.

**ARTICLE 4 - COMPENSATION**

The CITY agrees to pay BROKER an annual fee of \$45,000.00, as provided in the Fee Schedule included in the BROKER Proposal, for all Services performed during the Initial Term of this Agreement. BROKER shall bill the CITY monthly for its Services and the CITY shall pay within thirty (30) days of receipt of the billing. CITY may choose to make payment by automated clearing house ("ACH"). The transaction will occur within the timeframe provided herein without any advance or subsequent notice. BROKER agrees to submit any financial information required. If the CITY should extend this Agreement for additional Terms as provided herein, the fee to BROKER for the second and third Terms shall be as provided in the Fee Schedule included in the BROKER Proposal. Invoicing and payment shall be handled the same for all terms.

**ARTICLE 5 - INDEMNIFICATION**

BROKER shall, in addition to any other obligation to indemnify the CITY and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the CITY, their agents, elected officials and employees from and against all claims, actions, liabilities, and costs to have resulted in whole or in part from any act or omission of BROKER, any sub-consultant, or anyone directly or indirectly employed by BROKER or sub-consultant or for whose acts BROKER or sub-consultant may be liable in the performance of the Services. Any cost or expenses, including attorney's fees, incurred by the CITY to enforce this Agreement shall be reimbursed to the CITY by the BROKER.

Upon completion of all Services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive for a period of five (5) years.

**ARTICLE 6 - INDEPENDENT CONTRACTOR**

BROKER undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance. BROKER is not an employee of the CITY. BROKER is responsible for all federal, state and local taxes, if any, relating to its compensation hereunder.

**ARTICLE 7 - COMPLIANCE WITH LAWS**

In performance of the Services, BROKER will comply with applicable regulatory requirements, federal, state, and local laws, rules, regulations, orders, codes, criteria and standards, including but not limited to K.S.A. 44-1030.

**ARTICLE 8 - INSURANCE**

During the performance of the Services under this Agreement, and with respect to professional liability insurance, for one (1) year after completion of any project resulting from the Services provided under this Agreement, BROKER shall maintain the following insurance policies and provide the CITY with certificates of insurance confirming the required protection on standard Acord forms prior to commencing work under this Agreement. The CITY shall be provided written notice from the insurer at least thirty (30) days prior to material modification or cancellation of any policy listed on the certificates. The insurance shall be written by an insurance company authorized to do business in Kansas.

1. Worker's Compensation Insurance: BROKER shall procure and maintain Workers' Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability in the minimum amount of \$100,000 each occurrence. This coverage must extend to any sub-consultant that does not have their own Workers' Compensation and Employer's Liability Insurance.
2. Comprehensive General Liability: BROKER shall procure and maintain Comprehensive General Liability Insurance. This coverage shall be on an "Occurrence" basis. This policy shall provide coverage for death, personal injury or property damage that could arise directly or indirectly from the performance of this Agreement. The minimum limits of coverage shall be \$500,000 combined single limit per occurrence for bodily injury and property damage.
3. Business Automobile Liability: BROKER shall procure and maintain Business Automobile Liability Insurance. The minimum limits of coverage shall be \$500,000 per occurrence, combined single limit for bodily injury and property damage. This coverage shall be an "Any Auto" type policy.
4. Professional Liability: BROKER shall procure and maintain Professional Liability Insurance. This insurance shall provide coverage against such liability resulting from this Contract, including legal malpractice insurance. The minimum limits of coverage shall be \$1,000,000. Any deductible will be the responsibility of the insured.

In the event that sub-consultants used by BROKER do not have insurance, or do not meet the insurance limits, BROKER shall indemnify and hold harmless the CITY for any claim in excess of the sub consultant's insurance coverage, arising out of negligent acts, errors or omissions of the sub consultants.

#### **ARTICLE 9 - CITY'S RESPONSIBILITIES**

The CITY, through the CITY Manager or his designee, will work diligently to timely provide BROKER with all necessary information needed by BROKER to perform the duties of this contract.

#### **ARTICLE 10 - TERMINATION OF AGREEMENT**

The CITY reserves the right to terminate this Agreement with or without cause or for their convenience by providing thirty (30) days written notice of such termination to BROKER. Fees payable to BROKER under this Agreement will be calculated on a pro-rata basis, with any applicable reimbursement remitted to the CITY on or before the termination date. There is no obligation by the CITY to provide written notice to BROKER for Agreement non-renewal.

#### **ARTICLE 11 - NONDISCLOSURE OF PROPRIETARY INFORMATION**

BROKER shall consider all information provided by the CITY and all reports, studies, calculations, and other documentation resulting from BROKER's performance of the Services to be proprietary. BROKER shall not publish or disclose proprietary information for any purpose other than the performance of the Services without the prior written authorization of the CITY or in response to legal process.

## **ARTICLE 12- INTEGRATION AND MODIFICATION**

This Agreement is adopted by the CITY and BROKER as a complete and exclusive statement of the terms of the Agreement between the CITY and BROKER. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters or other communications between the CITY and BROKER pertaining to the Services, whether written or oral.

The Agreement may not be modified unless such modifications are evidenced in writing signed by both the CITY and BROKER.

The following documents are made an integral part of this Agreement and incorporated herein:

- A. RFP for BROKER Services dated December 19<sup>th</sup>, 2025. **(Attachment A)**
- B. Proposal of BROKER dated January 15<sup>th</sup>, 2026. **(Attachment B)**

## **ARTICLE 13 - ADDITIONAL COMPENSATION**

No additional compensation will be received by the BROKER in the form of commissions and incentive compensation, including contingency payments and bonuses from the CITY, insurance companies, other intermediaries, or other third parties.

## **ARTICLE 14 - COMMISSIONS**

BROKER shall use its best efforts to make all insurance placements on behalf of CITY on a net of commission basis. In the event any insurance carrier will not comply with this request, or it is not in the CITY's best interest, any such commissions will be disclosed to CITY and either deducted from the premium billed to the CITY, in the case of agency billed placements, or, in the case of direct billed placements, returned to the carrier with the request that the carrier either credit the commission amount towards CITY's premium obligation or return it directly to CITY. If any carrier refuses to credit or return commission on a direct billed placement to CITY, BROKER will return the commission directly to the CITY. CITY acknowledges and agrees that any contemplated commission deduction, premium credit request or return of commission to a carrier or CITY will be done to accomplish and maintain the total agreed-upon compensation to BROKER and is not an inducement to purchase or renew coverage through BROKER.

## **ARTICLE 15 - COOPERATION**

BROKER shall be required to work in harmony with CITY employees and other consultants relative to providing information requested in a timely manner and in the specified form. BROKER, with the CITY's assistance, agrees to coordinate and cooperate with the CITY's other consultants and outside contractors as well as internal CITY employees and officers in providing the Services under this Agreement.

## **ARTICLE 16 - PERSONNEL / PRIMARY BROKER**

Part of the consideration for this Agreement is the understanding that Wilson Risk Partners, Inc., dba Ryan-Dittmann Insurance shall be the BROKER primarily responsible for the Services provided to CITY. Blake Barto will be primarily responsible for the marketing of the CITY's insurance policies. Designation of Blake Barto as the primary BROKER for the CITY account may be changed only with the prior written approval of the CITY. The departure of Blake Barto from BROKER shall be considered a substantial failure by BROKER to perform in accordance with the terms of this Agreement and unless otherwise agreed to in writing by the CITY shall constitute cause for the CITY's termination of this

Agreement. This Agreement is not exclusive and this provision does not preclude the CITY from utilizing the services of any other BROKER or consultant for risk management or insurance service or advice during the term of this Agreement.

## **ARTICLE 17 - MISCELLANEOUS**

- 1. Governing Law and Venue.** This Agreement is entered into under and pursuant to, and is to be construed and enforceable solely in accordance with, the laws of the State of Kansas. The venue shall be the District Court of Crawford County, Kansas.
- 2. Severability.** Should any provision of this Agreement be determined to be void, invalid, unenforceable or illegal for any reason, such provision shall be null and void; provided the other provisions shall be unaffected and shall continue to be valid and enforceable.
- 3. Assignment.** Except as provided herein, the parties hereto agree not to assign, sublet or transfer their interest in this Agreement without the written consent of the other and such consent shall not be unreasonably withheld. The parties further agree that this Agreement binds the parties, their successors, trustees, assignees and legal representatives.
- 4. Titles and Subheadings.** Title and subheadings as used herein are provided only as a matter of convenience and shall have no legal bearing on the interpretation of any provision of this Agreement. Some terms are capitalized throughout this Agreement but the use of or failure to use capitals shall have no legal bearing on the interpretation of such terms.
- 5. Notice.** Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by certified mail, postage prepaid as follows:

**As to the CITY:**  
City of Pittsburg  
Attn: City Manager  
201 West 4<sup>th</sup> Street  
P.O. Box 688  
Pittsburg, Kansas 66762

**As to BROKER:**  
Wilson Risk Partners, Inc.,  
dba Ryan-Dittmann Insurance  
Attn: Blake Barto  
2308 South Broadway  
P.O. Box 106  
Pittsburg, Kansas 6676

Notices shall be effective when received at the address specified above. Changes in the respective addresses to which such notice may be directed may be made from time to time by any party by written notice to the other party.

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of BROKER and the CITY.

- 6. Binding Authority.** Each party represents and warrants that the undersigned has authority to execute this Agreement and bind its respective party to all terms and conditions therein.

**IN WITNESS WHEREOF**, the parties have caused this Contract to be executed the day and year first above written.

Approved as to Form:

**City of Pittsburg, Kansas:**

\_\_\_\_\_  
Henry C. Menghini, City Attorney

\_\_\_\_\_  
Signature

Attest:

\_\_\_\_\_  
Chuck Munsell, Mayor  
Printed Name and Title

\_\_\_\_\_  
Tammy Nagel, City Clerk

\_\_\_\_\_  
Date

**BROKER:  
Wilson Risk Partners, Inc.  
dba Ryan-Dittman Insurance**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date



# Request for Proposal

## Insurance Agency/Brokerage Services

Issue Date: December 19<sup>th</sup> 2025

Issued By: City of Pittsburg, Kansas  
201 West 4<sup>th</sup> Street  
PO Box 688  
Pittsburg KS 66762

Inquires: Jacob Bennett  
Deputy City Clerk  
620-230-5680  
[jacob.bennett@pittks.org](mailto:jacob.bennett@pittks.org)

Proposals Due: 2 PM (central) January 16<sup>th</sup> 2026



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## 1. Introduction

The City of Pittsburg, Kansas (the "City") is requesting proposals to provide insurance agency/brokerage services to the City. The City's insurance broker works closely with the City's Clerk and staff. The City's current insurance program includes property and casualty and associated lines, crime, fiduciary, and cyber-liability. Workers Compensation insurance is handled separately by the Human Resources Department. The major insurance policies are on an April 1 to March 31 annual renewal schedule (an "insurance program year").

The City was incorporated in 1880 and has operated under the Commission-Manager form of government since 1949. Policy-making and legislative authority are vested in the City's governing body, consisting of the Mayor and 4 commission members, all elected at large and on a non-partisan basis. The City Commission appoints the City Manager, which in turn appoints the heads of the various departments. The Mayor is selected annually by the commissioners themselves and serves a one-year term. The City has a budget of approximately \$75 million for 2026 and over 200 full time employees offering a wide range of City services and facilities.

## 2. General Information

This Request for Proposal ("RFP") provides guidelines for the submission of proposals to provide independent, responsible, and qualified insurance agency/brokerage services to the City. The City intends to select one respondent to act as the City's insurance agent and broker but reserves the right to select multiple respondents as semifinalists to participate in a competitive market selection process as described in Section 3-D. The City intends to issue a contract for one year, with an option for the City to extend the contract for up to two (2) additional one-year periods, however, the term of the Agreement is not guaranteed and is subject to annual renewal and termination as provided in the contract document. The City's agreement with its current insurance broker expires March 31, 2026. Broker will comply with applicable regulatory requirements, federal, state, and local laws, rules, regulations, orders, codes, criteria and standards, including but not limited to K.S.A. 44-1030.

## 3. Guidelines

### A. Contact with City of Pittsburg Employees

To ensure a fair and objective evaluation of all proposals, questions or inquiries about this RFP **must be submitted by email** to Jacob Bennett Deputy City Clerk at [jacob.bennett@pittks.org](mailto:jacob.bennett@pittks.org)



Contact with other City employees regarding this RFP or the services requested may be grounds for disqualification.

#### B. Costs of RFP Preparation and Submission

Each respondent shall be responsible for all costs incurred to prepare and submit a response to this RFP (a "proposal"). Each respondent is solely responsible for all costs associated with respondent's participation in the selection process, including but not limited to, preparing a proposal, interviews with the City, and conducting due diligence. This includes any costs of travel and accommodation for respondent's personnel.

Respondents may withdraw their proposals by notifying Jacob Bennett via email at any time prior to deadline for submission and the proposal may either be destroyed or returned to the respondent. After the deadline for submission, proposals become a record of the City and will not be returned. Upon opening, proposals are subject to public disclosure in accordance with Kansas law.

All proposals and supplementary materials will, upon opening, become the property of the City. Even though a respondent's proposal may be rejected, the City reserves the right to utilize any concept or idea contained therein, without incurring any liability. The City reserves the right to share any proposals and supplementary materials submitted with City staff, other respondents, consultants, and members of the public in order to secure an informed opinion.

#### C. Interviews

During the evaluation and selection process, the City may, at its discretion, require any one or more respondents to make oral presentations and participate in interviews with City staff. Such interviews will provide respondents with an opportunity to answer any questions the City may have about a respondent's proposal. Not all respondents may be asked to participate in interviews.

Respondents asked to participate in interviews must be prepared to answer detailed questions about their proposal, trends in the insurance market, and risk management issues associated with Kansas public entities. Respondents shall bring necessary personnel to present on all aspects of their proposal. Respondents may also be required to provide written clarifications of their proposals, presentations, and interview responses at the request of the City.

#### D. Negotiation and Contract

The City reserves the right to: (1) accept or reject any and all proposals and waive any technicalities or irregularities therein; (2) cancel the RFP process at any time prior to entering into a formal, written contract for services; (3) reject the response of a respondent that does not submit a proposal to the City's satisfaction; all respondents agree that rejection shall create no liability on the part of the City because of such rejection. (4) select one or more respondents which, in the City's opinion, are the



most advantageous to the City; and (5) negotiate any and all terms of the proposal.

By submitting a proposal in response to this RFP, the respondent certifies that it has not divulged to, discussed, or compared its competitive proposal with other respondents and has not colluded with any other respondents or parties. Any prices and/or cost data submitted has been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition.

The City anticipates entering into a contract with the respondent it deems submits the most advantageous proposal. However, the City may engage more than one respondent in separate, parallel contract negotiations to complete each respondent's respective offering. The City anticipates issuing a contract for a one (1) year term with an option for the City to extend for up to two (2) additional one (1) year periods. This anticipated term is not guaranteed and is subject to annual renewal and may be terminated as provided in the contract. The anticipated term is from April 1, 2026 to March 31, 2027.

This RFP is not an offer to contract or otherwise enter into any type of agreement (express, implied, or otherwise). No contract or agreement is binding until proposals are reviewed and accepted by the City, the contract terms are negotiated, and the final agreement is approved by the City's governing body and executed by both parties. The City reserves the right to further negotiate any and all terms of the proposal.

