

## **Agenda**

City Commission of the City of Neodesha, KS

March 27, 2024 2:00 p.m.

ZOOM Online Access: <https://us02web.zoom.us/j/6203252828>

### Item 1: Opening Session

- Call to Order
- Roll Call
- Invocation
- Pledge of Allegiance
- Additions/Deletions to the Agenda
- Civic Organization Reports

### Item 2: Public Comments

Item 3: Consent Agenda (Routine agenda items can be approved with unanimous consent of the City Commission. Any item can be removed and placed in items of business.)

- Approval of March 13, 2024 Minutes
- Appropriation (2024) 5

### Item 4: Business Items to Consider

- A. Proclamation: National Service Recognition Day
- B. Approve Bid: Lease Purchase; Pumper Truck
- C. Approve Purchase of Bunker Gear
- D. Approve Training Reimbursement Agreement
- E. Approve Request for Reimbursement of Damages
- F. Approve CMB License: Booster Club Fundraiser Event
- G. Approve CMB License: WMC Fall Festival
- H. Approve Use of Riverwalk Park: Neodesha Cross Country Team
- I. Discuss Changes to License & Permit Applications

### Item 5: Administration Reports & Comments

- Mayor's Report
- Commissioner's Reports
- City Administrator's Comments
- Community Development Director Report
- Financial Reports Distributed

### Item 6: Date/Time of Next Regular Meeting

Wednesday, April 10, 2024 at 2:00 p.m. – Regular Meeting, City Hall

### Item 7: Executive Session: Non-elected Personnel

### Item 8: Adjournment

Neodesha, Kansas  
March 13, 2024

The Board of Commissioners met in regular session at 2:00 p.m., on Wednesday, March 13, 2024, in the Commission Room at City Hall conducting the meeting by live streaming with Zoom with Vice-Mayor Vail-Keller presiding and Commissioner Banzet present. Mayor Johnson was absent from the meeting as well as Community Development Director Chris Bauman.

Commissioner Banzet moved to approve the agenda as presented. Seconded by Vice-Mayor Vail-Keller. Motion carried.

Public comments were invited and heard.

Commissioner Banzet moved to approve the consent agenda as presented consisting of minutes from the February 28, 2024 meeting; minutes from the March 8, 2024 Special Call Meeting; Appropriation (2024) 4; and Water System Improvements Bond Appropriation 4. Seconded by Vice-Mayor Vail-Keller. Motion carried.

Administrator Jones along with City Clerk Stephanie Fyfe addressed the Commission regarding an agreement with gWorks to migrate current software modules to the Cloud. Discussion held.

Commissioner Banzet moved to approve the Software Agreement with gWorks as presented, and to allow the City Administrator to sign documents. Seconded by Vice-Mayor Vail-Keller. Motion carried.

Administrator Jones along with Chief Keenan Fyfe addressed the Commission regarding bids received for the lease purchase of a pumper truck. Discussion held.

Commissioner Banzet moved to table this item to the March 27, 2024 meeting. Seconded by Vice-Mayor Vail-Keller. Motion carried.

Administrator Jones along with Water/Wastewater Director Jay Bair addressed the Commission regarding the purchase of a pump and VFD's for the main sewer lift station. Discussion held.

Commissioner Banzet moved to approve the purchase of a pump from Letts VanKirk & Associates, in an amount not to exceed \$32,000. Seconded by Vice-Mayor Vail-Keller. Motion carried.

Commissioner Banzet moved to approve the purchase of VFD's from Advance Control Solutions LLC, in an amount not to exceed \$21,000. Seconded by Vice-Mayor Vail-Keller. Motion carried.

Administrator Jones addressed the Commission regarding the appointment of the Director 2 position for KMEA. Discussion held.

Commissioner Banzet moved to appoint the City Administrator as Director 2 for KMEA. Seconded by Vice-Mayor Vail-Keller. Motion carried.

Administrator Jones addressed the Commission regarding the appointment of an alternate position for KMEA. Discussion held.

Commissioner Banzet moved to appoint the City Clerk as the Alternate Director for KMEA. Seconded by Vice-Mayor Vail-Keller. Motion carried.

The Governing Body welcomed Robyn Pierce, Chamber Director, requesting the use of City Parks for the Hometown Days Event that is scheduled to be held June 7 through June 9, 2024.

Commissioner Banzet moved to approve the use of Stadium Park, Riverwalk Park, Library Park, Crowder Park, and the Museum grounds, for Hometown Days to be held June 7 through June 9, 2024. Seconded by Vice-Mayor Vail-Keller. Motion carried.

