City of Pittsburg
Forward Together.

PROPERTY & SANITATION
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City of Pittsburg, Kansas
Building Trade Review Board
City Hall Conference Room
October 2, 2026 | 8:30 AM

Members Present: Shannon Nicklaus, Melissa Bow-Richardson, Brent Linder, Jeff Brooks, Bill Warlop
City Staff: Jewel Lunday, Dexter Neisler, Malachi Cook

I. Call to Order
   a. Meeting called to order at 8:30 AM
II. Consider the Following:
   a. New Term Renewals
      i. Sign up for Re-Appointment
      ii. Discussion and Deliberation
   b. Official Appointment of a new Chair and Vice Chair
      i. Motion: Appoint Jeff Brooks as the Chair until 1/1/2027 (Nicklaus)
         1. Motion: Seconded (Warlop)
         2. Motion: Carried, 5-0-0 (Chappell & Coomes absent)
      ii. Motion: Appoint Shannon Nicklaus as the Vice Chair until 1/1/2027. (Brooks)
         1. Motion: Seconded (Linder)
         2. Motion: 5-0-0 (Chappell & Coomes absent)
   c. Finalize regular meeting dates and time.
      i. Motion: Approve the first Friday of each month at 8:30 AM, at City Hall as the official meeting time and place for the Board. (Brooks)
         1. Motion: Seconded (Nicklaus)
         2. Motion: 5-0-0 (Chappell & Coomes absent)
   d. Begin review of code amendments, omissions, and interpretation needs.
      i. Discussion of future plans regarding this matter – will be covered in future meetings as official agenda items.
III. Non-Agenda Reports & Requests
   a. Trade applications
      i. Discussion of Trade license application process.
   b. Official meeting calendar to be drafted for next meeting.
IV. Adjournment
   a. Motion: Adjourn the regular meeting of the Building Trade Review Board. (Nicklaus)
      i. Motion: Seconded (Brooks)
      ii. Motion: Carried, 5-0-0 (Chappell & Coomes absent)

b. Meeting adjourned at 9:30 AM

Brooks, Chairperson

ATTEST:

Jewel Lunday, Secretary