#### 4. Eligibility

To be eligible for consideration as the City's insurance broker, respondents must meet the following minimum requirements:

1. The respondent must be an established legal entity, licensed and authorized to do business in the State of Kansas.
2. The respondent must identify an individual who, if selected, will be designated as the primary broker ("Primary Broker") on the City's account. The Primary Broker must maintain a Kansas property and casualty agency license.
3. The Primary Broker shall have a minimum of five (5) years' experience in providing the same or similar services as contained in this RFP.
4. The respondent must have direct access to the following first dollar, public entity insurance carriers:
  - A. Berkshire Hathaway



- B. EMC Insurance
- C. OneBeacon Governmental Risk
- D. Travelers

## 5. Response

### A. Response Instructions and Deadline

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in rejection of the proposal.

**Sealed proposals, one (1) original (un-bound), (1) copy in acrobat/pdf format, shall be submitted by 2:00 p.m. on January 16th, 2026, to:**

Jacob Bennett, Deputy City Clerk  
City of Pittsburg  
201 West 4<sup>th</sup>  
P.O. Box 688  
Pittsburg, KS 66762

Faxed and/or emailed proposals will not be accepted.

### B. Proposal Outline

The outline of the proposal shall correspond to the following:

#### Section A: Executive Summary

Provide a concise overview of your proposal.

#### Section B: Background and Qualifications



1. Describe your statewide and local service capabilities, and, with more specificity, your experience with Kansas municipalities. Provide a description of your general capabilities including information relating to company size, revenues, and staffing.
2. Describe any similar services provided to other municipalities in Kansas and Missouri and provide the name, years of service, and a reference for each.
3. Provide a concise description of qualifications, names, relevant experience, and office location of the individuals who will provide services to the City.
4. Identify the Primary Broker and any other staff who will participate in the daily administration of the City's account.
5. Indicate whether or not you meet each of the eligibility criteria listed in Section 4.
6. In the last five (5) years, have you had a contract for services with a public entity in Kansas or Missouri terminated for cause? If so, state the date of termination, the name of the public entity, and describe the circumstances surrounding the termination.
7. In the last three (3) years, have you had a contract for services with a public entity in Kansas or Missouri not renewed? If so, state the date of termination, the name of the public entity, and, if known, describe the circumstances surrounding the non-renewal.
8. If you intend to use the services of any other insurance agencies or brokers, then you must submit this information for each and every such entity and clearly identify their role.

### Section C: Insurance Marketplace

1. List all insurance companies you would anticipate approaching to seek first dollar alternatives to the City's current insurance program, with your top three (3) listed first. For each insurance company listed, include the following:



- A. Will the company be accessed directly or via a broker or wholesaler?
  - B. Do you currently have any governmental accounts with the carrier? If so, identify the number of accounts and average size of the governmental entity.
  - C. Does the carrier offer a multi-line "package" program? If so, note the applicable lines of coverage.
2. For property and casualty coverage, list all insurance companies you would anticipate approaching to seek alternatives to the City's current insurance program, with your top three (3) listed first. For each insurance company listed, include the following:
    - A. Will the company be accessed directly or via a broker or wholesaler?
    - B. Do you currently have any governmental accounts with the carrier? If so, identify the number of accounts and average size of the governmental entity.
    - C. Does the carrier offer a multi-line "package" program? If so, note the applicable lines of coverage.
3. Identify the percentage of private vs. public sector lines of coverage you have written. Also provide the total property and casualty premiums placed annually for each of the last five (5) years.
  4. For each of the last five (5) years, list the top five (5) insurers, both by number of policies and by total premiums, with whom your firm places its business.
  5. For each of the last five (5) years, list the top five (5) insurers, both by number of policies and by total premiums, with whom your firm places its public entity business.
  6. How would you approach a key market or proprietary program if you do not have a contract with that market and they typically do not utilize a broker?
  7. How would you handle requests from the City to negotiate endorsements, riders, limits, and policy amendments? Specifically, within the last five (5) years have you negotiated and



secured for a public entity any of the following? If yes, indicate the name of the client or clients and carrier or carriers:

- A. Kansas Tort Claims Act Endorsement.
- B. Right to select counsel.
- C. Consent to settle.
- D. Aggregate deductible limit.

#### Section D: Insurance Program

1. What changes, if any, in carriers, lines, coverage, limits, and/or deductibles, would you recommend the City make to its current insurance program?
2. If the City elected to explore switching to a self-insured retention program, describe how you would approach constructing such a program and describe the program's structure (coverage lines, limits, etc.) and anticipated retention levels.
3. Does your firm offer any actuarial or other services that can be used to evaluate the feasibility of a self- insured retention program?
4. What do you perceive will be the greatest risk management challenge the City faces over the next 12to 24 months? In the next five (5) years?
5. How would you address a request to join or consideration of an associational program or risk pool? Do you have any conflicts of interest with any associational program or risk pool?

#### Section E: Services

The intent of this RFP is to solicit proposals from qualified respondents to provide insurance agency/brokerage services. Describe how you would provide the following services:

- A. Provide the City access to the insurance marketplace
- B. Provide administrative support
- C. Work with the City to manage risk and control costs
- D. Claims Management Inquiry Response time



## Section F: Pricing

1. List all costs associated with your proposed services. No additional charges (such as sales tax, transportation, travel, out-of-pocket expenses, etc.) will be allowed unless specified on the proposal. All brokerage commissions or ancillary fees collected by the respondent shall be fully disclosed and credited to the City against the annual broker fee.
2. Include costs for individual years two (2) and three (3).
3. Indicate whether recurring costs are flat-rate or hourly.
4. Indicate whether you will agree to flat annual renewal. If not, indicate the limit of rate increase (e.g. not more than 10% per year.)
5. Include a proposed billing cycle/schedule.



## Section G: References

Provide the name, addresses, and contact person of ten (10) public and/or private groups or companies, including three (3) governmental entities, in which respondent has provided the same or similar services in the last two (2) years. Respondent should try and provide the names of governmental entities in which the Primary Broker served as the Primary Broker for that entity.

### 6. Evaluation and Timeline

#### A. Evaluation

Proposals received will be reviewed by a Review Committee. Among other criteria, the City will evaluate the following to determine the most qualified proposal:

- Experience -The City will consider respondent's experience and overall understanding of the City's needs; the experience, background, and availability of the Primary Broker and his or her prior experience, including with the City, if any; and the experience and availability of support staff for such the Primary Broker.
- Investment -The City wishes to be good stewards of taxpayer money, so, although not the only factor, high importance will be placed on the value received for the costs associated with respondent's proposal, including the projected costs of the City's insurance program with respondent.
- Capabilities - The City will consider the capabilities of the respondent in addressing the City's needs and the Scope of Services.
- Proposed Plan -The City will consider the respondent's proposed plan for addressing the City's insurance and risk management needs.



- References-The City will consider the respondent's reputation and the quality of references and similar work provided to public and private entities, particularly Kansas municipalities.
- Selection Process -The City will consider the overall responsiveness and quality of the proposal, including any supplemental materials, oral presentations, and interviews.

#### B. Preliminary Timeline

- **December 19th, 2025:** RFP released by the City of Pittsburg.
- **2 PM (Central) January 16th, 2026:** Deadline to submit RFP responses (proposals).
- **January 26-30th, 2026:** Meeting with finalists and select broker.
- **February 10th, 2026:** Governing body approval of a broker services agreement.
- **April 1st, 2026:** Execution of new insurance coverage policy.

Proposals received after the specified deadline will not be accepted. The City reserves the right to request follow-up information or clarification from any and all respondents under consideration.



## Attachment "B"

PREPARED FOR



Attn: Jacob Bennett  
Deputy City Clerk  
201 West 4<sup>th</sup> Street  
Pittsburg, KS 66762

PREPARED BY



Property & Casualty  
Insurance



Crime



Fiduciary



Cyber-liability

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### **Section G: References**

## Section A: Executive Summary

Ryan-Dittmann Insurance is pleased to participate in the proposal process as the City of Pittsburg seeks a qualified Insurance Broker to manage the municipality's accounts in the coming years. Formed in September 2026 through the merger of two well-established local agencies, Ryan Insurance, with over 60 years of service, and Dittmann Insurance, with more than 80 years, Ryan-Dittmann brings together a combined legacy of experience, stability, and community commitment. Our firm takes pride in diligence, timeliness, and integrity, and are committed to maintaining the highest standard of service.

Throughout this document, you will learn more about Ryan-Dittmann's qualifications, municipal service experience, proposed leadership team, and overall capabilities. However, it is our team's belief that the primary reasons the city should select Ryan-Dittmann for this undertaking include:

### *Proven Service History*

Ryan-Dittmann Insurance has proudly served the Pittsburg community and surrounding areas with dependable, client-focused brokerage services for over eighty years. Our current team brings more than 400 years of combined industry experience, putting deep knowledge and trusted expertise to work for our clients every day. This extensive background provides immeasurable value through strong industry relationships and unparalleled local insight. Our decades-long service to thousands of clients, including more than a dozen municipal clients currently, reflects our unwavering commitment to helping clients protect what matters most.

### *Local Presence & Commitment*

Ryan-Dittmann Insurance was founded, and continues to operate, in Pittsburg, Kansas. Unlike organizations that maintain small, skeleton crews with little to no local presence, our entire team lives in or just minutes from the Pittsburg community. In the event of a claim, we pride ourselves on being readily available, often arriving on-site within hours, if not minutes, to provide immediate support.

Beyond living and working locally, nearly 100% of our annual revenue remains in the Pittsburg economy. Each year, our team contributes hundreds of volunteer hours and donates more than \$75,000 to local nonprofits and community partners including but not limited to the Pittsburg Area Chamber of Commerce, USD #250, Pittsburg State University, Vetlinks.org, The Downtown Advisory Board, and many others. We are confident that no other agency matches our level of local commitment, responsiveness, and philanthropy in the region.

### *Impressive Industry Access*

As an independent agency under the Heffernan umbrella, one of the largest and fastest-growing brokerages in the industry, Ryan-Dittmann Insurance has unparalleled access to the nation's top insurance carriers. We leverage our decades of experience and strong industry relationships to thoughtfully craft customized insurance solutions for our clients, often securing more competitive pricing and superior coverage from the best providers in the business.

## Section B: Background & Qualifications

### **General Capabilities, Company Size, Revenues, & Staffing**

Ryan-Dittmann is an Independent Insurance Agency located in Pittsburg, Kansas. We are privileged to insure over 20k+ clients with locations ranging from Arizona to Colorado to Florida, although 95% of our business is comprised of accounts in SE Kansas and SW Missouri.

We have 40 years of experience serving municipalities and currently have 13 municipal clients.

Ryan-Dittmann Insurance employs 15 people, with 15 licensed agents, representing 30 carriers on a direct basis, and accessing another 100 plus through our select brokers. Our home office, and our entire service team are located in the City of Pittsburg; and all dollars generated and collected stay and circulate in this community. While we will designate personnel to specifically handle the City of Pittsburg, our entire staff is “on call” 24/7.

### **Municipal Accounts**

We have a solid foundation of writing municipal accounts and have never received a complaint regarding our service. We pride ourselves on being the premier provider in this region as the following client list demonstrates. For references, see Section G.

#### **City of:**

Arcadia  
Baxter Springs  
Cherokee  
Columbus  
Frontenac  
Galena  
Girard  
Hepler  
Mulberry  
Oswego  
West Mineral  
Roseland

#### **County:**

Crawford

#### **School District:**

USD 250 (Pittsburg)

#### **Fire Departments:**

Baker Fire  
Crawford RFD #3 (Sheridan)

## Section B: Background & Qualifications

### Core Service Team

Kip Bollinger	30 years experience	Executive Vice President
Blake Barto	5 years experience	Vice President
Stephanie Martin	24 years experience	Customer Service Rep

### Primary Broker

If selected, the primary broker for the City of Pittsburg will be Blake Barto.

### Eligibility Requirements

1. Ryan-Dittmann Insurance is an established legal entity and licensed to do business in the State of Kansas.
2. If selected, the primary broker for the City of Pittsburg will be Blake Barto.
3. Blake has 5 years of experience working with municipalities.
4. Ryan Insurance has direct access to Berkshire Hathaway, EMC Insurance, OneBeacon Governmental Risk, and Travelers

### Public Entity Termination for Cause

There have been no terminations for cause with a public entity in our history.

### Public Entity Non-Renewal

The only municipal account not renewed over the last 10 years was the City of Pittsburg in 2018.

### Other Insurance Agency Services

Ryan-Dittmann Insurance currently has no plans to utilize the services or markets of any broker for placement of any piece of the City of Pittsburg's insurance program, except for procuring and placing a policy for cyber liability or umbrella coverage.

Cyber Coverage will be designed and underwritten exclusively for the city. This coverage is unique and needs to be extensively reviewed and underwritten for the best possible premium and coverage. We are always in search of every alternative that might provide benefit in either coverage or premium for our clients. Thus, it is possible that a broker will be used at some point in time if it is deemed favorable.

## Section C: Insurance Marketplace

### Insurance Companies:

Below is a prioritized list of alternative companies we anticipate using for the City's insurance coverage.

Alternative Insurance Companies	Direct or Broker/ Wholesaler	Current Governmental	Multi-Line Package Program
Travelers Insurance Group	Direct	Yes – 1 account	Yes
Berkshire Hathaway	Direct	Yes	Yes
OneBeacon	Direct	No	Yes
Glatfelter/American	Direct	No	Yes
<b>Current Insurance Company</b>			
EMC Companies	Direct	Yes – 12 accounts	Yes

### Insurance Companies- Property & Casualty/Top Insurers

Listed in order of written premium.

Cincinnati Insurance  
 Travelers Insurance Group  
 EMC Companies  
 Accident Fund Insurance  
 United Fire Group  
 Acuity Insurance Group  
 Continental Western Insurance  
 The Hartford  
 Chubb Insurance  
 Berkshire Hathaway  
 SafeCo  
 West Bend Mutual  
 Philadelphia Insurance Group  
 AmTrust

## Section C: Insurance Marketplace

### **Private vs Public Sector**

On an annual basis, Ryan-Dittmann Insurance writes approximately \$35,000,000 in annualized premiums. Of that amount, approximately 15% is considered personal lines, with the balance being commercial lines.

Ryan-Dittmann, is not willing to share specific data as to premium writings with individually contracted carriers. We feel that information is privileged and not something we make readily available to the public. Likewise, it is our policy to not divulge the percentage split between private and public. We feel our list of public clients demonstrates our significant participation in the public sector.

### **Key Market/Proprietary Approach**

When working with a market that does not typically use a broker, Ryan-Dittmann Insurance will negotiate a fee with the City, obtain a letter from the City to the market identifying Ryan-Dittmann Insurance as the City's representative for insurance matters, and negotiate on behalf of the City with that market to make sure the proper coverages and, equally important, the proper security for the City are in place. This type of relationship would provide guidance and expertise to the City in navigating the insurance options to ensure the product matches the requirements.

### **Approach for Endorsement Negotiation**

**Kansas Tort Claims Act Endorsement:** We use this endorsement on every policy, for every entity that is affected by the statute.

**Right to Select Counsel:** We have not negotiated, for a public entity, an endorsement to this effect. This is primarily due to the size of the accounts in SE Kansas, and the expertise of the carrier legal contacts. Typically, carriers know the appropriate attorneys for each type of claim that may arise better than the individual cities.

**Consent to Settle:** We have not negotiated, for a public entity, this type of endorsement, primarily, due to account size. This is not to say we are opposed to this approach, but it is not a readily available form when included in a package approach with the current carriers, and others identified in the RFP. This is also referred to as the "Hammer Clause".