Robyn Pierce, now holding the floor as a representative from the Booster Club, requested the approval of a Cereal Malt Beverage License for a fundraising event for the Booster Club to be held at the Catholic Church Parish Hall on April 20, 2024. Discussion held.

Commissioner Banzet moved to table this item to the March 27, 2024 meeting. Seconded by Vice-Mayor Vail-Keller. Motion carried.

Administrator Jones along with City Clerk Stephanie Fyfe addressed the Commission regarding the appointment of a City Treasurer. Discussion held.

Commissioner Banzet moved to appoint Anita Buchanan as City Treasurer. Seconded by Vice-Mayor Vail-Keller. Motion carried.

Administrator Jones addressed the Commission regarding the resignation of Carolyn Smalley, Library Board Member, while she holds the position of Interim Library Director. Discussion held.

Commissioner Banzet moved to accept the resignation of Carolyn Smalley from the Library Board effective immediately. Seconded by Vice-Mayor Vail-Keller. Motion carried.

Commission reports were heard.

City Administrator reports were heard.

Financial Reports were distributed and discussed.

*(continued on next page)*

Neodesha, Kansas

March 13, 2024

*(continued from previous page)*

The next regular meeting of the Governing Body will be held at City Hall on Wednesday, March 27, 2024 at 2:00 p.m.

At 3:03 p.m. Commissioner Banzet moved to adjourn. Seconded by Vice-Mayor Vail-Keller. Motion carried.

ATTEST:

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Emily Vail-Keller, Vice-Mayor

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Stephanie Fyfe, City Clerk

**APPROPRIATIONS REPORT**

<b>ORDINANCE NO 5</b>	<b>3/27/2024</b>
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<u>VENDOR</u>	<u>REFERENCE</u>	<u>AMOUNT</u>	<u>CHECK NO</u>	<u>CHECK DATE</u>
A T & T	FIBER OPTIC SYSTEM	594.52	73675	3/27/2024
ADVANCE INSURANCE COMPANY	APRIL PREMIUMS	520.49	73677	3/27/2024
AIR CLEANING TECHNOLOGIES INC	CONICAL TAILPIPE ADAPTER	417.00	73678	3/27/2024
BORDER STATES INDUSTRIES INC	MOBILE RADIO	1,085.75	73679	3/27/2024
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	3,897.89	73680	3/27/2024
CANON FINANCIAL SERVICES	PRINTER LEASE	156.00	73681	3/27/2024
CARTER AUTO PARTS	DIE SET	192.49	73682	3/27/2024
SHELBY J CONNER	WINDOW CLEANING	70.00	73683	3/27/2024
CONSOLIDATED FLEET SERVICES IN CORE & MAIN	FIRE TRUCK INSPECTION PARTS & SUPPLIES	2,215.00 5,026.48	73684 73685	3/27/2024 3/27/2024
D & D AUTO REPAIR & ALIGNMENT	BATTERIES	37.98	73686	3/27/2024
ECX SYSTEMS LLC	BARRACUDA EMAIL SECURITY 4/24	50.00	73687	3/27/2024
FASTENAL COMPANY	SUPPLIES	1,099.50	73688	3/27/2024
FIRE HOSE DIRECT	SWIVEL & FIRE HYDRANT WRENCHES	1,458.90	73689	3/27/2024
G & W FOODS	PROPANE	43.03	73690	3/27/2024
GALLS LLC	UNIFORMS	497.28	73691	3/27/2024
GWORKS	SOFTWARE UPGRADE	8,322.00	73692	3/27/2024
INDEPENDENCE COMMUNITY COLLEGE	AEMT CLASS	1,308.50	73693	3/27/2024
INDEPENDENCE READY-MIX INC	CEMENT	2,010.00	73694	3/27/2024
INDUSTRIAL SALES COMPANY INC	GAS SUPPLIES	733.11	73695	3/27/2024
TOMMY JOHN	CLEANING SERVICES	200.00	73696	3/27/2024
NKC Tire	TIRES	483.12	73697	3/27/2024
KEY EQUIPMENT & SUPPLY CO	PARTS	2,192.56	73698	3/27/2024
MATT'S CUSTOM AUTOMOTIVE	TOW SERVICE	320.00	73699	3/27/2024
MCCARTY'S OFFICE MACHINES INC	OFFICE SUPPLIES	219.96	73700	3/27/2024
MELS PRINTING	WATER TREATMENT LOG BOOKS	264.72	73701	3/27/2024
MERIDIAN ANALYTICAL LABS LLC	WASTEWATER ANALYSIS	378.00	73702	3/27/2024
MIDWEST COMPUTER SALES	IT SERVICES	99.60	73703	3/27/2024
NDB NEODESHA	2023 FORD	189.00	73704	3/27/2024

