City of Pittsburg
Forward Together.

PROPERTY & SANITATION
201 W 4th Street
Pittsburg, KS 66762

P: (620) 231-4170
www.pittks.org

City of Pittsburg, Kansas
Building Trade Review Board
City Hall Conference Room
Friday, November 6, 2026 | 8:30 AM

I. Call to Order
II. Consent Agenda:
    a. Approval of Minutes
        i. Consider the approval of the October 2, 2026, Building Trade Review Board meeting minutes.
            1. Motion, Second, and Vote
III. Consider the Following
    a. Official Meeting Calendar
        i. Motion, Second, and Vote
    b. Trade Board Review Application
        i. Discussion and Deliberation
        ii. Make Changes
            1. Motion, Second, and Vote
IV. Non-Agenda Reports & Requests
V. Public Comments
VI. Adjournment
    a. Motion, Second, and Vote

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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 (Chappel & 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 (Chappel & 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 (Chappel & 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 (Chappel & Coomes absent)

b. Meeting adjourned at 9:30 AM

Brooks, Chairperson

ATTEST:

Jewl Lunday, Secretary

2026-2027 Meeting Schedule:

Building Trades Review Board/Building Codes Board of Appeals

Agenda & Website Publication	BTRB/BCBOA Meeting Dates
10/30/2026	11/06/2026
11/27/2026	12/04/2026
12/28/2026	1/08/2027
1/29/2027	2/05/2027
2/26/2027	3/05/2027
3/26/2027	4/02/2027
4/30/2027	5/07/2026
5/28/2027	6/04/2027
7/02/2027	7/09/2027
7/30/2027	8/06/2027
8/27/2027	9/03/2027
9/24/2027	10/01/2027
10/29/2027	11/05/2027
11/26/2027	12/03/2027

***Red dates represent changes from the usual meeting date due to holidays.**

Date:	First Friday of each month (or second Friday if the first falls on or near a holiday)
Time:	8:30 AM
Location:	Upstairs Conference Room at City Hall, 201 W 4th St., Pittsburg, KS 66762

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BUILDING SERVICES DIVISON
201 West 4th Street · Pittsburg KS 66762
(620) 231-4170
www.pittks.org

TRADE CARD REVIEW APPLICATION

The Trade Review Board as appointed by the City of Pittsburg, Governing Body, will review this application. Please return this application to the Building Official and allow at least 10 working days for the Board to review your submitted documents. The Building Official will notify you of the results upon completion of said review.

Name: _____ Date: _____

Address: _____

_____ _____ _____
City State Zip

Phone: _____ Email: _____

Company Name: _____

Company Contact Name: _____

Contact Phone No.: _____ Email: _____

Applying For: ___ **Prometric Sponsorship** **License Reciprocation**

Journeyman Plumber _____ Master Plumber with Gas _____

Journeyman Electrical _____ Master Electrical _____

Journeyman Mechanical _____ Master Mechanical _____

Please attach a letter from any past and present employers with documentation showing your years of field experience.

Have you completed a test from a licensed State testing agency? Yes _____ No _____
If yes, **please attach a copy of the passing testing certificate**.

Have you completed any type of vocational or trade schooling that could be considered as a supplement to field experience? _____ Yes _____ No

If yes, **please attach transcripts or diploma validating your attendance**.

Trade Card Review Application – Page 2

Please answer the following questions.

1. Are you presently or have you in the past been licensed in any other state or municipality to do work requiring a trade license? Yes _____ No _____
If yes, **please attach copies of the license(s)**.

By signing this application, I verify all information submitted is correct to the best of my knowledge and I have received a copy of Section 18-388 regarding licensee responsibilities and Section 18-424 regarding license suspension or revocation. Trade card licenses are $16.50 per year. In order to renew 6 hours of Continuing Education will need to be submitted. These licenses are valid from January 1st- December 31st.

_____ _____
Applicant Signature Date

Office Use Only ---Do Not Write Below This Line

_____ _____ _____
Date Received: Received By: License No.

Experience Letter Attached: ____ Yes ____ No
Testing Certificate Attached: ____ Yes ____ No
Building Trade Review Board Approval: ____ Yes ____ No ____ Not Required

_____
Signature of Authorized Agent

Building Trade Review Board Votes

Brian Coomes	☐ Approval	☐ Deny
Paul Chappell	☐ Approval	☐ Deny
Brent Linder	☐ Approval	☐ Deny
Shannon Nicklaus	☐ Approval	☐ Deny
Jeff Brooks	☐ Approval	☐ Deny
Melissa Bow-Richardson	☐ Approval	☐ Deny
Bill Warlop	☐ Approval	☐ Deny