We have not negotiated aggregate deductibles for public entity accounts. Given the small occurrence form deductibles, relatively small premiums for property coverage, etc. this does not seem to be in the best interest of the City. More detail is provided in the "self-insurance" discussion in Section E2.

## Section C: Insurance Marketplace

### **Assurance of the Most Comprehensive and Competitive Product on the Market**

Blake Barto & Kip Bollinger bring experience in the alternative market. Ryan-Dittmann will work closely with the City, monitoring all options that relate to the municipal insurance arena for possible cost savings while assessing risk assumptions on the part of the City that may be associated with cost savings, and weighing one against the other.

### **Insurance Marketplace – Additional Information**

#### Employers Mutual Casualty (EMC)

Ryan-Dittmann Insurance has represented EMC for over 30 years and maintains a strong, collaborative relationship with the carrier. EMC frequently consults us regarding market conditions and competitor positioning within the municipal and governmental sectors. Currently, 12 of our 13 municipal accounts, along with all USD accounts, are written with EMC. Notably, EMC is the only carrier offering a dividend program for insured municipalities, based on the overall performance of their municipal book of business. This provides a distinct competitive advantage.

#### Travelers

Ryan-Dittmann Insurance has represented Travelers for more than 20 years and maintains an excellent working relationship with their underwriting team. We meet with their representatives annually, and they consistently provide competitive, responsive service. Travelers understands that each submission is evaluated fairly and thoroughly. We currently place two municipal accounts with this carrier.

#### Berkshire Hathaway (BHHC)

Ryan-Dittmann Insurance has worked with BHHC for over 15 years. Historically, BHHC has focused on smaller municipalities than Pittsburg. At present, BHHC is not actively writing municipal business.

#### Glatfelter / American Alternative / AIG

Glatfelter has long been recognized as a leader in municipal program development. Historically, policies were issued through American Alternative Insurance Company; however, in September 2018, Glatfelter sold its program business to AIG, which may impact future offerings. While the program is well-designed, it is generally not competitive for Kansas municipalities due to restrictive property coverage terms, including high wind and hail deductibles applied on a per-building basis rather than per occurrence. As such, we continue to monitor this program, but it is not currently a viable alternative. Glatfelter does offer an excellent standalone product for fire departments, which Ryan-Dittmann Insurance utilizes for several city and single-department accounts.

#### Continental Western Insurance Company

Similar to Glatfelter, Continental Western offers a strong standalone fire department policy. This product can be advantageous for municipalities utilizing a breakout policy structure. Ryan-Dittmann Insurance currently places several fire department accounts with this carrier.

#### Brokerage, Excess & Surplus Lines, and Specialty Markets

When appropriate, Ryan-Dittmann Insurance accesses specialty and excess markets, including carriers such as Chubb, Philadelphia, and Hartford Steam Boiler. These markets are used for specialized coverages such as cyber liability, equipment breakdown for power generation, umbrella liability, and other niche exposures.

We maintain active relationships with leading domestic and London-based brokerage firms, allowing us to access highly specialized expertise across a wide range of coverage needs. Ryan-Dittmann Insurance continuously monitors emerging markets—particularly for evolving lines such as cyber and umbrella—to ensure our clients benefit from the most competitive and innovative solutions available.

## Section D: Insurance Program

### **Changes, if any, to the Existing City of Pittsburg Insurance Program**

We would suggest the following changes:

- Increase umbrella limits from \$1,000,000 to at least \$2,000,000
- Provide a stand-alone policy covering the vehicles operated (including physical damage, and liability), and the equipment owned by the Pittsburg Fire Department

### **Self-Insurance**

It is impossible to state, with any specificity, exactly how Ryan-Dittmann would explore this option as each situation is unique, but in general entails:

- 5-year analysis of all losses, by line of coverage
- Determine City's appetite for assumption of risk by line of coverage
- Determine the ability to quantify and predict expected losses by line of coverage. professional liability is much more difficult to quantify than property or even auto or general liability
- Explore risk/premium of self-insurance vs. fixed cost

### **Actuarial or Other Service to Evaluate Feasibility of Self-Insurance Program**

We are familiar with the necessary resources that will actuarially evaluate self-insurance once the details are obtained and properly summarized. There are several firms that we can use that will offer either "fully bundled" service (all-inclusive from analysis to loss control, to TPA services) or "unbundled" where we outsource individual sections to several firms for the necessary services.

### **Greatest Risk Management Challenge of next 1 to 5 years**

- The evolving legislative environment, which can alter required coverage, tax base
- City growth, which may include power generation, and other changing exposures and contractual relationships that may occur
- The ever-evolving cyber threats and appropriate cyber security response

### **Risk Pools**

We closely monitor the various "Pools" that offer options within the municipal insurance arena. The main pools currently operating within the state are:

- Kansas Municipal Insurance Trust (KMIT)
- Kansas County Association Multiline Pool (KCAMP)
- Midwest Public Risk (MPR)

It is the opinion of Ryan-Dittmann Insurance that any pool must be closely evaluated, and the bylaws dissected closely and thoroughly. Pools are not insurance. They rely on their membership for the dollars to pay claims. Pools are always accessible, by statute, even after a city leaves the pool, for the years that the city did participate in the pool.

## Section E: Services

Ryan-Dittmann has a long history of providing top service. Our service standards, response efficacy and claim handling are the best in class.

### Service Standards

Ryan-Dittmann Insurance will adhere to the following:

- Phone calls returned within one hour
- Emails answered within 1 hour of receipt
- Endorsement requests to insurance provider the same day as received from the City
- Endorsements processed and invoiced within 24 hours from receipt from carrier
- Certificates/Evidence of Insurance prepared same day as requested
- Certificates received by city from third parties are reviewed, on request, the same day
- Check in monthly with the city clerk for changes, updates, new purchases, etc.

### Claims Management

- Forward claims to the insurance provider the same day they are received from the City
- Maintain individual claim files for each claim in process
- Notify City of each claim closing, upon notification from the insurance provider
- Review all claim activity quarterly with designated City officials
- Offer assistance with worker's compensation claims if requested

### Building, Equipment, & Personal Property Value/Survey

- Annually, update building locations and values with the City
- Bi-annually, update replacement cost with carrier selected estimating platform. (Such as Marshall Swift and Google Earth Survey)
- Every three years complete survey of all locations. Document with picture and measurements procured by Ryan-Dittmann Insurance staff

### Other Services

The above are the services Ryan-Dittmann Insurance provides for all municipal clients. We will work with the City of Pittsburg to design any other service program or parameters that the city desires.

### Loss Control

Ryan-Dittmann Insurance monitors losses closely and works for a fair and fast settlement. We are involved in each loss. We do not just submit the loss and wait to see what happens. We advocate for our client every step of the way. A fair settlement works to the advantage of both the client and the carrier. That is always our goal. We earn our fee/commission when a claim occurs. That is when the policy becomes a true resource. Claims are when your agent is the most important, and when Ryan-Dittmann Insurance excels.

### General Comments

Ryan-Dittmann Insurance is staffed locally, in Pittsburg and no services are outsourced to any out-of-town staff. Our entire team can be at the city offices within 5 minutes of a request or need. All of the premium dollars earned are deposited into the local Pittsburg economy.

## Section F: Pricing

### **Costs for year 1**

All costs associated with services shall be included in the fee agreed upon between the City of Pittsburg and Ryan-Dittmann Insurance. There will be no other charges (other than premiums).

### **Costs for year 2 & 3**

Ryan-Dittmann Insurance will negotiate and agree on a fee with the City at each renewal period. A discount of the annual fee can, and will, be negotiated and agreed if the contract for services is extended beyond one year.

### **Recurring Costs**

Recurring costs are at a flat rate.

### **Annual Renewal**

Ryan-Dittmann Insurance cannot guarantee any renewal pricing. That is always at the discretion of the underwriting carrier. Ryan-Dittmann Insurance can only state that they will never accept an increase from any carrier without cause and will explain any such increase to the City.

### **Proposed Billing Cycle**

Ryan-Dittmann Insurance will make all payment cycles and options that the selected carrier provides available for the City to choose.

## CITY OF ARCADIA

January 6, 2026

RE: Letter of Recommendation for Ryan-Dittmann Insurance

To Whom It May Concern:

It is my pleasure to write this letter of recommendation on behalf of The City of Arcadia for Ryan-Dittmann Insurance. The city has used Ryan (now Ryan-Dittmann) Insurance for over a decade and has always been treated fairly and professionally. Ryan-Dittmann Insurance goes above and beyond to provide friendly, knowledgeable service and answer any questions we have regarding insurance requirements and requests.

Not only has the city used Ryan Insurance, but I've had the pleasure of retaining Ryan-Dittmann Insurance for my personal business, Rust Town, as well. The same sentiment holds true for my personal business policy as well – Ryan Insurance provides quality service.

I highly recommend Ryan-Dittmann Insurance to any business requiring insurance coverage. Please feel free to contact me if you have any questions or concerns.

Warmest Regards,

Linda Morris

106 E. Race St  
PO Box 8  
Arcadia, KS 66711

PHONE 620-638-4344  
FAX 620-638-4384  
EMAIL [Arcadiacity@ckt.net](mailto:Arcadiacity@ckt.net)

## Section G: References

703 Fifth Street  
PO Box 210  
Oswego, KS 67356



Phone (620) 795-4433  
Fax (620) 795-4873  
Email: [cityinfo@oswegoks.com](mailto:cityinfo@oswegoks.com)  
Website: [oswegokansas.com](http://oswegokansas.com)

January 14, 2026

City of Pittsburg  
201 W. 4<sup>th</sup> St  
Pittsburg, KS 66762

Re: Ryan-Dittmann Insurance

To whom it may concern:

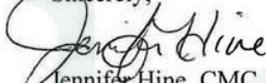
I am honored to write this letter to recommend Ryan-Dittmann Insurance to you for selection of your insurance broker. The City of Oswego has been with Ryan-Dittmann Insurance for over fifteen years.

Ryan-Dittmann Insurance is very knowledgeable and quick to respond to any of our questions or requests. Anytime we have changes to our policy, Ryan-Dittmann Insurance is prompt and timely to get the changes taken care of.

The City of Oswego highly recommends Ryan-Dittmann Insurance not only to the City of Pittsburg, KS but also to any business requiring insurance coverage.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

  
Jennifer Hine, CMC  
City Clerk  
City of Oswego, KS

### **RAIDER EXPRESS**

January 14, 2026

City of Frontenac, KS  
200 E McKay St.  
Frontenac, KS 66763

EK Enterprises, LLC  
325 E McKay St  
Frontenac, KS 66763

RE: Ryan Insurance

Attention City of Frontenac:

Ryan Insurance over the past few months has been very responsive and reliable. They have worked with me and getting my insurance to the best coverage and price possible. I have no doubt they will take care of me for now and in the future.

The team at Ryan Insurance, Blake Barto my agent has answered every question I have needed. While I am busy moving from my 3 different stores keeping up with the daily operations, I am very confident that the whole team at Ryan Insurance has my back. I highly recommend Ryan Insurance for the work they have done for me. Keeping my cost low and coverage and assets covered properly.

If you have any questions, feel free to contact me at the number below.

Thank you,

Ethan Ketterman  
Owner  
(620) 249-1168

## Section G: References

In addition to the following quotes captured from our customers, our agency has won several “Four State Finest Awards” voted on by KOAM 7 TV viewers, and Reader’s Choice Awards” for Best Insurance Agency voted on by Pittsburg Morning Sun Readers. In 2025, we won the Top Business Insurance Service awarded by the National Insurance Business Review.

“It is my pleasure to recommend Ryan Insurance. The staff are friendly and knowledgeable. Always advocating for our city to ensure the best coverage at the lowest rates.”

*Jake Letner, City Administrator, City of Columbus*

“Ryan-Dittmann provides a personal touch that seems to be lost in today’s business climate.”

*Dick Colman, VP, Miller’s Professional Imagine/MPICS*

“Ryan-Dittmann Insurance has been our trusted agent for many years. We’ve had greatly appreciated their clear and consistent communication...Their staff consistently go above and beyond!”

*Brooke Powell, Executive Director, Safehouse Crisis Center*

“Ryan-Dittmann Insurance has been an outstanding partner to our business for many years. Their team is incredibly responsive, knowledgeable, competitive, and quick to act whenever we need support. We value how they find the best solutions and how easy they makes the entire process.”

*Colin Terlip, President, Unique Metal*

“At SEK Education Center/Greenbush, we utilize Ryan-Dittmann for all our insurance. Their team consistently goes above and beyond, always being attentive to our unique needs. Their professionalism and dedication have made them a trusted partner in protecting our organization.

*Bret Howard, Director of Operations at Southeast Kansas Education Service Center*

“I have used Ryan-Dittmann Insurance for 60 years! Large and small needs. They care and ensure I am properly covered.

*Gene Bicknell, Local Entrepreneur & Philanthropist*

“We highly recommend Ryan-Dittmann Insurance. They provide us with excellent service and we do not work with anyone else. They would be an asset to any company!

*John Parsons, President, Mid America Pipe Fabricating & Supply*

“The Ryan-Dittmann team is always looking out for our interests, are proactive in notifying us when new insurance products are available or of changes in the industry. Highly recommend for a business looking for a trusted insurance partner.”

*Shari Brogan, Director of Advancement Services/CFO PSU Foundations*

“We have worked with Ryan-Dittmann Insurance for the last 5 years. Wally Wilson has managed our account and has been accessible and responsive to our needs. We are happy to discuss this relationship with others at any time.”

*Benajah Wicker, Director of Operations,*

“Ryan-Dittmann Insurance has a deep understanding of the complex risks our industry faces daily. They demonstrate professionalism, approachability and exceptional responsiveness. We highly recommend their services”

*Gerald Hudson, Director, Mid Central Contractors, LLC*



## Memorandum

**TO:** Daron Hall, City Manager

**FROM:** Blake Benson, Economic Development Director

**DATE:** February 17, 2026

**SUBJECT:** February 25, 2025 Agenda Item  
Property tax abatement renewals

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At its February 5, 2025, meeting, the EDAC considered annual renewals of existing tax abatements for the following properties:

Company Name	Docket #	Original Exemption Year	Current Year	Exemption Ends in Year
Miller's, Inc.	2017-833-EDX	2017	2026/10 of 10	2026
Kendall Packaging Corporation	2018-334-IRBX	2018	2026/9 of 10	2027
Dharma Properties LLC	2018-595-IRBX	2018	2026/9 of 10	2027
E & J Investments, LLC	2021-1343-EDX	2021	2026/6 of 6	2026
Atkinson Industries, LLC	2023-245-EDX	2023	2026/4 of 7	2029
Muth Properties, LLC	2025-491-IRBX	2025	2026/2 of 10	2034

For clarification, Rallison, LP is the parent company of APEX Stages, Dharma Properties, LLC is the parent company of the Pittsburgh La Quinta Inn & Suites, E & J Investments, LLC is the parent company of Renu Medical & Spa, and Muth Properties, LLC represents Heritage Tractor.

All of the original tax abatements were predicated on capital improvements. At its February 4, 2026, meeting, the Economic Development Advisory Committee recommended renewal of these annual tax abatement renewals.

Please place this item on the agenda for the City Commission meeting scheduled for Tuesday, February 25, 2025. Action being requested is approval or denial of the EDAC recommendation to approve the annual tax abatement renewals.