NEODESHA DERRICK NEWS	YEARLY RENEWAL	40.00	73705	3/27/2024
PITNEY BOWES	POSTAGE FOR METER	1,070.95	73706	3/27/2024
QUILL LLC	OFFICE SUPPLIES	229.89	73707	3/27/2024
REYNOLDS PLUMBING & ELECTRIC	SERVICE & REPAIR	75.00	73708	3/27/2024
SANDBAGGER GOLF & TURF	MOWER PARTS	179.80	73709	3/27/2024
SIGN DESIGN	EMBROIDERY	148.00	73710	3/27/2024
SNAP-ON CREDIT LLC	MEMBERSHIP RENEWAL APRIL 2024	81.25	73711	3/27/2024
SOUTH KANSAS & OKLAHOMA RR INC	LINE LEASE	690.07	73712	3/27/2024
FIRST RESPONDER OUTFITTERS INC	UNIFORMS	214.95	73713	3/27/2024
STUDEBAKER REFRIGERATION INC	ICE MACHINE RENTAL APRIL	95.00	73714	3/27/2024
TBS ELECTRONICS INC	WIRELESS RSM	280.00	73715	3/27/2024
TRI VALLEY DEVELOPMENTAL SERV	DOCUMENT DESTRUCTION	82.80	73716	3/27/2024
UNIFIRST CORPORATION	RUG & CLEANING SUPPLIES	290.04	73717	3/27/2024
WALMART COMMUNITY BRC	CLEANING SUPPLIES	472.25	73718	3/27/2024
WEIS FIRE & SAFETY	FIRE SUPPLIES	664.12	73719	3/27/2024
WESTERN AUTO	PARTS & SUPPLIES	953.32	73720	3/27/2024
WITMER PUBLIC SAFETY GROUP INC	FIRE SUPPLIES	1,464.89	73721	3/27/2024
WOODS LUMBER COMPANY	AUGER RENTAL	99.00	73722	3/27/2024
ZOLL MEDICAL CORPORATION GPO	THERMAL PAPER	60.89	73723	3/27/2024

**\*\*\*\*TOTAL\*\*\*\*** **41,275.10**

**ACH ELECTRIC ENERGY STATEMENTS BILLED MARCH 2024**

KMEA - SPA Hydro Project	February 2024 Service	3,240.00
KMEA - GRDA Power Supply Project	March 2024 Service	75,723.00
KMEA - Energy Mgmt Project No 3	February 2024 Service	100,031.00

**TOTAL ACH Electric Energy Statements** **178,994.00**

## National Service Recognition Day 2024

**WHEREAS**, service to others is a hallmark of the American character, and central to how we meet our challenges; and

**WHEREAS**, the nation's elected leaders are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

**WHEREAS**, AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities; they educate students for 21<sup>st</sup> century jobs, fight the opioid epidemic, respond to natural disasters, and support veterans and military families; and

**WHEREAS**, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

**WHEREAS**, AmeriCorps and Senior Corps participants serve in more than 40,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

**WHEREAS**, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

**WHEREAS**, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on tax- payer dollars; and

**WHEREAS**, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

**WHEREAS**, the Corporation for National and Community Service shares a priority with local leaders nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, the National Association of Counties, and local leaders across the country for National Service Recognition Day on April 2, 2024.

**THEREFORE, BE IT RESOLVED** that I, Devin Johnson, Mayor, City of Neodesha, do hereby proclaim April 2, 2024, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our community, to thank those who serve; and to find ways to give back to their communities.

March 27, 2024

\_\_\_\_\_  
Devin Johnson, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stephanie Fyfe, City Clerk