**ANNUAL CLAIM FOR EXEMPTION FROM PROPERTY TAXATION**

To Be Filed with the County Appraiser on or before March 1st

See other side for instructions

Name & Address of Taxpayer:

Miller's Inc.  
610 E. Jefferson St.  
Pittsburg, KS 66762

County:

Crawford

Parcel I.D. No.:

019-209-29-0-40-10-002.00-0  
& 019-209-29-0-40-10-001.00-0

Personal Prop No.:

\_\_\_\_\_

Tax Year:

2026

County Use Only

Description on file  Check  if Yes  
If Yes mail copy of form and written statement to PVD

**NOTICE**

**This Annual Claim for Exemption by law must be accompanied by:**

- (1) **A Written Statement** See instructions, other side and
- (2) **A Description/List of Exempt Property** See instructions, other side

1. I (we) Miller's, Inc., do hereby file a claim for property tax exemption for the tax year 2026, on the attached list of property.

2. The basis for the exemption is:

Board of Tax Appeals Order, Docket No. 2017-833-EDX.

3. The Board Order indicates that the property is exempt pursuant to:

- A. K.S.A. 79-201a *Second* (Industrial Revenue Bond-Funded Property)
- B. Article 11, Section 13 of the Kansas Constitution
- C. K.S.A. 79-221 (Certain Leased Property)
- D. Other KSA 2012 Supp. 79-213 (explain).

4. The period of exemption set forth in the Board's Order is:

January 1, 2017 through December 31, 2026

5. If the property is only partially exempt or if a payment in lieu of tax must be made, please attach the agreement and/or uniform policy setting forth the terms.

6. Are you filing a claim for any property acquired *after* the Board of Tax Appeals issued the order exempting disclosed in number 2 above? No. If yes, please explain why you believe this property is exempt.

7. Has the *ownership* of the property for which you are filing a claim for exemption changed in the past year? No. If yes, attach a full explanation.

8. Has the *use* of the property for which you are filing a claim for exemption changed in since the Board determined that it was exempt? No. If yes, attach a full explanation.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature



Date:

1/15/2026

Name & Title

Lori Altom, CFO

Phone:

620-235-2274

# EXEMPT REAL PROPERTY FORM

Supplemental page

If more than one building exists on a parcel identification number (PIN), please report only one building on each copy of the Exempt Real Property Form. The requested information is parcel specific. Make as many copies of this form as is necessary to report your exempt real property.

Firm Name: Miller's, Inc. Parcel Id. #: 019-209-29-0-40-10-002.00-0  
& 019-209-29-0-40-10-001.00-0  
Docket Number: 2017-833-EDX Exempt Period: Jan. 1, 2017 - Dec. 31, 2026

Legal Description:  
KS Located on parcel ID No. 019-209-29-0-40-10-002.00-0 & 019-209-29-0-40-10-001.00-0

Is land acquisition associated with this exemption? Yes  No

If land acquisition is associated with this exemption, then provide the following information:

What date was the land purchased? \_\_\_\_\_

What was the purchase price of the land? 360,000

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on this parcel of land associated with this docket number:  
\_\_\_\_\_

If an improvement(s) is/are associated with this exemption, then provide the following information:

Building name and number (if applicable): \_\_\_\_\_

Description of the improvement: Shutterfly Expansion Project

Date of completion: October 2017

Total square footage of the improvement: 30,000

Provide the total cost of the improvement attributable to the exemption under this docket number: \$5,357,707.43

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on the improvement associated with this docket number:  
\_\_\_\_\_

If an in-lieu-of payment agreement is associated with this exemption provide the following information:

Amount of in-lieu-of tax payment for \_\_\_\_\_ for this parcel: \_\_\_\_\_  
Please attach a copy of the in-lieu-of tax agreement.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature Lori Altom Date: 1/15/2024  
Name & Title Lori Altom, CFO Phone: 620-235-2274

**CITY OF PITTSBURG, KANSAS  
ANNUAL RENEWAL APPLICATION RIDER**

1. I (we) do hereby verify that the building and machinery and/or equipment listed on the APPLICATION FOR TAX EXEMPTION are still in use at the same location.
2. I (we) do hereby verify that the ownership of the company at the time of the APPLICATION FOR TAX EXEMPTION is still under the same ownership.
3. I (we) do hereby verify that all taxes are current.

DATED this 15<sup>th</sup> day of January ~~2025~~<sup>2026</sup>.

Miller's Inc.

\_\_\_\_\_  
Company Name

By:



\_\_\_\_\_  
Name: Lori Altom

\_\_\_\_\_  
Title: CFO

EXEMPT REAL ESTATE FORM

2017 BUILDING IMPROVEMENTS

- 6,788.36 (1) Lennox package unit for PAP
- 355,891.00 (13) Rooftop units for PAS building
- 33,978.57 (4) Lennox package units for CS area
- 11,780.00 18 thermostats for PAS area
- 1,660.00 22x90 sink for chemical washroom
- 392,130.00 Access floor for PAS area
- 23,632.55 Additional cost for East dock remodel
- 148,396.81 Additional cost for Press Addition South area
- 21,330.00 Addtl cost for 13 Lennox rooftop units
- 207,215.91 Addtl cost for PAS area (misc vendors)
- 52,738.11 Central vacuum system for PAS area
- 44,042.06 East dock remodel
- 95,731.50 Fire sprinkler system for PAS building
- 94,000.00 Humidification system for PAS area
- 4,910.78 Mitsubishi mini split system for East dock area
- 7,844.00 Power modules for PAS building
- 2,749,308.55 Press Addition South building cost
- 291,470.87 Roof for PAS building
- 9,203.66 Sprinkler System for PAS area
- 24,015.15 Vinyl floor, bases for PAS
- 21,977.90 (114) Additional Juniper trees on East Jackson properties
- 19,790.50 (125) Juniper trees on E Jackson South lot
- 1,265.00 (46) holly bushes
- 9,470.00 (47) Juniper trees on E Jackson South lot
- 4,397.50 Additional Juniper trees on East Jackson properties
- 10,317.04 Boxwood bushes, etc for drainage area
- 4,825.80 Irrigation equipment for new PAS outside area
- 11,225.00 Irrigation system, sod for New PAS area
- 21,726.75 Jackson Street dirtwork
- 29,267.00 Sod, Trees, irrigation for new area
- 3,353.21 Sod/irrigation for new area
- 196,052.18 South parking lot
- 5,608.75 South parking lot sod, dirtwork for drainage area
- 82,362.92 Storm sewer relocation

\$ 4,997,707.43

LAND

\$ 360,000.00

TOTAL

\$ 5,357,707.43

**ANNUAL CLAIM FOR EXEMPTION FROM PROPERTY TAXATION**

To Be Filed with the County Appraiser on or before March 1st

See other side for instructions

Name & Address of Taxpayer:

County:

Crawford

Kendall Packaging Corporation

Parcel I.D. No.:

019-205-16-0-10-03-003-00-0

1901 E. 27<sup>th</sup> St. Terrace

Personal Prop No.:

N/A

Pittsburg, KS 66762-2766

Tax Year:

2025

County Use Only

Description on file  Check  if Yes  
If Yes mail copy of form and written statement to PVD

**NOTICE**

**This Annual Claim for Exemption by law must be accompanied by:**

- (1) **A Written Statement** See instructions, other side and
- (2) **A Description/List of Exempt Property** See instructions, other side

1. I (we) Kendall Packaging Corporation, do hereby file a claim for property tax exemption for the tax year 2026, on the attached list of property.
2. The basis for the exemption is:  
Kansas Court of Tax Appeals Order, Docket No. 2018-334-1RBX.
3. The Court Order indicates that the property is exempt pursuant to:
  - A. K.S.A. 79-201a *Second* (Industrial Revenue Bond-Funded Property)
  - B. Article 11, Section 13 of the Kansas Constitution
  - C. K.S.A. 79-221 (Certain Leased Property)
  - D. Other \_\_\_\_\_ (explain).
4. The period of exemption set forth in the Court's Order is:  
January 1, 2018 through December 31, 2027.
5. If the property is only partially exempt or if a payment in lieu of tax must be made, please attach the agreement and/or uniform policy setting forth the terms.
6. Are you filing a claim for any property acquired *after* the Kansas Court of Appeals issued the order exempting disclosed in number 2 above? No. If yes, please explain why you believe this property is exempt.
7. Has the *ownership* of the property for which you are filing a claim for exemption changed in the past year?  
No. If yes, attach a full explanation.
8. Has the *use* of the property for which you are filing a claim for exemption changed in since the Court determined that it was exempt? No. If yes, attach a full explanation.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature

DTM

Date:

January 13, 2026

Name & Title

David T. Roche, CFO

Phone:

262.404.1207

## Instructions

### **1. Who must file an Annual Claim for Exemption?**

K.S.A. 79-210 requires owners of *property that is exempt for a specified period of years* to file an annual claim for exemption, *except* for property exempted under:

- (1) K.S.A. 79-201g (dam and reservoir land) or
- (2) K.S.A. 79-201d Second (farm storage and drying equipment).

Owners of property exempted for economic development purposes pursuant to Article 11, Section 13 of the Kansas Constitution, or property exempted by virtue of being funded with industrial revenue bonds pursuant to K.S.A. 79-201a *Second* must file an annual claim for exemption.

### **2. When must the Annual Claim for Exemption be filed?**

The annual claim for exemption must be filed with the county appraiser on or before March 1st. The failure to file the annual claim for exemption may be just cause for the county appraiser to be in doubt as to whether the property continues to meet the terms and conditions of exemption. When in doubt, the county appraiser must construe in favor of taxation. (*See Directive No. 92-025*).

### **3. What items must accompany an Annual Claim for Exemption?**

A written statement from the clerk of the city or county originally approving the exemption, and a description/list of the exempt property.

### **4. What is a "Written Statement?"**

K.S.A. 79-210 requires the annual claim for exemption to include a written statement signed by the clerk of the city or county approving the exemption. The written statement from the city or county clerk must indicate whether the property sought to be exempt continues to meet all the terms and conditions of exemption.

Each year, the applicant should obtain a written statement from the appropriate city or clerk indicating whether the terms and conditions of exemption continue to be satisfied. The written statement should be submitted to the county appraiser along with the annual claim for exemption.

The terms and conditions of exemption should also be submitted to the county appraiser. It is acceptable to just submit the terms and conditions to the county appraiser once during the period of exemption, not every year, unless the terms and conditions are revised. When revisions occur, they should be submitted to the county appraiser by the following March 1st, along with the annual claim for exemption.

### **5. What constitutes a "Description/List of Exempt Property?"**

The description/list of exempt property that is submitted with the annual claim should be the description and/or list of property that was issued with the Kansas Court of Tax Appeals Order. If the description of the item(s) listed by the Court is vague, the applicant must provide further information. The description/list of exempt property should include (complete the exempt real property form):

1. The legal description of any land exempted and the date it was acquired;
2. A brief description of any improvements (i.e., buildings) and the date they were completed;
3. A list of all exempt personal property setting forth for each item:
  - a. A brief description
  - b. The date of purchase
  - c. Whether the item was purchased new or used
  - d. The age at the date of purchase
  - e. The purchase price (exclude sales tax or freight & installation that are charged separately)

Note: only the property specifically exempted by the Kansas Court of Tax Appeals qualifies for exemption. Property purchased subsequent to the Court's order and not addressed therein is not exempt.

# EXEMPT REAL PROPERTY FORM

Supplemental page

If more than one building exists on a parcel identification number (PIN), please report only one building on each copy of the Exempt Real Property Form. The requested information is parcel specific. Make as many copies of this form as is necessary to report your exempt real property.

Firm Name: Kendall Packaging Corporation Parcel Id. #: 019-205-16-0-10-03-003.00-0

Docket Number: 2018-334-IRBX Exempt Period: 1/1/2018 - 12/31/2027

Legal Description:

SW 1/4, NE 1/4, Section 16, Township 30S, Range 25E, Crawford County

Is land acquisition associated with this exemption? Yes \_\_\_ No X

If land acquisition is associated with this exemption, then provide the following information:

What date was the land purchased? \_\_\_\_\_

What was the purchase price of the land? \_\_\_\_\_

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on this parcel of land associated with this docket number:  
\_\_\_\_\_

If an improvement(s) is/are associated with this exemption, then provide the following information:

Building name and number (if applicable): 1901 E. 27<sup>th</sup> St. Terrace, Pittsburg, KS

Description of the improvement: Addition of 60,150 sq. ft. of new manufacturing, warehouse, and office space to existing 35,000 sq. ft. facility

Date of completion: 11/5/2017

Total square footage of the improvement: 60,150 sq. ft.

Provide the total cost of the improvement attributable to the exemption under this docket number: \$ 3,445,892

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on the improvement associated with this docket number:  
\$ 3,000,000

If an in-lieu-of payment agreement is associated with this exemption provide the following information:

Amount of in-lieu-of tax payment for \_\_\_ for this parcel: \_\_\_\_\_

Please attach a copy of the in-lieu-of tax agreement.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature DTM

Date: 1/13/2026

Name & Title David T. Roche, CFO

Phone: 262.404.1207

# ANNUAL CLAIM FOR EXEMPTION FROM PROPERTY TAXATION

To Be Filed with the County Appraiser on or before March 1st

See other side for instructions

Name & Address of Taxpayer: Dharma Properties LLC  
2410 S Broadway St  
Pittsburg, KS 66762

County: Crawford

Parcel ID No: \_\_\_\_\_

Personal Prop No: 019-209-31-0-40-08-00

Tax Year: 2026

<b>County Use Only</b>	
Description on file	<input type="checkbox"/> Check <input checked="" type="checkbox"/> If Yes
If Yes mail copy of form and written statement to FWD	

## NOTICE

This Annual Claim for Exemption by law must be accompanied by:

- (1) A Written Statement See instructions, other side and
- (2) A Description/List of Exempt Property See instructions, other side

1. I (we) Dharma Properties LLC do hereby file a claim for property tax exemption for the tax year 2026 on the attached list of property.

2. The basis for the exemption is:

Board of Tax Appeals Order Docket No. 2018-595 IRBX

3. The Board Order indicates that the property is exempt pursuant to:

- A. K.S.A. 79-201a Second (Industrial Revenue Bond Funded Property)
- B. Article III, Section 13 of the Kansas Constitution
- C. K.S.A. 79-221 (Certain Leased Property)
- D. Other \_\_\_\_\_ (explain)

4. The period of exemption set forth in the Board's Order is: 2018 through Dec 2027

5. If the property is only partially exempt or if a payment in lieu of tax must be made, please attach the agreement and/or uniform policy setting forth the terms. NO

6. Are you filing a claim for any property acquired after the Board of Tax Appeals issued the order exempting disclosed in number 2 above? NO. If yes, please explain why you believe this property is exempt.

7. Has the ownership of the property for which you are filing a claim for exemption changed in the past year? NO. If yes, attach a full explanation.

8. Has the use of the property for which you are filing a claim for exemption changed in since the Board determined that it was exempt? NO. If yes, attach a full explanation.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate and complete.

Applicant's Signature:   
Name & Title: Manisha Bhakta, Owner

Date: 1/26/26  
Phone: 620 704 7085

- d. The age at the date of purchase
- e. The purchase price (exclude sales tax or freight & installation that are charged separately)

Note: only the property specifically exempted by the Board of Tax Appeals qualifies for exemption. Property purchased subsequent to the Board's order and not addressed therein is not exempt.

## EXEMPT REAL PROPERTY FORM

*Supplemental page*

If more than one building exists on a parcel identification number (PIN), please report only one building on each copy of the Exempt Real Property Form. The requested information is parcel specific. Make as many copies of this form as is necessary to report your exempt real property.

Firm Name: Dharma Properties LLC Parcel Id. #: 019-209-81-0-40-08-008,000

Docket Number: 2018-595-IRBX Exempt Period: 2026

Legal Description:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is land acquisition associated with this exemption? Yes  No

If land acquisition is associated with this exemption, then provide the following information:

What date was the land purchased? \_\_\_\_\_

What was the purchase price of the land? \_\_\_\_\_

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on this parcel of land associated with this docket number: 2018-595-IRBX

If an improvement(s) is/are associated with this exemption, then provide the following information:

Building name and number (if applicable): LaQuinta Inn & Suites

Description of the improvement: 77 Rooms

Date of completion: 1/1/2018

Total square footage of the improvement: 47000SQ

Provide the total cost of the improvement attributable to the exemption under this docket number: \$7,553,357

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on the improvement associated with this docket number: 2018-595-IRBX

If an in-lieu-of-payment agreement is associated with this exemption provide the following information:

Amount of in-lieu-of tax payment for \_\_\_\_\_ for this parcel

Please attach a copy of the in-lieu-of tax agreement.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature:  Date: 1/26/26

Name & Title: Manisha Bhakta, Owner Phone: 6207047035

**ANNUAL CLAIM FOR EXEMPTION FROM PROPERTY TAXATION**

To Be Filed with the County Appraiser on or before March 1st

See other side for instructions

Name & Address of Taxpayer:

Jacqueline Yantsos (EVD Investments)  
9700 S. 240th St  
Pittsburg KS 66762

County:

Crawford

Parcel I.D. No.:

Personal Prop No.:

Tax Year:

2026

**County Use Only**

Description on file  Check  if Yes  
If Yes mail copy of form and written statement to PVD

**NOTICE**

**This Annual Claim for Exemption by law must be accompanied by:**

- (1) **A Written Statement** See instructions, other side and
- (2) **A Description/List of Exempt Property** See instructions, other side

1. I (we) Jacqueline Yantsos, do hereby file a claim for property tax exemption for the tax year 2026, on the attached list of property.

2. The basis for the exemption is:

Board of Tax Appeals Order, Docket No. 2021-1343-EDX

3. The Board Order indicates that the property is exempt pursuant to:

- A. K.S.A. 79-201a *Second* (Industrial Revenue Bond-Funded Property)
- B. Article 11, Section 13 of the Kansas Constitution
- C. K.S.A. 79-221 (Certain Leased Property)
- D. Other KSA-79-213 (explain).

4. The period of exemption set forth in the Board's Order is:

Jan 1, 2021 through Dec 31, 2030

5. If the property is only partially exempt or if a payment in lieu of tax must be made, please attach the agreement and/or uniform policy setting forth the terms.

6. Are you filing a claim for any property acquired *after* the Board of Tax Appeals issued the order exempting disclosed in number 2 above? NO. If yes, please explain why you believe this property is exempt.

7. Has the *ownership* of the property for which you are filing a claim for exemption changed in the past year? NO. If yes, attach a full explanation.

8. Has the *use* of the property for which you are filing a claim for exemption changed in since the Board determined that it was exempt? NO. If yes, attach a full explanation.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature

Jacqueline Yantsos

Date:

1/13/25

Name & Title

Jacqueline Yantsos, MD  
(owner)

Phone:

715-212-3158

**EXEMPT REAL PROPERTY FORM**

*Supplemental page*

If more than one building exists on a parcel identification number (PIN), please report only one building on each copy of the Exempt Real Property Form. The requested information is parcel specific. Make as many copies of this form as is necessary to report your exempt real property.

Firm Name: Renix Medical + Spa Parcel Id. #: \_\_\_\_\_

Docket Number: 2021-1343-EDX Exempt Period: \_\_\_\_\_

Legal Description:

Medical office Building - NO changes

Is land acquisition associated with this exemption? Yes \_\_\_ No X

If land acquisition is associated with this exemption, then provide the following information:

What date was the land purchased? \_\_\_\_\_

What was the purchase price of the land? \_\_\_\_\_

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on this parcel of land associated with this docket number:  
\_\_\_\_\_

If an improvement(s) is/are associated with this exemption, then provide the following information:

Building name and number (if applicable): \_\_\_\_\_

Description of the improvement: \_\_\_\_\_

Date of completion: \_\_\_\_\_

Total square footage of the improvement: \_\_\_\_\_

Provide the total cost of the improvement attributable to the exemption under this docket number: \_\_\_\_\_

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on the improvement associated with this docket number:  
\_\_\_\_\_

If an in-lieu-of payment agreement is associated with this exemption provide the following information:

Amount of in-lieu-of tax payment for \_\_\_ for this parcel: \_\_\_\_\_

Please attach a copy of the in-lieu-of tax agreement.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature Jacqueline Yurtsov Date: 1/13/25  
Name & Title Jacqueline Yurtsov MD Phone: (715) 212-3158

## **Instructions**

### **1. Who must file an Annual Claim for Exemption?**

K.S.A. 79-210 requires owners of *property that is exempt for a specified period of years* to file an annual claim for exemption, *except* for property exempted under:

- (1) K.S.A. 79-201g (dam and reservoir land) or
- (2) K.S.A. 79-201d Second (farm storage and drying equipment).

Owners of property exempted for economic development purposes pursuant to Article 11, Section 13 of the Kansas Constitution, or property exempted by virtue of being funded with industrial revenue bonds pursuant to K.S.A. 79-201a *Second* must file an annual claim for exemption.

### **2. When must the Annual Claim for Exemption be filed?**

The annual claim for exemption must be filed with the county appraiser on or before March 1st. The failure to file the annual claim for exemption may be just cause for the county appraiser to be in doubt as to whether the property continues to meet the terms and conditions of exemption. When in doubt, the county appraiser must construe in favor of taxation. (*See Directive No. 92-025*).

### **3. What items must accompany an Annual Claim for Exemption?**

A written statement from the clerk of the city or county originally approving the exemption, and a description/list of the exempt property.

### **4. What is a "Written Statement?"**

K.S.A. 79-210 requires the annual claim for exemption to include a written statement signed by the clerk of the city or county approving the exemption. The written statement from the city or county clerk must indicate whether the property sought to be exempt continues to meet all the terms and conditions of exemption.

Each year, the applicant should obtain a written statement from the appropriate city or clerk indicating whether the terms and conditions of exemption continue to be satisfied. The written statement should be submitted to the county appraiser along with the annual claim for exemption.

The terms and conditions of exemption should also be submitted to the county appraiser. It is acceptable to just submit the terms and conditions to the county appraiser once during the period of exemption, not every year, unless the terms and conditions are revised. When revisions occur, they should be submitted to the county appraiser by the following March 1st, along with the annual claim for exemption.

### **5. What constitutes a "Description/List of Exempt Property?"**

The description/list of exempt property that is submitted with the annual claim should be the description and/or list of property that was issued with the Board of Tax Appeals Order. If the description of the item(s) listed by the Board is vague, the applicant must provide further information. The description/list of exempt property should include (complete the exempt real property form):

1. The legal description of any land exempted and the date it was acquired;
2. A brief description of any improvements (i.e., buildings) and the date they were completed;
3. A list of all exempt personal property setting forth for each item:
  - a. A brief description
  - b. The date of purchase
  - c. Whether the item was purchased new or used
  - d. The age at the date of purchase
  - e. The purchase price (exclude sales tax or freight & installation that are charged separately)

Note: only the property specifically exempted by the Board of Tax Appeals qualifies for exemption. Property purchased subsequent to the Board's order and not addressed therein is not exempt.

**ANNUAL CLAIM FOR EXEMPTION FROM PROPERTY TAXATION**

To Be Filed with the County Appraiser on or before March 1st

*See other side for instructions*

Name & Address of Taxpayer:

Atkinson Industries LLC

c/o AIS Holding Company LLC

560 Horizon Dr, Ste 100

Suwanee, GA 30024

County:

Crawford

Parcel I.D. No.:

019-205-16-0-10-03-002.01-0

Personal Prop No.:

ATKI00010-4953

Tax Year:

2026

**County Use Only**

Description on file  Check  if Yes

If Yes mail copy of form and written statement to PVD

**NOTICE**

**This Annual Claim for Exemption by law must be accompanied by:**

- (1) **A Written Statement** *See instructions, other side and*
- (2) **A Description/List of Exempt Property** *See instructions, other side*

1. I (we) Atkinson Industries LLC, do hereby file a claim for property tax exemption for the tax year 2026, on the attached list of property.
2. The basis for the exemption is:  
Board of Tax Appeals Order, Docket No. 2023-245-EDX.
3. The Board Order indicates that the property is exempt pursuant to:
  - A. K.S.A. 79-201a *Second* (Industrial Revenue Bond-Funded Property)
  - B. Article 11, Section 13 of the Kansas Constitution
  - C. K.S.A. 79-221 (Certain Leased Property)
  - D. Other \_\_\_\_\_ (explain).
4. The period of exemption set forth in the Board's Order is:  
January 1, 2023 through December 31, 2029.
5. If the property is only partially exempt or if a payment in lieu of tax must be made, please attach the agreement and/or uniform policy setting forth the terms. See attached Ordinance #S-1090
6. Are you filing a claim for any property acquired *after* the Board of Tax Appeals issued the order exempting disclosed in number 2 above? NO. If yes, please explain why you believe this property is exempt.
7. Has the *ownership* of the property for which you are filing a claim for exemption changed in the past year?  
YES. If yes, attach a full explanation.
8. Has the *use* of the property for which you are filing a claim for exemption changed in since the Board determined that it was exempt? NO. If yes, attach a full explanation.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature

ZH

Date:

01/29/26

Name & Title

Zach Harris - Group Controller

Phone:

620 249 3902

# EXEMPT REAL PROPERTY FORM

Supplemental page

If more than one building exists on a parcel identification number (PIN), please report only one building on each copy of the Exempt Real Property Form. The requested information is parcel specific. Make as many copies of this form as is necessary to report your exempt real property.

Firm Name: Atkinson Industries LLC Parcel Id. #: 019-205-16-0-10-03-002.01-0

Docket Number: 2023-245-EDX Exempt Period: Jan 1, 2023 - Dec 31, 2029

Legal Description:

Real estate and improvements at 1801 E 27th Terrace, Pittsburg, KS

Is land acquisition associated with this exemption? Yes \_\_\_ No X

If land acquisition is associated with this exemption, then provide the following information:

What date was the land purchased? \_\_\_\_\_

What was the purchase price of the land? \_\_\_\_\_

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on this parcel of land associated with this docket number:  
\_\_\_\_\_

If an improvement(s) is/are associated with this exemption, then provide the following information:

Building name and number (if applicable): N/A

Description of the improvement: 58,000 sq. ft of concrete to support 12 electrical testing stations to facilitate prefabricated modular steel enclosures

Date of completion: 07/15/2022

Total square footage of the improvement: 58,000

Provide the total cost of the improvement attributable to the exemption under this docket number: \$1,650,000

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on the improvement associated with this docket number:  
\_\_\_\_\_

If an in-lieu-of payment agreement is associated with this exemption provide the following information:

Amount of in-lieu-of tax payment for \_\_\_\_\_ for this parcel: \_\_\_\_\_  
Please attach a copy of the in-lieu-of tax agreement.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature Zach Harris Date: 01-29-23  
Name & Title Zach Harris - Group Controller Phone: 620 240 3402

**ANNUAL CLAIM FOR EXEMPTION FROM PROPERTY TAXATION**

To Be Filed with the County Appraiser on or before March 1st

See other side for instructions

Name & Address of Taxpayer:

County: Crawford

Muth Properties LLC

Parcel I.D. No.: 019-213-06-0-00-02-015.00-0

26201 W. 108th St

Personal Prop No.: \_\_\_\_\_

Olathe, KS 66061

Tax Year: 2026

County Use Only  
Description on file  Check  if Yes  
If Yes mail copy of form and written statement to PVD

**NOTICE**

**This Annual Claim for Exemption by law must be accompanied by:**

- (1) **A Written Statement** See instructions, other side and
- (2) **A Description/List of Exempt Property** See instructions, other side

1. I (we) Muth Properties LLC, do hereby file a claim for property tax exemption for the tax year 2026, on the attached list of property.

2. The basis for the exemption is:

Board of Tax Appeals Order, Docket No. 2025-491-IRBX.

3. The Board Order indicates that the property is exempt pursuant to:

- A. K.S.A. 79-201a *Second* (Industrial Revenue Bond-Funded Property)
- B. Article 11, Section 13 of the Kansas Constitution
- C. K.S.A. 79-221 (Certain Leased Property)
- D. Other \_\_\_\_\_ (explain).

4. The period of exemption set forth in the Board's Order is:

January 1, 2025 through December 31, 2034.

5. If the property is only partially exempt or if a payment in lieu of tax must be made, please attach the agreement and/or uniform policy setting forth the terms.

6. Are you filing a claim for any property acquired *after* the Board of Tax Appeals issued the order exempting disclosed in number 2 above? No. If yes, please explain why you believe this property is exempt.

7. Has the *ownership* of the property for which you are filing a claim for exemption changed in the past year? No. If yes, attach a full explanation.

8. Has the *use* of the property for which you are filing a claim for exemption changed in since the Board determined that it was exempt? No. If yes, attach a full explanation.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature   
Name & Title Jeremy Knuth Director of Sales

Date: 1/26/2026  
Phone: 6602270463

# Instructions

## **1. Who must file an Annual Claim for Exemption?**

K.S.A. 79-210 requires owners of *property that is exempt for a specified period of years* to file an annual claim for exemption, *except* for property exempted under:

- (1) K.S.A. 79-201g (dam and reservoir land) or
- (2) K.S.A. 79-201d Second (farm storage and drying equipment).

Owners of property exempted for economic development purposes pursuant to Article 11, Section 13 of the Kansas Constitution, or property exempted by virtue of being funded with industrial revenue bonds pursuant to K.S.A. 79-201a *Second* must file an annual claim for exemption.

## **2. When must the Annual Claim for Exemption be filed?**

The annual claim for exemption must be filed with the county appraiser on or before March 1st. The failure to file the annual claim for exemption may be just cause for the county appraiser to be in doubt as to whether the property continues to meet the terms and conditions of exemption. When in doubt, the county appraiser must construe in favor of taxation. (*See* Directive No. 92-025).

## **3. What items must accompany an Annual Claim for Exemption?**

A written statement from the clerk of the city or county originally approving the exemption, and a description/list of the exempt property.

## **4. What is a “Written Statement?”**

K.S.A. 79-210 requires the annual claim for exemption to include a written statement signed by the clerk of the city or county approving the exemption. The written statement from the city or county clerk must indicate whether the property sought to be exempt continues to meet all the terms and conditions of exemption.

Each year, the applicant should obtain a written statement from the appropriate city or clerk indicating whether the terms and conditions of exemption continue to be satisfied. The written statement should be submitted to the county appraiser along with the annual claim for exemption.

The terms and conditions of exemption should also be submitted to the county appraiser. It is acceptable to just submit the terms and conditions to the county appraiser once during the period of exemption, not every year, unless the terms and conditions are revised. When revisions occur, they should be submitted to the county appraiser by the following March 1st, along with the annual claim for exemption.