# CONRAD FIRE EQUIPMENT, INC.

19922 W 162nd Street Olathe, KS 66062  
 www.CONRADFIRE.com  
 (913) 780-5521  
 (913) 780-5251 Fax

## QUOTATION 149851

CUSTOMER NO.  
1543

**BILL TO:**

NEODESHA FIRE DEPT  
 112 S 4TH  
 PO BOX 336  
 NEODESHA, KS 66757

**SHIP TO:**

NEODESHA FIRE DEPT  
 112 S 4TH  
 PO BOX 336  
 NEODESHA, KS 66757

PHONE: 620/325-2642  
 FAX: 620-325-5018

PAGE 1

DATE	SHIP VIA	F.O.B.	TERMS		
03/01/24	GROUND		NET 30 DAYS		
PURCHASE ORDER NUMBER	ORDER DATE	SALESPERSON	OUR QUOTE NUMBER		
GLOBE JACKET/PANT	03/01/24	254 252	149851		
QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT	
ORDERED	SHIPPED				
3		GLO.GX3-JKT-ARMOR	BLACK ARM/TIT SL2/STDAIR 4000	1,971.28	5,913.84
3		GLO.GPS-PANT-ARMOR	BLACK ARM/TIT SL2/STDAIR 4000	1,499.68	4,499.04
CUSTOMER RESPONSIBLE FOR ANY SHIPPING COST.					
<p>This quote expires thirty (30) days after the date appearing on this quotation unless CFE receives and accepts Buyer's order within that period. Prior to the referenced expiration date, this quote may be changed by CFE at any time upon CFE providing such written notice to Buyer prior to CFE receiving and accepting Buyer's order within the aforementioned thirty (30) day period.</p> <p>Please note: A 3% credit card service fee will be assessed on all credit card payments in excess of \$3,000. Orders may not be broken into smaller dollar amounts to avoid this service charge. Cash, check, ACH, and wire transfer payments will not be subject to a service charge.</p>					

Product Total	Discount	Freight	Taxable Amount	Tax	Misc. Amf.	QUOTATION TOTAL
10,412.88	0.00		10,412.88	0.00		10,412.88

**"WE APPRECIATE YOUR BUSINESS"**

RETURNED GOODS WILL NOT BE ACCEPTED WITHOUT PRIOR RETURN AUTHORIZATION NUMBER FROM CONRAD FIRE EQUIPMENT. ALL RETURNS ARE SUBJECT TO A RESTOCKING FEE.

**Training Reimbursement  
Agreement Form**

**MEMORANDUM AGREEMENT**

The City of Neodesha agrees to pay the cost of Police Academy Training and associated costs in the amount of \$15,000.00 for the below signed employee upon proof of enrollment.

The employee agrees that if his/her employment with the City of Neodesha ends before the expiration of two (2) years from the date employee finishes Academy, the employee will reimburse the City for the cost of training set out above. Employee will be credited, however, \$625.00 for each full calendar month of employment. If the Employee fails or drops out of the Academy before completion then the full amount paid by the City shall be reimbursed.

If employee's employment with the City of Neodesha ends prior to the end of the two (2) year period, the full remaining balance shall immediately become due and payable. Employee agrees that the City of Neodesha may deduct any balance still due the City from employee's last paycheck. If the employee's last paycheck is insufficient to cover the balance due for training, then the employee agrees to immediately pay the City the remaining amount owed.

In the event that said employee has fulfilled his/her obligations under this Memorandum Agreement, he/she shall have no further obligations to the City for the cost of training as listed above.

This is not an employment contract. The City of Neodesha is an At-Will Employer.

DATED: March 6, 2024

  
\_\_\_\_\_  
*Rachel Norman*

\_\_\_\_\_  
*Devin Johnson, Mayor*

  
\_\_\_\_\_  
*Chief Sam Tomlinson*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Witness*



Dennis D. Depew  
1100 North 5<sup>th</sup> Street  
P. O. Box 313  
Neodesha, KS 66757-0313  
[dennisdepew@outlook.com](mailto:dennisdepew@outlook.com)  
(620) 332-7180

March 3, 2024

Brogan Jones, Administrator  
City of Neodesha  
P.O. Box 336  
Neodesha, KS 66757

Re: Power Brownout Damages

Brogan:

I am writing regarding damages we suffered as a result of a power brownout at our home on Friday, February 16, 2024, at 10:47 am. At that time, the voltage to our home dropped to 95 volts. The brownout rendered the thermostat control for the heated floor in our master bathroom inoperable. As a result of the failure of the thermostat, we had to order and have installed a new thermostat. The part was \$137.51 and the labor to replace it was \$85, for a total of \$222.51.

I enclose a printout from our electric monitor service TING for the week of the brown out showing the date, time and voltage level. I also enclose copies of billing for the part and installation which we have paid. The floor was working the morning of the 16<sup>th</sup> and by the evening of the 16<sup>th</sup> the floor was cold. We have no doubt that the brownout damaged the floor thermostat. The same type of event occurred in February of 2021 but we did not have our electrical monitoring service in place at that time, so were unable to prove what damaged the thermostat.

I am requesting reimbursement for the damages that occurred due to the power brownout. If you have any questions or need further information, please advise.



Dennis D. Depew  
DDD/s  
Encl.

**From:** Whisker Labs

**Sent:** Monday, February 19, 2024 10:32 AM

**To:** dennisdepew@outlook.com

**Subject:** Weekly Ting Monitoring Report for Depew Residence Upstairs - Important Events Detected



Depew Residence Upstairs

[change location name >](#)

**February 11, 2024 - February 17, 2024**

Serial Number A465C4A81



### Tip of the Week

Keep your distance from utility electrical equipment. Don't perform work near any outside electrical feeders or wires. Tools that are long – such as ladders, swimming pool skimmer nets, and tree trimmers – are especially dangerous when overhead wires are nearby. Also, be careful when it comes to the electric utility infrastructure, such as transformers and other gear.



### Weekly Event Summary

Power Outages  
0

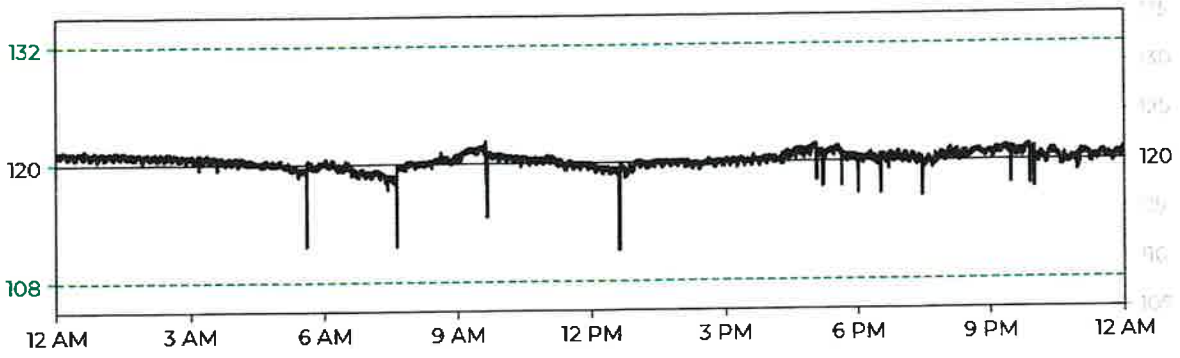
Power Surges  
0

Power Brownouts  
1

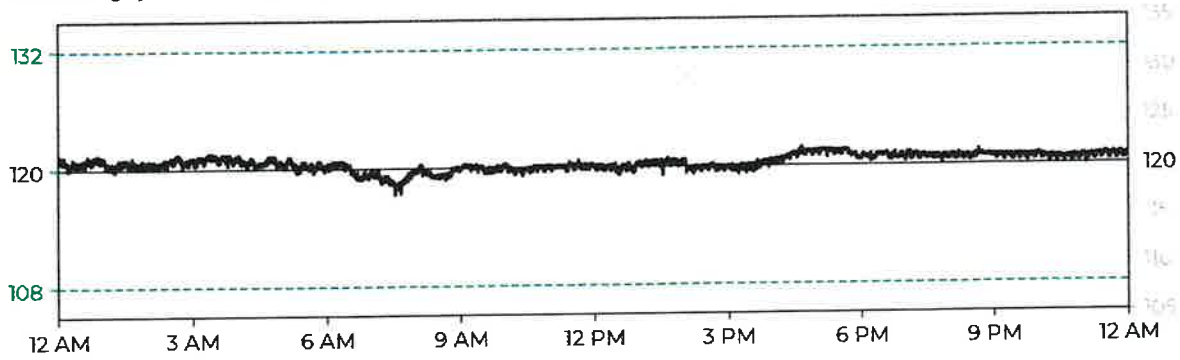
[Learn What Each Power Quality Stat Means for Your Home](#)

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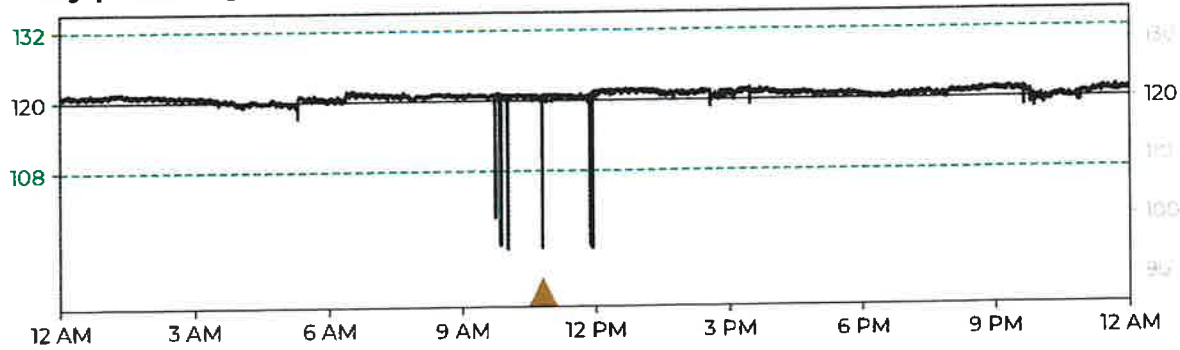
### Voltage Report