## **5. What constitutes a “Description/List of Exempt Property?”**

The description/list of exempt property that is submitted with the annual claim should be the description and/or list of property that was issued with the Board of Tax Appeals Order. If the description of the item(s) listed by the Board is vague, the applicant must provide further information. The description/list of exempt property should include (complete the exempt real property form):

1. The legal description of any land exempted and the date it was acquired;
2. A brief description of any improvements (i.e., buildings) and the date they were completed;
3. A list of all exempt personal property setting forth for each item:
  - a. A brief description
  - b. The date of purchase
  - c. Whether the item was purchased new or used
  - d. The age at the date of purchase
  - e. The purchase price (exclude sales tax or freight & installation that are charged separately)

Note: only the property specifically exempted by the Board of Tax Appeals qualifies for exemption. Property purchased subsequent to the Board’s order and not addressed therein is not exempt.

# EXEMPT REAL PROPERTY FORM

*Supplemental page*

If more than one building exists on a parcel identification number (PIN), please report only one building on each copy of the Exempt Real Property Form. The requested information is parcel specific. Make as many copies of this form as is necessary to report your exempt real property.

Firm Name: Muth Properties LLC Parcel Id. #: 019-213-06-0-00-02-015.00-0

Docket Number: 2025-491-IRBX Exempt Period: January 1, 2025 - December 31, 2034

Legal Description:

S06, T31, R25, Acres 11.3, Beg 65', W & 412.5' N SE Cor SW 1/4 SE 1/4, Th W 726',

N 657.5', e 726', S 657.5' to POB

Is land acquisition associated with this exemption? Yes \_\_\_ No\* \_\_\_

If land acquisition is associated with this exemption, then provide the following information:

What date was the land purchased? \_\_\_\_\_

What was the purchase price of the land? \_\_\_\_\_

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on this parcel of land associated with this docket number:

\_\_\_\_\_

If an improvement(s) is/are associated with this exemption, then provide the following information:

Building name and number (if applicable): 1067 S. 69th Hwy

Description of the improvement: Shop addition on west side of existing shop

Date of completion: September 2024

Total square footage of the improvement: 41,000

Provide the total cost of the improvement attributable to the exemption under this docket number: 7,105,695

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on the improvement associated with this docket number:  
7,105,695

If an in-lieu-of payment agreement is associated with this exemption provide the following information:

Amount of in-lieu-of tax payment for \_\_\_ for this parcel: \_\_\_\_\_

Please attach a copy of the in-lieu-of tax agreement.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature 

Date: 1/26/2026

Name & Title Jeremy Knuth Director of Sales

Phone: 660-227-0463

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	2/05/2026			199058		
C-CHECK	VOID CHECK	V	2/05/2026			199059		
C-CHECK	VOID CHECK	V	2/12/2026			199085		
C-CHECK	VOID CHECK	V	2/12/2026			199086		
C-CHECK	VOID CHECK	V	2/12/2026			199092		
C-CHECK	VOID CHECK	V	2/12/2026			199096		
C-CHECK	VOID CHECK	V	2/12/2026			199097		
C-CHECK	VOID CHECK	V	2/12/2026			199098		
C-CHECK	VOID CHECK	V	2/12/2026			199099		
C-CHECK	VOID CHECK	V	2/12/2026			199100		
C-CHECK	VOID CHECK	V	2/12/2026			199101		
C-CHECK	VOID CHECK	V	2/12/2026			199102		
C-CHECK	VOID CHECK	V	2/12/2026			199103		
C-CHECK	VOID CHECK	V	2/12/2026			199125		
C-CHECK	VOID CHECK	V	2/12/2026			199126		
C-CHECK	VOID CHECK	V	2/12/2026			199127		
C-CHECK	VOID CHECK	V	2/12/2026			199128		
C-CHECK	VOID CHECK	V	2/12/2026			199129		
C-CHECK	VOID CHECK	V	2/12/2026			199130		
C-CHECK	VOID CHECK	V	2/12/2026			199131		
C-CHECK	VOID CHECK	V	2/12/2026			199132		
C-CHECK	VOID CHECK	V	2/12/2026			199133		
C-CHECK	VOID CHECK	V	2/12/2026			199134		
C-CHECK	VOID CHECK	V	2/12/2026			199135		
C-CHECK	VOID CHECK	V	2/12/2026			199136		
C-CHECK	VOID CHECK	V	2/12/2026			199137		
C-CHECK	VOID CHECK	V	2/12/2026			199138		
C-CHECK	VOID CHECK	V	2/12/2026			199139		
C-CHECK	VOID CHECK	V	2/12/2026			199140		
C-CHECK	VOID CHECK	V	2/12/2026			199141		
C-CHECK	VOID CHECK	V	2/12/2026			199142		
C-CHECK	VOID CHECK	V	2/12/2026			199143		
C-CHECK	VOID CHECK	V	2/12/2026			199144		
C-CHECK	VOID CHECK	V	2/12/2026			199145		

* * 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:	34	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99 BANK: * TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	34	0.00	0.00	0.00
BANK: * TOTALS:	34	0.00	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
9176	ABSOLUTE SUPPLIERS, INC.	E	2/03/2026			028836		16,179.76
1478	KANSASLAND TIRE #1828	E	2/06/2026			028837		652.00
6495	CIVICPLUS, LLC	E	2/06/2026			028838		6,615.00
7138	OME CORP, LLC	E	2/06/2026			028839		283.00
7392	ASSURECO RISK MANAGEMENT & REG	E	2/06/2026			028840		3,500.00
7567	MERIDIAN OIL & EQUIPMENT LLC	E	2/06/2026			028841		3,150.17
8205	MRI SOFTWARE LLC	E	2/06/2026			028842		621.28
8432	WHISPERING PINES MHC LLC	E	2/06/2026			028843		60.00
8699	SCHILTZ LAWN AND GARDEN LLC	E	2/06/2026			028844		150.00
9012	GARCIA, MANUEL	E	2/06/2026			028845		600.00
9013	STEBBINS, TIMOTHY D.	E	2/06/2026			028846		1,000.00
9094	WORLD CLASS RENTALS INC	E	2/06/2026			028847		200.00
9153	THE LAW OFFICE OF JOHN A. VILL	E	2/06/2026			028848		1,000.00
9158	MID CENTRAL CONTRACT SERVICES,	E	2/06/2026			028849		90,000.00
9185	GOVERNMENTFRAMEWORKS.COM INC.	E	2/06/2026			028850		11,940.08
0044	CRESTWOOD COUNTRY CLUB	E	2/06/2026			028851		398.06
0046	ETTINGERS OFFICE SUPPLY	E	2/06/2026			028852		372.09
0055	JOHN'S SPORT CENTER, INC.	E	2/06/2026			028853		1,107.80
0112	MARRONES INC	E	2/06/2026			028854		94.73
0133	JIM RADELL CONSTRUCTION COMPAN	E	2/06/2026			028855		4,706.07
0135	PITTSBURG AREA CHAMBER OF COMM	E	2/06/2026			028856		26,250.00
0194	KANSAS STATE TREASURER	E	2/06/2026			028857		4,120.50

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0207	PEPSI-COLA BOTTLING CO OF PITT	E	2/06/2026			028858		364.50
0276	JOE SMITH COMPANY, INC.	E	2/06/2026			028859		701.37
0577	KANSAS GAS SERVICE	E	2/06/2026			028860		670.07
0597	CORNEJO & SONS LLC	E	2/06/2026			028861		6,767.71
0659	PAYNES INC	E	2/06/2026			028862		231.75
1733	BMI, INC	E	2/06/2026			028863		378.00
2186	PRODUCERS COOPERATIVE ASSOCIAT	E	2/06/2026			028864		1,577.71
2921	DATAPROSE LLC	E	2/06/2026			028865		6,281.42
2960	PACE ANALYTICAL SERVICES LLC	E	2/06/2026			028866		401.00
3668	MID AMERICA PROPERTIES OF PITT	E	2/06/2026			028867		80.00
4307	HENRY KRAFT, INC.	E	2/06/2026			028868		190.00
4618	TRESA LYNNE MILLER	E	2/06/2026			028869		796.38
5014	MID-AMERICA SANITATION INC.	E	2/06/2026			028870		425.00
6175	HENRY C MENGHINI	E	2/06/2026			028871		702.70
6298	L. KEVAN SCHUPBACH	E	2/06/2026			028872		944.50
7629	EARLES ENGINEERING & INSPECTIO	E	2/06/2026			028873		105,613.89
7793	QUEENB TELEVISION OF KANSAS/MI	E	2/06/2026			028874		1,500.00
8200	PLUNKETT'S PEST CONTROL INC	E	2/06/2026			028875		648.86
8337	BLACKSTONE AUDIO, INC.	E	2/06/2026			028876		267.37
9145	LEE, CLIFFORD	E	2/06/2026			028877		1,000.00
9151	ELITE LAND MANAGEMENT LLC	E	2/06/2026			028878		5.00
9097	CROSSLAND HEAVY CONTRACTORS, I	E	2/10/2026			028879		2,448,206.19

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7279	CLAYTON HOLDINGS, LLC	E	2/12/2026			028880		244,885.60
6524	ELLIOTT EQUIPMENT COMPANY	E	2/13/2026			028881		46,487.00
7791	C4 HOLDINGS LLC	E	2/13/2026			028882		146.75
8202	PETROLEUM TRADERS CORPORATION	E	2/13/2026			028883		19,463.29
8211	UMB BANK N.A.	E	2/13/2026			028884		250.00
8528	SARANN AUTO LEASING, INC.	E	2/13/2026			028885		2,553.00
8712	ALLEN, GIBBS, & HOULIK, LLC	E	2/13/2026			028886		35,229.23
8882	FIRST RESPONDER OUTFITTERS, IN	E	2/13/2026			028887		805.39
9019	SESAC RIGHTS MANAGEMENT INC	E	2/13/2026			028888		641.00
9126	ROSEWICK HOMES, LLC	E	2/13/2026			028889		1,690.00
9184	MURFIN MEDIA LLC	E	2/13/2026			028890		200.00
9187	LEWELLEN, JASON	E	2/13/2026			028891		1,383.00
0046	ETTINGERS OFFICE SUPPLY	E	2/13/2026			028892		1,004.21
0054	JOPLIN SUPPLY COMPANY	E	2/13/2026			028893		234.52
0055	JOHN'S SPORT CENTER, INC.	E	2/13/2026			028894		1,225.40
0087	FORMS ONE, LLC	E	2/13/2026			028895		705.00
0101	BUG-A-WAY INC	E	2/13/2026			028896		160.00
0133	JIM RADELL CONSTRUCTION COMPAN	E	2/13/2026			028897		6,538.44
0272	BO'S 1 STOP INC	E	2/13/2026			028898		2,096.71
0292	UNIFIRST CORPORATION	E	2/13/2026			028899		61.15
0317	KUNSHEK CHAT & COAL CO, INC.	E	2/13/2026			028900		9,626.97
0328	KANSAS ONE-CALL SYSTEM, INC	E	2/13/2026			028901		191.52

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0364	CRAWFORD COUNTY SHERIFF'S DEPA	E	2/13/2026			028902		4,000.00
0659	PAYNES INC	E	2/13/2026			028903		456.91
0746	CDL ELECTRIC COMPANY INC	E	2/13/2026			028904		21.00
0866	AVFUEL CORPORATION	E	2/13/2026			028905		24,389.04
1733	BMI, INC	E	2/13/2026			028906		519.95
2005	GALLS PARENT HOLDINGS, LLC	E	2/13/2026			028907		119.24
2960	PACE ANALYTICAL SERVICES LLC	E	2/13/2026			028908		1,967.00
3126	W.W. GRAINGER, INC	E	2/13/2026			028909		587.40
4262	KDHE SRF	E	2/13/2026			028910		431,815.66
4307	HENRY KRAFT, INC.	E	2/13/2026			028911		162.33
5014	MID-AMERICA SANITATION INC.	E	2/13/2026			028912		200.00
5420	AQUIONICS INC	E	2/13/2026			028913		3,319.16
5552	NATIONAL SIGN CO INC	E	2/13/2026			028914		2,829.20
5640	WELLPATH LLC	E	2/13/2026			028915		18.00
5931	VOGEL HEATING & COOLING INC	E	2/13/2026			028916		187.23
6577	GREENSPRO INC	E	2/13/2026			028917		1,440.00
6777	DH PACE CO	E	2/13/2026			028918		4,017.14
6936	HAWKINS INC	E	2/13/2026			028919		4,753.92
7038	SIGNET COFFEE ROASTERS	E	2/13/2026			028920		71.00
7087	PITTSBURG STATE UNIVERSITY FOU	E	2/13/2026			028921		900,000.00
7629	EARLES ENGINEERING & INSPECTIO	E	2/13/2026			028922		107,209.97
7806	CORE & MAIN LP	E	2/13/2026			028923		85,850.13

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7852	TRIA HEALTH, LLC	E	2/13/2026			028924		1,643.30
8328	BRADEN PEAK DRAIN SERVICES LLC	E	2/13/2026			028925		150.00
8535	HEALTH PLANS, INC	E	2/13/2026			028926		118,348.12
8649	UPLINK, LLC	E	2/13/2026			028927		2,046.99
0516	AMERICAN CONCRETE CO INC	R	2/05/2026			199051		495.50
5966	BERRY COMPANIES, INC.	R	2/05/2026			199052		718.91
8278	GERSON BOCANEGRA	R	2/05/2026			199053		25.00
9072	CRYSTAL L THOMPSON	R	2/05/2026			199054		385.00
8430	EQUIPMENTSHARE.COM, INC	R	2/05/2026			199055		253.44
4636	EVERGY KANSAS CENTRAL INC. (HA	R	2/05/2026			199056		195.14
1108	EVERGY KANSAS CENTRAL INC	R	2/05/2026			199057		29,774.89
6923	HUGO'S INDUSTRIAL SUPPLY INC	R	2/05/2026			199060		2,968.15
0226	KDOR LIQUOR TAX	R	2/05/2026			199061		0.73
7945	LUCKY-BUT LAWN CARE, LLC	R	2/05/2026			199062		3,828.43
8505	PITTSBURG PUBLISHING COMPANY,	R	2/05/2026			199063		414.61
1	PITTSBURG STATE UNIVERSITY	R	2/05/2026			199064		50.00
0175	REGISTER OF DEEDS	R	2/05/2026			199065		21.00
0175	REGISTER OF DEEDS	R	2/05/2026			199066		21.00
0175	REGISTER OF DEEDS	R	2/05/2026			199067		21.00
0175	REGISTER OF DEEDS	R	2/05/2026			199068		21.00
8979	ROUSE DEVELOPMENT LLC	R	2/05/2026			199069		1,810.86
6372	SATTERLEE MECHANICAL CONTRACTI	R	2/05/2026			199070		3,009.28