**Thursday | February 15, 2024**



**Friday | February 16, 2024**



10:47 AM ▲ Brownout 95V



**Saturday | February 17, 2024**



**Final Details for Order #112-0985463-0514638**

[Print this page for your records.](#)

**Order Placed:** February 18, 2024  
**Amazon.com order number:** 112-0985463-0514638  
**Order Total: \$137.51**

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**Shipped on February 20, 2024**

**Items Ordered** **Price**  
1 of: *SunTouch Command Touchscreen Programmable Thermostat [universal] Model 500850 (low-profile, user-friendly floor heat control, 120/240V, bright white + paintable beauty ring) includes floor sensor* \$124.44  
Sold by: Amazon.com Services, Inc  
Supplied by: Other  
  
Condition: New

**Shipping Address:**  
Dennis Depew  
620 MAIN ST BX313  
NEODESHA, KS 66757-1633  
United States

**Shipping Speed:**  
FREE Prime Delivery

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**Payment information**

**Payment Method:**  
Visa ending in

**Billing address**  
Shirley K Depew  
PO BOX 313  
NEODESHA, KS 66757-0313  
United States

Item(s) Subtotal:	\$124.44
Shipping & Handling:	\$0.00
-----	
Total before tax:	\$124.44
Estimated tax to be collected:	\$13.07
-----	
<b>Grand Total:</b>	<b>\$137.51</b>
Visa ending	: February 20, 2024: \$137.51

**Credit Card transactions**

To view the status of your order, return to [Order Summary](#).

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English United States Help

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© 1996-2024, Amazon.com, Inc. or its affiliates

Forsythe Heating & Electric, LLC  
4752 Quail Road  
Neodesha, Ks. 66757  
Lanny Forsythe-Owner

# Invoice

Date: 02/28/2024  
Invoice No.: 12724  
Due Date: 03/09/2024

Bill To:  
DENNIS DEPEW  
PO BOX 313  
NEODESHA, KS. 66757

Qty	Description	Unit Price	Tax	Total
1	SERVICE CALL TO INSTALL NEW T-STAT ON MASTER FLOOR HEAT	\$85.00	None	\$85.00

**Total** \$85.00  
**Balance Due** \$85.00

Thank you for your business.

**LICENSE APPLICATION**  
GENERAL CONTRACTORS, ROOFING, PLUMBING, ELECTRICAL, &  
MECHANICAL CONTRACTORS

**BUSINESS NAME :** \_\_\_\_\_

**BUSINESS ADDRESS :** \_\_\_\_\_

**BUSINESS PHONE #** \_\_\_\_\_ **FAX#** \_\_\_\_\_

**E-MAIL ADDRESS :** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CONTRACTOR LICENSE (please mark)**

<b>GENERAL</b>	( ) New \$100.00	( ) Renewal \$25.00	\$ _____
<b>ELECTRICAL</b>	( ) New \$100.00	( ) Renewal \$25.00	\$ _____
<b>MECHANICAL</b>	( ) New \$100.00	( ) Renewal \$25.00	\$ _____
<b>PLUMBING</b>	( ) New \$100.00	( ) Renewal \$25.00	\$ _____
<b>ROOFING</b>	( ) New \$200.00	( ) Renewal \$50.00	\$ _____

**Please enclose a copy of your certificate of Liability Insurance.**

Copy must be on file before license will be issued.

**License Fee for each license as follows:**

**New Application \$100.00                      Renewal \$25.00**

**COPY OF CERTIFICATION REQUIRED FOR APPLICANT UNDER EACH FIELD LICENSING.**

**Applicant's Name** (Last, First, Middle) \_\_\_\_\_

<b>Electrical</b>	<b>Master</b> ( )	<b>Journeyman</b> ( )	<b>Apprentice</b> ( )	\$ _____
<b>Mechanical</b>	<b>Master</b> ( )	<b>Journeyman</b> ( )	<b>Apprentice</b> ( )	\$ _____

Plumbing                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Applicant's Name (Last, First, Middle) \_\_\_\_\_

Electrical                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Mechanical                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Plumbing                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Applicant's Name (Last, First, Middle) \_\_\_\_\_

Electrical                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Mechanical                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Plumbing                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Applicant's Name (Last, First, Middle) \_\_\_\_\_

Electrical                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Mechanical                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Plumbing                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Applicant's Name (Last, First, Middle) \_\_\_\_\_

Electrical                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Mechanical                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Plumbing                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Applicant's Name (Last, First, Middle) \_\_\_\_\_

Electrical                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Mechanical                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Plumbing                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Applicant's Name (Last, First, Middle) \_\_\_\_\_

Electrical                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Mechanical                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Plumbing                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Applicant's Name (Last, First, Middle) \_\_\_\_\_

Electrical                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

Mechanical                    Master ( )      Journeyman ( )      Apprentice ( )      \$ \_\_\_\_\_

**Plumbing**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_

**Applicant's Name** (Last, First, Middle) \_\_\_\_\_

**Electrical**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_  
**Mechanical**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_  
**Plumbing**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_

**Applicant's Name** (Last, First, Middle) \_\_\_\_\_

**Electrical**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_  
**Mechanical**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_  
**Plumbing**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_

**Applicant's Name** (Last, First, Middle) \_\_\_\_\_

**Electrical**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_  
**Mechanical**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_  
**Plumbing**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_

**Applicant's Name** (Last, First, Middle) \_\_\_\_\_

**Electrical**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_  
**Mechanical**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_  
**Plumbing**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_

**Applicant's Name** (Last, First, Middle) \_\_\_\_\_

**Electrical**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_  
**Mechanical**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_  
**Plumbing**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_

**Applicant's Name** (Last, First, Middle) \_\_\_\_\_

**Electrical**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_  
**Mechanical**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_  
**Plumbing**                      **Master ( )**      **Journeyman ( )**      **Apprentice ( )**                      \$ \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED**                      \$ \_\_\_\_\_

Please make sure all required documents are included with application.



**Proof of Certification: Provide copies of Licenses (Plumbing, Electrical, Mechanical and Roofing)**

**Continuing Education Credits: 6 Hours A Year (per license held)**

**Certificate of Liability Insurance: Minimum of 500,000 *Valid in KS***

License term is January 1 to December 31.

***\*If any part of application is not completed and/or missing application will be DENIED.***

# PERMIT APPLICATION

PERMIT # \_\_\_\_\_

1407 N 8TH • P.O. BOX 336 • NEODESHA, KS 66757  
PHONE (620) 325-2828 • FAX (620) 3252481 • WEBSITE: NEODESHAKS.ORG

**Permit is valid only after signature of building official**

PROJECT SITE INFORMATION		
PROJECT SITE ADDRESS:		DATE:
PROJECT VALUE: \$	RECIPT #:	ZONING:
PERMIT TYPE: <input type="checkbox"/> BUILDING <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> IRRIGATION/ SPRINKLER		
IS PROPERTY IN FLOOD ZONE? <input type="checkbox"/> YES <input type="checkbox"/> NO EPA PAMPHLET: WAS PROPERTY BUILT BEFORE 1978? <input type="checkbox"/> YES <input type="checkbox"/> NO		
WILL INSURANCE PROCEEDS BE USED? <input type="checkbox"/> YES <input type="checkbox"/> NO # of Rooms: ____ # of Stories: ____ # Parking Spaces: ____		
Building Class: <input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> TWO FAMILY <input type="checkbox"/> MULTI-FAMILY <input type="checkbox"/> ACCESSORY <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> CHURCH <input type="checkbox"/> OTHER (Please Specify) _____		
Structure Type: <input type="checkbox"/> MASONRY <input type="checkbox"/> WOOD <input type="checkbox"/> STEEL <input type="checkbox"/> CONCRETE <input type="checkbox"/> OTHER (Explain): _____		

CONTACT INFORMATION	
OWNER NAME:	TENANT BUSINESS NAME (Commercial) :
OWNER MAILING ADDRESS: STREET	
CITY	STATE ZIP
OWNER PHONE:	OWNER EMAIL:
CONTRACTOR NAME:	
CONTRACTOR ADDRESS: STREET CITY STATE ZIP	
CONTRACTOR PHONE:	CONTRACTOR EMAIL:
CONTRACTOR LICENSE # (Required) :	
ROOFING REGISTRATION #:	
PRIMARY CONTACT: <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER (Please Specify) _____	
CONTACT NAME:	CONTACT PHONE:
	CONTACT EMAIL:

PERMIT COST					
RESIDENTIAL			COMMERCIAL		
ITEM	PRICE	✓	ITEM	PRICE	✓
New Construction	\$ 250.00		New Construction	\$ 400.00	
Remodeling	\$ 30.00		Remodeling	\$ 90.00	
New Construction - Accessory Building	\$ 25.00		New Construction - Accessory Building	\$ 25.00	
Fence	\$ 25.00		Fence	\$ 25.00	
Demolition	\$ 125.00		Demolition	\$ 300.00	
Demolition - Accessory Building	\$ 40.00		Demolition - Accessory Building	\$ 300.00	
Roofing	\$ 30.00		Roofing	\$ 90.00	
Electrical	\$ 25.00		Electrical	\$ 25.00	
Plumbing	\$ 25.00		Plumbing	\$ 25.00	
Mechanical	\$ 25.00		Mechanical	\$ 25.00	
Pressure Test	\$ 25.00		Pressure Test	\$ 25.00	
Sewer Tapping Fee (Inside City Limits)	\$ 150.00		Sewer Tapping Fee (Inside City Limits)	\$ 150.00	
Sewer Tapping Fee (Outside City Limits)	\$ 500.00		Sewer Tapping Fee (Outside City Limits)	\$ 500.00	
Irrigation/ Sprinkler	\$ 25.00		Irrigation/ Sprinkler	\$ 25.00	
Building Relocation/ Move	\$ 50.00		Building Relocation/ Move	\$ 50.00	
Sidewalk Installation (Material Cost Billed to Owner)	\$ 00.00		Sign	\$ 25.00	
Concrete (Sidewalk, Driveway, etc.)	\$ 25.00		Concrete (Sidewalk, Driveway, etc.)	\$ 25.00	
<b>TOTAL</b>	<b>\$</b>		<b>TOTAL</b>	<b>\$</b>	

# PERMIT APPLICATION

PERMIT #

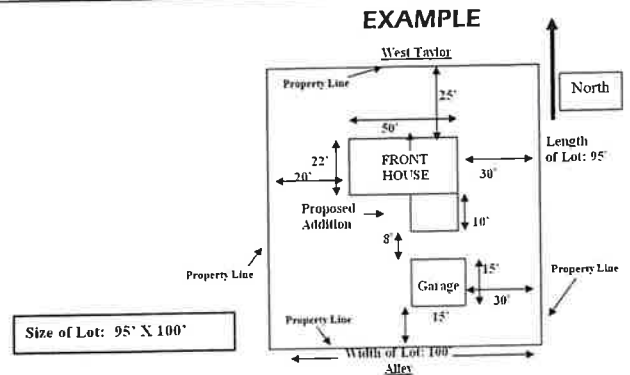
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JOB SPECIFICATIONS			
MECHANICAL		PLUMBING	
FIXTURES	✓	FIXTURES	✓
A/C – Air Handling Units		Gas Piping	
Boiler		Gas Range	
Clothes Dryer		Heat Pump & Ductless	
Duct System		Refrigeration	
Exhaust Fans		Commercial Ventilation	
Exhaust Hood		Gas Water Heater	
Forced Air Systems		Wood Stove	
Gas Fireplace/Insert/Log		Other: _____	
Pressure Test		Other: _____	
SPRINKLER/ SUPPRESSION SYSTEM			
Water Suppression System		Irrigation	
Chemical Suppression		Other: _____	
ELECTRICAL			
120 Volt Circuit		240 Volt Circuit	
Pool/ Hot Tub/ Jacuzzi		Clothes Dryer	
Construction Service/ Temporary Service		New Service (Outside Disconnect Required)	
Dedicated Power Circuit		Electric Water Heater	
Generator		New Panel	
Transfer Switch		Rewire	
Motors/ AC (1 HP or less)		Outlets Add (Existing Circuit)	
Motors/ AC (Over 1 HP)		Smoke Detectors	
Heating Appliance (4500 watt or less)		Range/ Heating Device (Over 4500 watt)	
Light Fixture(s)		Low Voltage	
Water Well Motor		Photovoltaic (Solar) System	
Other: _____		Other: _____	

**DESCRIPTION OF WORK**

**ALL BUILDING PROJECTS MUST ATTACH DETAILED SITE PLANS WITH ALL REQUIRED INFORMATION:**

- Dimensions of lot
- Measurements of existing & proposed buildings
- Designate existing buildings
- Designate additions/ alterations
- Indicate street(s) / alley(s)
- Indicate North direction



**ACKNOWLEDGEMENT:** I have reviewed this application and confirm the information contained herein is true and correct. Work done pursuant to this permit must comply with current federal, state, and local law. The granting of a permit only authorizes approved work and no deviations therefrom. Deviations must first be authorized in writing from the Building Official before being authorized under any circumstance. I am the owner, or I am authorized by the owner of this property to perform the work for which application is made. I recognize that a 24 hour notice must be given for inspections. All excavations of any depth must call "DIG SAFE" at #811 before any work commences.

SIGNATURES	
Owner/ Authorized Agent:	Date:
Building Official:	Date: <span style="margin-left: 100px;">○ Approved</span> <span style="margin-left: 20px;">○ Denied</span>