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	SCOTT, MISSY	R	2/05/2026			199071		165.20
4897	JOHN VINARDI	R	2/05/2026			199072		3,610.00
7878	MARK A WERNER	R	2/05/2026			199073		175.00
1	AUGUSTIN, JAQUAN	R	2/12/2026			199081		676.00
8278	GERSON BOCANEGRA	R	2/12/2026			199082		25.00
5283	CLASS LTD	R	2/12/2026			199083		161.15
7657	COPY PRODUCTS, INC.	R	2/12/2026			199084		1,373.00
4263	COX COMMUNICATIONS KANSAS LLC	R	2/12/2026			199087		110.20
4263	COX COMMUNICATIONS KANSAS LLC	R	2/12/2026			199088		151.38
4263	COX COMMUNICATIONS KANSAS LLC	R	2/12/2026			199089		461.55
4263	COX COMMUNICATIONS KANSAS LLC	R	2/12/2026			199090		708.79
7517	CRAW-KAN TELEPHONE COOPERATIVE	R	2/12/2026			199091		2,409.94
9072	CRYSTAL L THOMPSON	R	2/12/2026			199093		392.50
0375	WICHITA WATER CONDITIONING	R	2/12/2026			199094		32.50
8791	ENTERPRISE FM TRUST	R	2/12/2026			199095		91,562.60
1108	EVERGY KANSAS CENTRAL INC	R	2/12/2026			199104		1,938.21
6809	RICHARD GILMORE	R	2/12/2026			199105		1,465.10
8935	CURTISS E & KRIS HEMBY	R	2/12/2026			199106		477.90
4059	PSU - PRINTING & DESIGN SERVI	R	2/12/2026			199107		177.70
6923	HUGO'S INDUSTRIAL SUPPLY INC	R	2/12/2026			199108		106.56
1	KANSAS SECRETARY OF STATE	R	2/12/2026			199109		313.50
8460	MARMIC FIRE AND SAFETY	R	2/12/2026			199110		1,298.98

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	MCWHIRT, KEVIN	R	2/12/2026			199111		1,000.00
8505	PITTSBURG PUBLISHING COMPANY,	R	2/12/2026			199112		18.46
1	PARADIGM LIASON SERVICES	R	2/12/2026			199113		300.88
0175	REGISTER OF DEEDS	R	2/12/2026			199114		21.00
0175	REGISTER OF DEEDS	R	2/12/2026			199115		72.00
0175	REGISTER OF DEEDS	R	2/12/2026			199116		21.00
9144	SOUND PHYSICIANS EMERGENCY MED	R	2/12/2026			199117		98.48
6377	SOUTHEAST KANSAS RECYCLING CEN	R	2/12/2026			199118		1,000.00
6811	SYMBOL ARTS LLC	R	2/12/2026			199119		1,468.50
8183	TOAST, LLC	R	2/12/2026			199120		462.50
8872	TOTAL COMMUNICATIONS, INC.	R	2/12/2026			199121		325.50
6260	TRANE	R	2/12/2026			199122		13,099.34
8657	VERIZON CONNECT FLEET USA LLC	R	2/12/2026			199123		1,457.52
5589	CELLCO PARTNERSHIP	R	2/12/2026			199124		13,341.94

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	54	184,493.82	0.00	184,493.82
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	92	4,822,454.83	0.00	4,822,454.83
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 99 BANK: 80144	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
		146	5,006,948.65	0.00	5,006,948.65
BANK: 80144	TOTALS:	146	5,006,948.65	0.00	5,006,948.65

VENDOR SET: 99 City of Pittsburg, KS  
BANK: EHV BMO HARRIS BANK-EHV  
DATE RANGE: 2/03/2026 THRU 2/17/2026

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8812	DYNAMIC ASSETS RE	E	2/03/2026			028818		1,157.00
5957	PASTEUR PROPERTIES	E	2/03/2026			028819		592.00
6916	STILWELL HERITAGE & EDUCATIONA	E	2/03/2026			028820		145.00

* * 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:	3	1,894.00	0.00	1,894.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99 BANK: EHV TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	3	1,894.00	0.00	1,894.00
BANK: EHV TOTALS:	3	1,894.00	0.00	1,894.00

VENDOR SET: 99 City of Pittsburg, KS

BANK: FYI FOSTER YOUTH INDEPENDENCE

DATE RANGE: 2/03/2026 THRU 2/17/2026

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8969	TOKEN RENTAL LLC	E	2/03/2026			028831		84.00
9037	PITT 1902 BROADWAY LLC	E	2/03/2026			028832		214.00
9160	J & D PROPERTY TEAM LLC	E	2/03/2026			028833		450.00
6298	L. KEVAN SCHUPBACH	E	2/03/2026			028834		853.00
6464	PRO X PROPERTY SOLUTIONS, LLC	E	2/03/2026			028835		650.00

* * 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:		5	2,251.00	0.00	2,251.00
NON CHECKS:		0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS		0.00		
	VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: FYI	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			5	2,251.00	0.00	2,251.00
BANK: FYI	TOTALS:		5	2,251.00	0.00	2,251.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5906	JOHN HINRICHS	E	2/03/2026			028745		147.00
5961	LAWRENCE A VANBECELAERE	E	2/03/2026			028746		121.00
7581	REX LINVILLE	E	2/03/2026			028747		716.00
7837	MARJI RENTALS, LLC	E	2/03/2026			028748		416.00
8498	PITTSBURG HIGHLANDS GP, LLC	E	2/03/2026			028749		2,752.00
8580	GARY MORRISON REAL ESTATE, INC	E	2/03/2026			028750		486.00
8582	GARY K CONNER	E	2/03/2026			028751		2,058.00
8798	TIMOTHY G DURKIN	E	2/03/2026			028752		1,251.00
8812	DYNAMIC ASSETS RE	E	2/03/2026			028753		2,787.00
8955	TODD MERANDO	E	2/03/2026			028754		274.00
8965	ANGELA FORCE	E	2/03/2026			028755		1,626.00
8980	WWAD, LLC	E	2/03/2026			028756		1,689.00
9004	HOUSING AUTHORITY OF THE CITY	E	2/03/2026			028757		997.39
9006	FOURSTATES PROPERTIES LLC	E	2/03/2026			028758		710.00
9007	CHRISTOPHER JAMES DENT	E	2/03/2026			028759		775.00
9037	PITT 1902 BROADWAY LLC	E	2/03/2026			028760		471.00
9126	ROSEWICK HOMES, LLC	E	2/03/2026			028761		9,302.00
1008	BENJAMIN M BEASLEY	E	2/03/2026			028762		1,275.00
3114	PATRICIA BURLESON	E	2/03/2026			028763		1,478.00
3218	CHERYL L BROOKS	E	2/03/2026			028764		114.00
3272	DUNCAN HOUSING LLC	E	2/03/2026			028765		2,019.00
3273	RICHARD F THENIKL	E	2/03/2026			028766		1,365.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3294	JOHN R SMITH	E	2/03/2026			028767		716.00
3668	MID AMERICA PROPERTIES OF PITT	E	2/03/2026			028768		12,214.00
4054	MICHAEL A SMITH	E	2/03/2026			028769		800.00
4492	PITTSBURG SENIORS LP	E	2/03/2026			028770		3,277.00
5393	ANGELES PROPERTIES LLC - HAP	E	2/03/2026			028771		745.00
5658	DEANNA J HIGGINS	E	2/03/2026			028772		1,417.00
5834	DENNIS TROUT	E	2/03/2026			028773		200.00
5957	PASTEUR PROPERTIES	E	2/03/2026			028774		6,266.00
6090	RANDAL BENNEFELD	E	2/03/2026			028775		293.00
6269	EDWARD SWOR	E	2/03/2026			028776		227.00
6298	L. KEVAN SCHUPBACH	E	2/03/2026			028777		16,151.00
6322	R JAMES BISHOP	E	2/03/2026			028778		1,366.00
6394	HALL, KEVIN R.	E	2/03/2026			028779		1,423.00
6441	HEATHER MASON WHITE	E	2/03/2026			028780		850.00
6464	PRO X PROPERTY SOLUTIONS, LLC	E	2/03/2026			028781		15,969.00
6916	STILWELL HERITAGE & EDUCATIONA	E	2/03/2026			028782		3,011.91
6926	MARTIN KYLE SAYRE	E	2/03/2026			028783		479.00
7083	PITTSBURG HEIGHTS, LP	E	2/03/2026			028784		5,579.00
7112	RANDY VILELA BODY REPAIR, TRU	E	2/03/2026			028785		232.00
7294	AMMP PROPERTIES, LLC	E	2/03/2026			028786		858.00
7319	LASHAWNDRA LAWSON	E	2/03/2026			028787		445.00
7326	RANDY ALLEE	E	2/03/2026			028788		1,190.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7524	SOUTHEAST KANSAS COMMUNITY ACT	E	2/03/2026			028789		771.38
7554	RIDGWAY, TRAVIS R	E	2/03/2026			028790		1,100.00
7582	KIRK A DUNCAN	E	2/03/2026			028791		569.00
7587	DAVID RUA	E	2/03/2026			028792		622.00
7645	SEWARD RENTALS, LLC	E	2/03/2026			028793		1,094.00
7654	A & R RENTALS, LLC	E	2/03/2026			028794		1,331.00
7669	CHARLES GILMORE	E	2/03/2026			028795		558.00
7741	SUSAN E ADAMS	E	2/03/2026			028796		146.00
7864	CB HOMES LLC	E	2/03/2026			028797		723.00
7866	JAMES MICHAEL HORTON	E	2/03/2026			028798		884.00
8329	CHARLES P. SIMPSON	E	2/03/2026			028799		595.00
8360	DUSTIN TROUT	E	2/03/2026			028800		584.00
8502	JON BARTLOW	E	2/03/2026			028801		329.00
8627	STEVEN MARIUCCI	E	2/03/2026			028802		135.00
8634	WAYNE L STORM	E	2/03/2026			028803		420.00
8643	JEANNE ELLIOTT	E	2/03/2026			028804		436.00
8717	WAYNE YAKEL	E	2/03/2026			028805		148.00
8787	SIMONCIC, ANTHONY	E	2/03/2026			028806		521.00
8883	RONALD E CLOSE	E	2/03/2026			028807		757.00
8904	GLENNA LOVELL	E	2/03/2026			028808		770.00
8960	STIFFLER, JOSHUA	E	2/03/2026			028809		840.00
8963	HOUSING AUTHORITY OF CITY OF D	E	2/03/2026			028810		5,889.23

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8970	COBB, ROBERT	E	2/03/2026			028811		341.00
8989	WORRELL, KERI	E	2/03/2026			028812		786.00
9053	OKEKE, LUTANN CHRISTOPHER	E	2/03/2026			028813		164.00
9076	MURRIN, COLE	E	2/03/2026			028814		540.00
9087	HANDSHY, LARRY & MARY	E	2/03/2026			028815		757.00
9100	BITNER, PHYLLIS J	E	2/03/2026			028816		356.00
9128	STOTTS, IRENE	E	2/03/2026			028817		111.00

* * 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:	73	128,815.91	0.00	128,815.91
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99 BANK: HAP TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	73	128,815.91	0.00	128,815.91
BANK: HAP TOTALS:	73	128,815.91	0.00	128,815.91

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8498	PITTSBURG HIGHLANDS GP, LLC	E	2/03/2026			028821		660.00
8969	TOKEN RENTAL LLC	E	2/03/2026			028822		453.00
3668	MID AMERICA PROPERTIES OF PITT	E	2/03/2026			028823		401.00
6150	JAMES L COX RENTALS	E	2/03/2026			028824		628.00

* * 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:	4	2,142.00	0.00	2,142.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: SV	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			4	2,142.00	0.00	2,142.00
BANK: SV		TOTALS:	4	2,142.00	0.00	2,142.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
9118	RIVERSTONE SYCAMORE VILLAGE LP	E	2/03/2026			028825		4,174.00
3668	MID AMERICA PROPERTIES OF PITT	E	2/03/2026			028826		2,000.00
4492	PITTSBURG SENIORS LP	E	2/03/2026			028827		728.00
6916	STILWELL HERITAGE & EDUCATIONA	E	2/03/2026			028828		725.00
9169	SMARDO, JOHN	E	2/03/2026			028829		800.00
9183	PITTSBURG SENIOR HOUSING LLC	E	2/03/2026			028830		1,835.00

* * 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:	6	10,262.00	0.00	10,262.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: TBRA	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			6	10,262.00	0.00	10,262.00
BANK: TBRA	TOTALS:		6	10,262.00	0.00	10,262.00
REPORT TOTALS:			237	5,152,313.56	0.00	5,152,313.56

Passed and Approved this 24th day of February, 2026.

\_\_\_\_\_  
 Chuck Munsell, Mayor

Attest:

\_\_\_\_\_  
 Tammy Nagel, City Clerk



## ADMINISTRATION

201 West 4<sup>th</sup> Street · Pittsburg KS 66762

(620) 231-4100

[www.pittks.org](http://www.pittks.org)

**To:** Daron Hall, City Manager  
**From:** Jay Byers, Deputy City Manager  
**CC:** Tammy Nagel, City Clerk  
**Date:** February 13, 2026  
**Subject:** Airport Utility Tractor

The utility tractor currently used at the airport is over ten years old and has recently experienced significant repair problems. The latest cost to repair is over half the cost of a new tractor, and the staff has determined that it is prudent to replace it. The utility tractor is configurable and is used to move aircraft throughout the airport.

Staff is asking the City Commission to waive the formal bid requirement and allow the purchase of a John Deere model 4052M utility tractor from Heritage Tractor in Pittsburg. The cost with trade-in is \$33,100.00, which represents Deere's municipal discount. Please place this item for approval on the City Commission agenda for 2/24/26.

**Prepared For**

PITTSBURG AIRPORT  
3510 AIRPORT RD  
PITTSBURG, KS 667628630  
(620) 231-5760

**Prepared By**

Tyler Morrill  
Heritage Tractor, Inc.  
1076 S Highway 69  
Pittsburg, KS 66762  
tmorrill@heritagetractor.com

**Quote Id** 1473544

**Creation Date** 07-Jan-2026

**Expiration Date** 31-Jan-2026

---

## We're Grateful for the Opportunity

Thank you for considering Heritage Tractor for your equipment needs. We appreciate the opportunity to earn your business. Your trust allows us to keep doing what we do best—supporting you with quality equipment and dependable service.

### *The Heart of Heritage*

This quote is built on more than equipment pricing — it's built on the Heart of Heritage. At Heritage Tractor, our purpose is built around three priorities:

**Customers**

Delivering innovative tools and solutions and stellar support.

**Communities**

Investing in the places where we live and work.

**Coworkers**

Supporting our team so they can support you.

These aren't just words on a page—they're the heart of who we are and the promise behind every piece of equipment we quote. We're here for your operation. Here for the community. Here for you.

**Here for your success. Here for the community. Here for you.**

**Prepared For**

PITTSBURG AIRPORT  
3510 AIRPORT RD  
PITTSBURG, KS 667628630  
(620) 231-5760

**Prepared By**

Tyler Morrill  
Heritage Tractor, Inc.  
1076 S Highway 69  
Pittsburg, KS 66762  
tmorrill@heritagetractor.com

**Quote Id** 1473544

**Creation Date** 07-Jan-2026

**Expiration Date** 31-Jan-2026

### Quote Summary

Equipment Summary	Suggested List	Selling Price	QTY In Group	Extended
New 2025 JOHN DEERE 4052M OOS 400E LDR R4 TIRES 035BLV-1LV4052MCSS112671	\$40,635.40	\$33,100.00	1	\$33,100.00
<b>Equipment Total</b>				<b>\$33,100.00</b>

Est. Delivery Date: 30-Jan-2026

Trade In Summary	Extended
2015 John Deere 4052M	\$7,700.00
Final Trade Allowance	\$7,700.00

Quote Summary	
Total Selling Price	\$33,100.00
Total Trade-In Allowance	(\$7,700.00)
Trade Difference	\$25,400.00
<b>Sub-total</b>	<b>\$25,400.00</b>
<b>Balance Due</b>	<b>\$25,400.00</b>

## Selling Equipment

Quote # 1473544  
Customer PITTSBURG AIRPORT

### New 2025 JOHN DEERE 4052M OOS 400E LDR R4 TIRES 035BLV

QTY In Group : 1

Hours	0	Suggested List
Serial Number	1LV4052MCSS112671	\$40,635.40
Stock Number	529778	Selling Price
PUK Parent Serial #	- - -	\$33,100.00

### Equipment Summary

Code	Description	Qty	List Price	Adjusted Selling Price
035BLV	4052M OOS 400E LDR R4 TIRES	1	\$40,265.00	\$40,265.00

### Base / Options

Code	Description	Qty	List Price	Adjusted Selling Price
0202	United States	1	\$0.00	\$0.00
0409	English Operator's Manual and Decal Kit	1	\$0.00	\$0.00
4061	Less iMatch Quick Hitch Category 1	1	\$0.00	\$0.00
2000	Open Station with Marine Grade Vinyl Standard Seat	1	\$0.00	\$0.00
1520	eHydro	1	\$0.00	\$0.00
6240	1016.5 6PR, R4 Industrial, 2 Position	1	\$174.00	\$174.00
5240	16.924 6PR, R4 Industrial, 2 Position	1	(\$50.00)	(\$50.00)
<b>Total Base / Options</b>			<b>\$40,389.00</b>	<b>\$40,389.00</b>

### Dealer Attachments

Code	Description	Qty	List Price	Adjusted Selling Price
BM19939	WEIGHT KIT	2	\$193.60	\$193.60
BM19940	WEIGHT KIT	2	\$52.80	\$52.80
<b>Total Dealer Attachments</b>			<b>\$246.40</b>	<b>\$246.40</b>

### Customer Discounts

Description	Discount Amount
<b>Total Discounts</b>	<b>(\$7,535.40)</b>
<b>Selling Price Subtotal</b>	<b>\$33,100.00</b>



Total Selling Price

\$40,635.40

\$33,100.00

## Trade-Ins

### 2015 John Deere 4052M

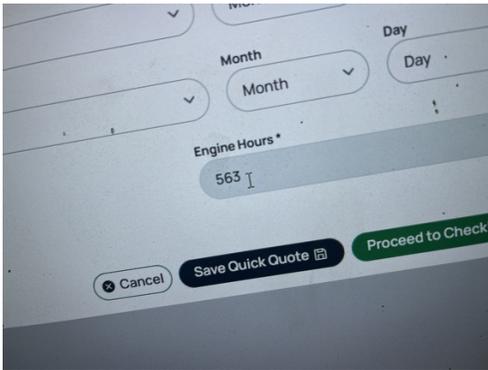
Trade-In Notes	- - -	
Serial Number	1LV4052MPFH210193	
Stock Number		
Hour Meter	563.0	
<b>Description</b>		<b>Net Trade Value</b>
2015 John Deere 4052M		\$7,700.00
Pay Off		\$0.00
<b>Total</b>		<b>\$7,700.00</b>

#### Factory Build Codes

Code	Description	Code	Description
0350LV	4052M TRACTOR	2000	OPEN STATION W/STANDARD SEAT
1520	EHYDRO TRANSMISSION	5240	16.9L-24 6PR REAR R4 IND
6240	10-16.5 6PR FRONT R4 IND.	9001	DRAWBAR
0409	ENGLISH OPERATOR MANUAL		

#### Warranty Coverage

Type	Term	Expiration Date
BASIC WARRANTY	BASIC 24M/2000H	2018-06-24
EMISSIONS WARRANTY	EMISSION 60M/3000H	2021-06-24
LIMITED BASIC	72M/2000H - LIMITED BASIC	2022-06-22



## Dealer Services

# Get More.

### Why You Get More with Heritage Tractor

A John Deere from Heritage Tractor goes far beyond a quote. With us you can expect reliable service, expert guidance, exclusive discounts and innovative technology to keep you running.



**JOHN DEERE**  
FINANCIAL



#### Apply for Financing

- Easy Online Application
- Quick Approval
- Great Rates



#### Operations Center and Equipment Mobile Apps

Stay connected to your equipment with Operations Center and Equipment Mobile. Track performance, view machine locations, access your digital operations manual, and make data-driven decisions from anywhere. It's the easiest way to stay productive—even when you're not in the cab.



#### HeritageGard

HeritageGard is our commitment to providing you the best service experience out there. Our highly-trained and certified John Deere technicians provide comprehensive maintenance, inspection, and warranty coverage. Save more with our 3 year package—buy two services and get the third **FREE**.



Scan the QR code for all of this and more!



- Warranty Options
- John Deere Rewards
- Multi-Use Credit Application
- Brochure Barn
- Online Parts Ordering

*Heritage*  
TRACTOR

## Interoffice Memorandum

**TO:** DARON HALL  
City Manager

**FROM:** MATT BACON  
Director of Public Utilities

**DATE:** February 16<sup>th</sup>, 2026

**SUBJECT:** Agenda Item – February 24<sup>th</sup>, 2026  
Engineering Services Contract for  
CCLIP Project No 019-KA-7889-01

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Request for Qualifications for professional engineering and project management services for the East 4<sup>th</sup> Street Restoration Project was received on February 6<sup>th</sup>, 2026. The KDOT CCLIP Project is a 10-inch full-depth asphalt pavement replacement project from Canterbury Road to Victorian Drive on East 4<sup>th</sup> Street. The city received a total of 4 proposals from Engineering firms. The selection committee reviewed the proposals and met on Friday, February 13<sup>th</sup>, 2026. After reviewing the proposals, based on a number of factors, staff recommends that the contract for East 4<sup>th</sup> Street Restoration Project be awarded to OWN, INC of Pittsburg KS.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, February 24<sup>th</sup>, 2026. The action being requested is to approve or disapprove staff's 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



## Interoffice Memorandum

**TO:** DARON HALL  
City Manager

**FROM:** MATT BACON  
Director of Public Works & Utilities

**DATE:** February 18, 2026

**SUBJECT:** Agenda Item – February 24, 2026  
Water Treatment Plant Preliminary Engineering Report

---

City Staff is requesting to enter into agreement with Earles Engineering and Inspection to conduct a Water Treatment Plant Preliminary Engineering Report. Please see attached scope of service detailing elements related to the creation of a preliminary engineering report.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, February 24th, 2026? Action necessary will be approval or disapproval of staff's request and, if approved the Mayor and City Staff to sign the Contract Agreement once its prepared.

If you have any questions, please do not hesitate to contact me.

# ***Earles Engineering & Inspection, Inc***

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CIVIL & STRUCTURAL ENGINEERS · CONSTRUCTION INSPECTION · SURVEYORS

116 N Augustus St.; McPherson, Kansas 67460

Phone: (785) 309-1060 Fax: (785) 309-1061

211 N. Kansas Ave.; Liberal, Kansas 67901

Phone: (620) 626 -8912 Fax: (620) 626-5408

112 W 4<sup>th</sup> St.; Pittsburg, Kansas 66762

Phone: (620) 308-5577

10100 W Maple St., Wichita, KS 67209

Phone: (316) 992-1738

WOMAN OWNED MINORITY BUSINESS- DBE CERTIFIED

email: [earlesinc@earleseng.com](mailto:earlesinc@earleseng.com)

web: [earlesengineering.com](http://earlesengineering.com)

September 16, 2024

City of Pittsburg

201 W 4<sup>th</sup> St

Pittsburg, Kansas 66762-4701

RE: Preliminary Engineering Report (PER) for - Water Treatment Plant

Daron;

This letter is written to serve as a working agreement between the City of Pittsburg, hereinafter referred to as the “CLIENT”, and Earles & Engineering & Inspection, Inc, hereinafter referred to as the “CONSULTANT”. KDHE SRF contract Provisions for Consulting Contracts is hereby added to and is part of this original contract.

## **Scope of Work**

### ***Preliminary Engineering Report (PER) for WATER TREATMENT PLANT***

The PER for a WTP project entails the concept preliminary design of a renovation or a new water treatment plant that would encompass various participants. The review of the current water treatment plant (WTP) and recent KDHE regulations indicate the need for a possible upgrade to the treatment facility.

In order to provide for a proper preliminary engineering report for a Water Treatment Facility and to meet the public quality standards, it will be necessary to prepare a detailed report to investigate the scope. Specific aspects of this process will include:

#### **PART I – Investigate Existing Water Treatment/Storage Systems**

1. Review water supply source/Systems equipment
  - a) Review water-right capacity
  - b) Review well pumps/capacity
  - c) Review individual well/system water quality
2. Review treatment process/equipment for the following
  - a) Review odor study/report
  - b) Chlorine basin/equipment
  - c) Rapid mix basins/equipment
  - d) Solids contact basins/equipment

- e) Chemical storage/feed systems
  - (1) Availability/cost trends
- f) Filters and components
  - (1) Filter Capacity
  - (2) Filter media replacement
  - (3) Review filter media replacement
- g) Clearwell and high service pumps
- 3. Review distribution and storage systems
  - a) Review distribution system reports by others, i.e. ISO
  - b) Review city lead and copper assessment – currently treat with polyphosphate and have received no hits
  - c) Review annual certificate of acrylamide and epichlorohydrin chemicals used in current treatment process
  - d) Review storage tanks, capacity and location in system
  - e) Review pressures/flows in system from reports by others
- 4. Interview City Staff regarding current operational concerns and issues to include the following:
  - a) Investigate previous EPA and KDHE inspection reports
    - (1) Including KDHE waste stream reports
  - b) Investigate process generated waste reduction
  - c) Investigate process piping plugging issues
  - d) Investigate recycling process water

B. PART II – Review Plant Requirements

- 1. Review overall size of treatment plant required
  - a) Review demands
    - (1) Review current land use plan
    - (2) Estimate future flows based on estimated land use
- 2. Evaluate existing treatment plant facilities ability to meet current and future needs
- 3. Review possible effects of PFAS/PFOS
- 4. Review lime pit study and KDHE comments
- 5. Review various possible areas for plant upgrade

C. PART III – Treatment Process Selection

1. Create a summary of various treatment processes currently available
  - a) Sedimentation and clarification
  - b) Ion exchange\absorption
  - c) Membrane filtration
  - d) Media filtration
  - e) Aeration and degasification
2. Discuss various treatment process options and configurations with City Staff
3. Conduct plant visits with City Staff to various sites to review and meet with plant operators discuss pro and cons of their water treatment system
4. Complete preliminary opinion of cost for the three (3) best options
5. Create a report summarizing the various plant options
  - a) Review the options available
  - b) Select the best option for the City of Pittsburg
  - c) Present options to City Staff

D. PART IV – Plant Layout

1. Based on Clients water treatment plant options, create a layout of overall plant concept
2. Discuss plant location and siting accordingly
3. Discuss various aspects of design
4. Select process equipment for various portions of the design
5. Review overall raw water source configuration
6. Review raw water well videos
7. Review WTP initial distribution piping
8. Create a preliminary engineer’s opinion of costs

E. PART V – Create a PER for KDHE

1. Complete a preliminary concept design based on findings
2. Complete PER for Client and KDHE approval
  - a) Complete concept drawings
  - b) Complete PER report
  - c) Complete a preliminary cost estimate
  - d) Submit PER to KDHE and City
  - e) Review comments and resubmit final PER

**Printing**

Copies of the preliminary drawings and associated documents will be provided for review purposes. Final sets of documents will be supplied as necessary to all participants

**Timing and Scheduling**

Earles Engineering & Inspection, Inc. can initiate work on the project within two weeks of official notice-to-proceed. The proposal presented herein is oriented toward a 6 to 9 month schedule depending on review times.

**Fee Proposal**

Based on the scope of professional services described above, the overall lump sum project cost will be based on the following:

1- PHASE I – Review water treatment plant requirements	
(1) Part I - Review existing water treatment facilities	\$ 89,845.00
(2) Part II – Review Plant Requirements	\$ 36,675.00
(3) Part III – Treatment Process Selection	\$ 28,850.00
(4) Part IV -Review plant location	\$ 20,670.00
(5) Part V -Create Preliminary PER	\$ 15,950.00
(6) <u>Attend meetings as needed- assume 10 total -</u>	<u>\$ 6,800.00</u>

TOTAL ESTIMATED FEE – Phase 1- PER \$ 198,790.00

This agreement may be extended through written negotiation.

The right is reserved to the Client to terminate this Agreement at any time, upon written notice, in the event that the project is abandoned or indefinitely postponed, or because the services of the firm are unsatisfactory or the firm fails to prosecute work with due diligence; provided, however, that in any such case the firm shall be paid the reasonable value of the services rendered up to the time of termination as mutually agreed.

The firm reserves the right to terminate this agreement by written notice for any specific assignment whenever we believe that we cannot effectively serve you, when we have a conflict of interest, or when we cannot, for other ethical reasons, act on your behalf.

In any such event the obligation of the Clients to make any further installment payment shall cease.

If the terms herein are satisfactory to you, would you please so indicate with the appropriate signature in the space provided at the end of this letter. Please retain one copy for your files and return the other to us.

**EARLES ENGINEERING & INSPECTION, INC.**

*Peter W Earles*

Peter W. Earles, P.E

*Aurelia P Earles*

Aurelia P Earles

**APPROVED BY: CITY OF PITTSBURG**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

---

**Interoffice Memorandum**

**To:** Daron Hall, City Manager  
**CC:** Tammy Nagel, City Clerk  
**From:** Kim Froman, Director of Community Development & Housing (KF:dg)  
**Date:** February 24, 2026  
**Subject:** Agenda Item – 616 N Broadway

---

The Pittsburg Land Bank Board of Trustees voted at their January 28<sup>th</sup>, 2026 meeting to accept the donation of 616 N Broadway from the City of Pittsburg.

In this regard, would you place this item on the agenda for the City Commission meeting scheduled for February 24, 2026.

**Requested Action:** For the Governing Body to approve or disapprove the donation of 616 N Broadway to the Pittsburg Land Bank and for the Mayor to sign the deed.

If you have any questions regarding this matter, please feel free to contact me at 620-230-5550.

Sincerely,

Kim Froman  
Director of Community Development and Housing

KF:dg 

**STATUTORY WARRANTY DEED**

Grantor(s): **City of Pittsburg, a municipal corporation**

Convey(s) and Warrant(s) to **Pittsburg Land Bank**

The following described premises, to-wit:

**Lot Number Two Hundred Fifty Eight (258) in Block Number Ten (10) in the  
“Town of Pittsburg” (Now the City of Pittsburg, Kansas), according to the recorded  
Plat thereof**

For the sum of One Dollar and other good and valuable consideration.

Subject to: easements and restrictions of record, if any.

Dated this **February 24, 2026**.

\_\_\_\_\_  
Mayor: Chuck Munsell

ATTEST:

\_\_\_\_\_  
City Clerk: Tammy Nagel

**Acknowledgement**

State of Kansas, Crawford County} ss.

BE IT REMEMBERED, that on this **February 24, 2026** before me the undersigned, a Notary Public in and for the County and State aforesaid, came **Chuck Munsell, Mayor**, of the city of Pittsburg, Kansas, a Municipal Corporation duly incorporated and existing under and by virtue of the laws of Kansas; and **Tammy Nagel, City Clerk**, of said City, who are personally known to me to be such officers, and who are personally known to me to be the same persons who executed as such officers within instrument of writing on behalf of said City and such persons duly acknowledged the execution of the same to be the act and deed of said City.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Notarial seal the day and year last above written.

\_\_\_\_\_  
Notary Public

My appointment expires: