

**Agenda**  
City Commission of the City of Neodesha, KS  
August 13, 2025 4:00 p.m.

Item 1: Opening Session

- Call to Order
- Roll Call
- Invocation
- Pledge of Allegiance
- Additions/Deletions to the Agenda
- Civic Organization Reports
- Mayor's Report
- Commissioner's Reports
- City Administrator's Comments
- Community Development Director Report
- Financial Reports Distributed

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 July 23, 2025 Minutes
- Approval of August 5, 2025 Special Call Minutes
- Appropriation (2025) 14

Item 4: Business Items to Consider

- A. Resolution: Housing & Civil Rights Policy
- B. Resolution: Dangerous Structures; Set Public Hearing; 923 Illinois
- C. Resolution: Yard Abatement; 923 Illinois
- D. Resolution: Junked/Abandoned Vehicles; 923 Illinois
- E. Resolution: Dangerous Structures; Set Public Hearing; 1614 N 3<sup>rd</sup>
- F. Resolution: Yard Abatement; 1614 N 3<sup>rd</sup>
- G. Consider Request for Fly Over; Veterans Day
- H. Set date and time of Special Call Meeting: For Crowder Park Ribbon Cutting
- I. Accept Resignation; Firefighter/AEMT
- J. Accept Resignation; Police Officer

Item 5: Additional Public Comments

Item 6: Date/Time of Next Regular Meeting

Wednesday, August 27, 2025 at **4:00** p.m. – Regular Meeting, City Hall

Item 7: Executive Session: Non-elected Personnel

Item 8: Adjournment

**AGENDA COMMENTS**  
**CITY COMMISSION MEETING**  
**August 13, 2025**

**Additions to the Agenda**

**RECOMMENDED MOTION:** *I move to approve the agenda as presented.*

**Consent Agenda**

**RECOMMENDED MOTION:** *I move to approve the consent agenda as presented.*

**Business Items to Consider**

**4.A: Resolution: Housing & Civil Rights Policy**

This resolution comes as part of our ongoing participation in various state grant programs. Specifically, it is required to ensure our full compliance with all state regulations related to the CDBG grant. This resolution addresses Civil Rights and Fair Housing requirements.

**RECOMMENDED MOTION:** *I move to approve Resolution 25-11 as presented.*

**4.B: Resolution: Dangerous Structures; Set Public Hearing; 923 Illinois**

This marks the first step in the demolition process for the property located at 923 Illinois. The resolution will schedule the public hearing for the property and officially initiate the process. If all three resolutions move forward as presented, they will work together to complete the process.

**RECOMMENDED MOTION:** *I move to approve Resolution 25-12 as presented, setting the date for a public hearing on October 8, 2025 at 4:00 p.m.*

**4.C: Resolution: Yard Abatement; 923 Illinois**

This resolution is part of the broader cleanup effort. We began separating these actions into individual resolutions to ensure every aspect is properly addressed. This particular resolution authorizes the City to proceed with abating the yard conditions. If all three resolutions move forward as presented, they will work together to complete the process.

**RECOMMENDED MOTION:** *I move to approve Resolution 25-13 as presented, allowing the property owner 30 days to abate yard violations, with a review date of October 8, 2025.*

#### **4.D: Resolution: Junked/Abandoned Vehicles; 923 Illinois**

This resolution is another component of the overall process, separated to provide clearer documentation and transparency of the actions being taken. It authorizes the removal of vehicles from the property that meet the City of Neodesha's criteria for junked or abandoned vehicles under city code. If all three resolutions move forward as presented, they will work together to complete the process.

**RECOMMENDED MOTION:** *I move to approve Resolution 25-14 as presented, allowing the property owner 30 days to remove certain junked and abandoned vehicles, with a review date of October 8, 2025.*

#### **4.E: Resolution: Dangerous Structures; Set Public Hearing; 1614 N 3rd**

This marks the first step in the demolition process for the property located at 1614 N 3rd. The resolution will schedule the public hearing for the property and officially initiate the process.

**RECOMMENDED MOTION:** *I move to approve Resolution 25-15 as presented, setting the date for a public hearing on October 8, 2025 at 4:00 p.m.*

#### **4.F: Resolution: Yard Abatement; 1614 N 3rd**

This resolution is part of the broader cleanup effort. We began separating these actions into individual resolutions to ensure every aspect is properly addressed. This particular resolution authorizes the City to proceed with abating the yard conditions.

**RECOMMENDED MOTION:** *I move to approve Resolution 25-16 as presented, allowing the property owner 30 days to abate yard violations, with a review date of October 8, 2025.*

#### **4.G: Consider Request for Fly Over; Veterans Day**

Jerry Crawford has spoken with Commissioner Truelove regarding arranging a flyover for the Neodesha Veterans Day Parade. He has requested the City's approval to submit the official flyover request. This would be an incredible addition to the parade and the day's events, and we look forward to seeing it come together.

**RECOMMENDED MOTION:** *I move to approve the submission of the fly over request for the Neodesha veterans' parade 2025 as presented.*

#### **4.H: Set date and Time for Ribbon Cutting for Crowder Park**

We are hoping to get the newly completed Crowder Park officially opened and to celebrate all those who made it happen. A date and time will need to be set to get this done sometime in the next week or two.

**RECOMMENDED MOTION:** *I move to set a special call meeting for the Crowder Park ribbon cutting for (DATE) at (TIME).*

**4.I: Accept Resignation; Firefighter/AEMT**

Lindsey Reyes has submitted her resignation from the Neodesha Fire Department after accepting a position with another department. Her final day of service with the City of Neodesha Fire and EMS Department will be 08/21/2025.

**RECOMMENDED MOTION:** *I move to accept the resignation of Firefighter/AEMT Lindsey Reyes effective August 21, 2025.*

**4.J: Accept Resignation; Police Officer (Joe Elliott)**

Officer Elliott has accepted a position with another department and has formally submitted his resignation from the City of Neodesha Police Department. His final day of service will be 8/10/2025.

**RECOMMENDED MOTION:** *I move to accept the resignation of officer Joe Elliott effective August 10, 2025.*

**EXECUTIVE SESSION: Non-Elected Personnel**

*I move to recess to an Executive Session including the Governing Body, City Administrator, City Clerk and Public Works Director to discuss an individual employee's performance pursuant to the non-elected personnel matter exception, KSA 75-4319(b)(1) because if this matter were discussed in open-session it might invade the privacy of those discussed. The open meeting will resume in the Commission Room at \_\_\_\_ p.m.*

The Board of Commissioners met in regular session at 4:00 p.m., on Wednesday, July 23, 2025, in the Commission Room at City Hall with Mayor Johnson presiding and Commissioners Banzet and Truelove present.

Commissioner Banzet moved to approve the agenda as presented. Seconded by Commissioner Truelove. Motion carried.

Civic organization reports were invited and heard.

Commission reports were heard.

City Administrator comments were heard.

Community Development Director reports were heard.

Financial reports were distributed.

Public Comments were invited and heard.

Commissioner Truelove moved to approve the consent agenda as presented consisting of minutes from the July 9, 2025 Meeting; minutes from the July 17, 2025 Special Call Meeting; and Appropriation (2025) 13. Seconded by Commissioner Banzet. Motion carried.

Mayor Johnson read a Proclamation declaring Tuesday, August 5, 2025 as National Night Out 2023 calling upon all citizens to join the City of Neodesha and the National Association of Town Watch to celebrate this event.

Administrator Jones along with Dave Arteberry of Stifel, Nicolaus & Co, addressed the Commission regarding the closing out of the City's USDA loan that provided critical funding for several major water projects over the past few years. Discussion held.

Commissioner Banzet moved to approve the early redemption of the GO Temporary Notes for the Final Phase Water Project. Seconded by Commissioner Truelove. Motion carried.

Administrator Jones addressed the Commission regarding a Resolution that completes the process of closing out the USDA Loan funding. Discussion held.

#### **RESOLUTION NO. 25-09**

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF NEODESHA, KANSAS DECLARING IT NECESSARY AND ADVISABLE TO PROVIDE FOR THE GIVING OF NOTICE OF REDEMPTION OF A PORTION OF THE CITY'S GENERAL OBLIGATION TEMPORARY NOTES, SERIES A, 2023.**

**WHEREAS**, the City of Neodesha, Kansas (the "City") has previously issued its General Obligation Temporary Notes, Series A, 2023 (the "2023 Notes") in the original principal amount of \$1,772,000; and

**WHEREAS**, the improvements financed with the proceeds of the 2023 Notes cost less than expected, and the City has received a grant in advance of the permanent financing thereof; and

**WHEREAS**, it is necessary and desirable to provide for the early redemption of a portion of the 2023 Notes prior to the permanent refinancing thereof.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF NEODESHA, KANSAS AS FOLLOWS:**

**SECTION 1.** The City hereby indicates its intent to redeem \$1,080,000 principal amount of the 2023 Notes (as defined above) on September 1, 2025, or as soon thereafter as practicable.

**SECTION 2.** The Mayor and City Clerk are hereby authorized and directed to take all such other actions not inconsistent herewith as may be appropriate or desirable to accomplish the purposes contemplated by this Resolution, including, but not limited to, providing any necessary notice of the City's intent to redeem \$1,080,000 of the 2023 Notes and waiving any notice which may otherwise be required.

**SECTION 3.** This Resolution shall take effect and be in force from and after its adoption.

Commissioner Banzet moved to approve Resolution 25-09 as presented. Seconded by Commissioner Truelove. Motion carried.

This being the time and date published in the official newspaper for the hearing on the abatement of the property located at 1305 N 8<sup>th</sup> Street, the public hearing was opened. Discussion held. The hearing was then closed.

Administrator Jones addressed the Commission regarding the abatement of the property located at 1305 N 8<sup>th</sup> Street. A resolution is necessary to state corrective actions required to bring the property into compliance and establish a clear time frame for the property owner to complete the work. Discussion held.

#### **RESOLUTION NO. 25-10**

**A RESOLUTION FINDING THAT THE PROPERTY LOCATED AT 1305 North 8<sup>th</sup> Street, LEGAL DESCRIPTION: The South Seventeen (17) feet of Lot 77, all Lots 78,79,80,and 81, and the North Six (6) feet of Lot 82, Block Two (2), Westlawn Addition to the City of Neodesha, IS FOUND TO BE IN VIOLATION OF THE CITY OF NEODESHA ENVIROMENTAL CODE, ARTICLE 3, SECTION 26-43. THE PREMISES HAS BEEN DETERMINED UNSAFE AND A BLIGHTING INFLUENCE AND IS DIRECTED TO BE MADE SAFE AND SECURE.**

**WHEREAS**, the Enforcing Officer of the City of Neodesha, Kansas did on the 15<sup>th</sup> day of January, 2025 file with the governing body of said City a statement in writing that a certain premises, hereinafter described, was unsafe and causing a blighting influence; and

**WHEREAS**, the governing body did by Resolution dated the 25<sup>th</sup> day of June, 2025, direct the enforcing officer or other agents of the city to abate the conditions causing the violation, and provided for giving notice thereof as provided by law; and

*(continued on next page)*

**WHEREAS**, such Resolution was published in the official city paper on the 3<sup>rd</sup> day of July, 2025, and on the 10<sup>th</sup> day of July, 2025, and a copy of such Resolution was served on all persons entitled thereto in all respects as provided by law; and

**WHEREAS**, on this 23<sup>rd</sup> day of July, 2025, the governing body has heard all evidence submitted by the enforcing officer of the city, the owners, agents, lienholders, and occupants of such premises (having appeared or having failed to appear);

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF NEODESHA,**

THAT said governing body hereby finds that the premises is unsafe and causing a blighting influence and hereby directs such premises **LOCATED AT 1305 North 8<sup>th</sup> Street, The South Seventeen (17) feet of Lot 77, all Lots 78,79,80,and 81, and the North Six (6) feet of Lot 82, Block Two (2), Westlawn Addition to the City of Neodesha**, to be repaired or abated and the premises made safe and secure. The owner of such structure is hereby given **60 days** from the date of publication of this Resolution within which to commence the abatement and/or clean-up of such property within the time stated or fails to diligently prosecute the same until the work is completed, said governing body will cause the premises to be repaired or abated and the costs of such repair or abatement, less salvage if any, to be assessed as a special assessment against the lot or parcel of land upon which the structure is located as provided by law.

**BE IT FURTHER RESOLVED** that the City Clerk shall cause this Resolution to be published once in the official city paper and a copy mailed to the owners, agents, lienholders and occupants as provided by law.

Commissioner Truelove moved to approve Resolution 25-10 as presented, allowing the property owner 60 days to abate the property located at 1305 N 8<sup>th</sup> Street. Seconded by Commissioner Banzet. Motion carried.

Administrator Jones addressed the Commission regarding payment to KMEA for fence installation at the Neodesha Generation Center. Discussion held.

Commissioner Banzet moved to approve the payment to KMEA in the amount of \$56,453.05 for fence installation at the generator site. Seconded by Commissioner Truelove. Motion carried.

Administrator Jones addressed the Commission regarding setting a date and time for a ribbon cutting ceremony at the new generation facility in Neodesha. Discussion held.

Commissioner Truelove moved to approve a Special Call Meeting at 2:30 p.m. on Wednesday, August 13, 2025, at the Neodesha Generation Center. Seconded by Commissioner Banzet. Motion carried.

Administrator Jones addressed the Commission regarding options for the continuation of Zoom recording for the Commission Meetings. Discussion held.

Commissioner Banzet moved to stop live Zooming the Commission Meetings and start recording meetings to be posted later on the City's Facebook page. Seconded by Commissioner Truelove. Motion carried.

Public Comments were again invited and heard.

The next regular meeting of the Governing Body will be held at City Hall on Wednesday, August 13, 2025, at 4:00 p.m.

At 5:25 p.m. Commissioner Banzet requested a 5-minute recess. Seconded by Commissioner Truelove. Motion carried.

At 5:30 p.m. the regular meeting of the Governing Body reconvened in the Commission Room at City Hall.

Commissioner Truelove moved to recess to an Executive Session to include the Governing Body, City Administrator, Chief of Police, and the City Clerk in the Commission Room to discuss an individual employee's performance pursuant to the non-elected personnel matter exception KSA 75-4319(b)(1) because if this matter were discussed in open session, it might invade the privacy of those discussed. The open meeting will resume in the Commission Room at 6:00 p.m. Seconded by Commissioner Banzet. Motion carried.

At 6:00 p.m. Commissioner Banzet moved to extend the Executive Session an additional 15 minutes. The open meeting will resume in the Commission Room at 6:15 p.m. Seconded by Commissioner Truelove. Motion carried.

At 6:15 p.m. the regular meeting of the Governing Body reconvened in the Commission Room at City Hall. No action taken.

At 6:15 p.m. Commissioner Banzet moved to adjourn. Seconded by Commissioner Truelove. Motion carried.

ATTEST:

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Devin Johnson, Mayor

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Stephanie Fyfe, City Clerk

**SPECIAL CALL FOR SPECIAL MEETING OF BOARD OF COMMISSIONERS**

Neodesha, Kansas  
August 5, 2025

To the Board of Commissioners:

The Board of Commissioners will hold a Special Call meeting Tuesday, August 5, 2025 at 12:00 p.m., at City Hall, 1407 N. 8th St, for the following purpose:

1. Consider Home in the Heartland Grant Contract

The Board of Commissioners met in a Special Call Session at 12:00 p.m. at City Hall, 1407 N 8<sup>th</sup> Street, on Tuesday, August 5, 2025, with Mayor Johnson presiding and Commissioners Banzet and Truelove present.

Administrator Jones addressed the Commission regarding the consideration of a grant contract from Home in the Heartland related to the City's Make My Move program. Discussion held.

Commissioner Truelove moved to approve the Make My Move services agreement for the Home in the Heartland Grant submission pending the corrected dates in the agreement. Seconded by Commissioner Banzet. Motion carried.

At 12:37 p.m. Commissioner Banzet moved to adjourn. Seconded by Commissioner Truelove. Motion carried.

ATTEST:

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

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Stephanie Fyfe, City Clerk

**APPROPRIATIONS REPORT****ORDINANCE NO 14****8/13/2025**

<b><u>VENDOR</u></b>	<b><u>REFERENCE</u></b>	<b><u>AMOUNT</u></b>	<b><u>CHECK NO</u></b>	<b><u>CHECK DATE</u></b>
ACRISURE MIDWEST TRUST	NOTARY BOND	157.00	76006	8/13/2025
BEACHNER GRAIN INC	WEED KILLER	145.00	76007	8/13/2025
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	469.99	76008	8/13/2025
CALLTOWER	PHONE CHARGES	306.08	76010	8/13/2025
CANON FINANCIAL SERVICES	PRINTER LEASE	211.71	76011	8/13/2025
CJ'S THREADS	EMBROIDERY	64.00	76012	8/13/2025
CLEAVER FARM & HOME	SUPPLIES	476.72	76013	8/13/2025
COFFEYVILLE COMMUNITY COLLEGE	TUITION FEES - EMT CERT CLASS	2,340.00	76014	8/13/2025
CORE & MAIN	PARTS	686.06	76015	8/13/2025
CULLIGAN OF INDEPENDENCE	AUGUST WATER SERVICE	328.32	76016	8/13/2025
EAGLE RESEARCH CORP	DATA PUBLICATION FEE	45.00	76017	8/13/2025
ECX SYSTEMS LLC	BARRACUDA EMAIL SECURITY 8/25	50.00	76018	8/13/2025
EMC INSURANCE COMPANIES	DEDUCTIBLE	1,458.00	76019	8/13/2025
ENCORE ENERGY SERVICES INC	JULY BILLING	43,125.05	76020	8/13/2025
COMMERCE BANK	POLICE TRUCK	13,448.98	76021	8/13/2025
FIREX-MARMIC FIRE & SAFETY CO	FIRE EXTINGUISHER INSPECTION	237.18	76022	8/13/2025
FORSYTHE'S HEATING & ELECTRIC	SERVICE CALL	170.00	76023	8/13/2025
FREDONIA OUTDOOR EQUIPMENT	PARTS & SUPPLIES	369.05	76024	8/13/2025
FREDONIA TRUE VALUE HARDWARE	SUPPLIES	127.40	76025	8/13/2025
HAWKINS INC	CHEMICALS	10,136.92	76026	8/13/2025
HEALY LAW OFFICES, LLC	POLE/FRANCHISE AGREEMENT	700.00	76027	8/13/2025
HUGO'S INDUSTRIAL SUPPLY, INC	SUPPLIES	218.34	76028	8/13/2025
INDEPENDENCE READY-MIX INC	CEMENT	463.00	76029	8/13/2025
INDUSTRIAL SALES COMPANY INC	GAS SUPPLIES	353.11	76030	8/13/2025
INTERNAL REVENUE SERVICE	PENALTY DUE 1ST QTR TAXES	579.78	76031	8/13/2025
JARRED, GILMORE & PHILLIPS, PA	PROFESSIONAL SERVICES	60.00	76032	8/13/2025
TOMMY JOHN	CLEANING SERVICES	200.00	76033	8/13/2025
KANSAS CORPORATION COMMISSION	ANNUAL PIPELINE INSPECTION FEE	1,096.00	76034	8/13/2025



KANSAS ONE-CALL SYSTEM, INC	JULY LOCATES	206.15	76035	8/13/2025
KS ST VET DIAGNOSTIC LAB	VET LAB SERVICES	62.50	76036	8/13/2025
KU CENTER FOR RESEARCH	CIVIC CENTER DEPOSIT REFUND	200.00	76037	8/13/2025
LEASE FINANCE SERVICES	COPIER LEASE	435.21	76038	8/13/2025
LAKELAND OFFICE SYSTEMS LLC	COPIER MAINTENANCE	292.32	76039	8/13/2025
LAWSON PRODUCTS	SUPPLIES	116.42	76040	8/13/2025
LEAGUE OF KS MUNICIPALITIES	GOVERNING BODY HANDBOOKS	167.13	76041	8/13/2025
LITTLE BEAR TIRE	TIRE REPAIR	27.03	76042	8/13/2025
MCCARTY'S OFFICE MACHINES INC	STORAGE CABINET	375.00	76043	8/13/2025
MEDICCLAIMS INC	AMBULANCE COLLECTION FEES	719.15	76044	8/13/2025
MERIDIAN ANALYTICAL LABS LLC	WASTEWATER ANALYSIS	61.00	76045	8/13/2025
MIDWEST COMPUTER SALES	IT SERVICES	6,688.80	76046	8/13/2025
MURPHY TRACTOR & EQUIPMENT CO	WINDOWPANE	391.00	76047	8/13/2025
NEODESHA AUTO SUPPLY	SUPPLIES	832.18	76048	8/13/2025
NEODESHA DERRICK NEWS	QUARTERLY REPORT	1,008.00	76049	8/13/2025
NEWTON LUMBER CO INC	IMPACT BIT HOLDER	15.04	76050	8/13/2025
NRS	DRY SOCK/NECK GASKET REPLACEMNT	187.69	76051	8/13/2025
O'REILLY AUTOMOTIVE INC	AUTO PARTS & SUPPLIES	165.50	76052	8/13/2025
PAR FORMS PRINTING, INC	ENVELOPES	398.00	76053	8/13/2025
PORTER DRUGS	STOCK MEDS FOR AMBULANCE	289.67	76054	8/13/2025
QUALITY MOTORS	MOLDING WHEEL FLARE	162.00	76055	8/13/2025
QUILL LLC	OFFICE SUPPLIES	83.61	76056	8/13/2025
R & F FARM SUPPLY, INC	PARTS	2,166.77	76057	8/13/2025
RODNEY M SCHLEGEL II	CONCRETE PADS FOR SUBSTATION	9,600.00	76058	8/13/2025
WYATT REYNOLDS	CIVIC CENTER DEPOSIT REFUND	200.00	76059	8/13/2025
ROB TINSLEY PROPERTIES	SAND BLASTS SHIELD	95.00	76060	8/13/2025
RURAL WATER DISTRICT 4	AIRPORT RURAL WATER	30.73	76061	8/13/2025
SHERWIN WILLIAMS INDEPENDENCE	PAINT	885.75	76062	8/13/2025
STANION WHOLESALE ELECTRIC	CROWDER PARK	425.66	76063	8/13/2025
STUDEBAKER REFRIGERATION INC	ICE MACHINE RENTAL	95.00	76064	8/13/2025
TLC GROUNDSKEEPING INC	IRRIGATION SYSTEM REPAIR	265.11	76065	8/13/2025
TRUSCO MANUFACTURING CO	NYLON STRAINER BAGS	37.50	76066	8/13/2025
ULINE	SIGNAGE	145.84	76067	8/13/2025

US CELLULAR	CELL PHONE/TABLET CHARGES	620.39	76068	8/13/2025
WALMART COMMUNITY BRC	SUPPLIES	242.90	76069	8/13/2025
WESTERN AUTO	PARTS & SUPPLIES	783.46	76070	8/13/2025
WILSON MEDICAL CENTER	JULY TAX DISTRIBUTION	26,548.61	76071	8/13/2025
WOODS LUMBER COMPANY	SUPPLIES	218.69	76072	8/13/2025
<b>****TOTAL****</b>		<b>133,267.50</b>		

## **CITY OF NEODESHA**

### **RESOLUTION NO. 25-11**

#### **A RESOLUTION TO MEET THE OFFICIAL PROCEDURES FOR CIVIL RIGHTS & FAIR HOUSING COMPLAINTS IN THE CITY OF NEODESHA, KANSAS.**

##### **NEODESHA, KS CIVIL RIGHTS/FAIR HOUSING POLICY**

##### **Official Procedures for Civil Rights & Fair Housing Complaints**

We, the City Commissioners of Neodesha, KS, adopt the following procedures for handling a civil rights/fair housing complaint(s) within our city.

Civil rights complaints received by the city will be those complaints alleging violation of one or more of the following statutes:

- Title VI, Civil Rights
- Title VIII, Civil Rights Act of 1968, as amended by the Housing Act of 1974
- Section 109, Housing and Community Development Act of 1974
- Section 504, Rehabilitation Act of 1973
- Age Discrimination Act of 1975
- Fair Housing Amendments Act of 1988

Several areas in which housing discrimination occurs under Title VIII are:

- 1) to refuse to show, rent, lease, sell or transfer housing,
- 2) to cause unequal terms, conditions and privileges of housing,
- 3) to cause unequal terms, conditions and privileges in obtaining and use of financial assistance for the purpose, construction or maintenance of housing,
- 4) to segregate and/or separate in the occupancy of housing,
- 5) to include or honor restrictive covenants which are discriminatory,
- 6) to advertise any discriminatory preference or limited housing,
- 7) to aid and abet in unfair housing practices,
- 8) to retaliate against an employee or agent who complies with fair housing practices through such actions as demolition, discharge or unequal compensation,
- 9) to refuse to receive and transmit any bona fide offers to buy, rent, sell or lease housing,
- 10) to practice blockbusting, red-lining or steering.

The city has established the following procedures for civil rights or fair housing discrimination:

- Should anyone feel their civil rights have been violated, that person shall contact the City Clerk in writing to register a complaint. After receiving this complaint, the city clerk will immediately make available a HUD 903 Form (OMB in 63-R-1226) to the complainant.
- After the city receives the completed HUD 903 Form, it will be referred to the City Attorney for his/her recommendations and legal comments. The City Attorney will then present his/her recommendations to the Governing Body at the next regularly scheduled meeting.
- The city shall try to assist in resolving the conflict between the parties involved. If a resolution of the problem cannot be reached, then the city will forward the complaints to the proper authorities. The names of the complainants and the names of respondents will not be disclosed to any entity other than HUD.

- Fair Housing Discrimination complaints will be submitted by the City Attorney with the complainant's written complaint, HUD 903 Form, and the City Attorney's legal comments to HUD:

Department of Housing & Urban Development  
Kansas City Regional Office, Region VII  
Office of Fair Housing & Equal Opportunity  
Gateway Tower II – 400 State Ave.  
Kansas City, KS 66101

- In the event of a civil rights complaint, the city agrees to also contact the following agencies:

Kansas Human Rights Commission  
900 SW Jackson Street, Suite 851S  
Topeka KS 66612  
(785) 296-3206

Kansas Department of Commerce  
1000 SW Jackson St, Suite 100  
Topeka KS 66612  
(785) 296-3004

- Any complaints filed alleging violation of E.O. 11246 (discrimination in employment by construction contractors) will be referred to:

Office of Federal Contracts  
Compliance Programs  
Gateway Tower II – 400 State Ave.  
Kansas City, Kansas 66101

- The complainant will be advised they can also initiate housing discrimination complaints by calling the Housing Discrimination Complaint Hotline 1-800-669-9777.
- Original copies of all Civil Rights complaints will be received by the City Clerk, 1407 N. 8<sup>th</sup> St, Neodesha, KS 66757 and maintained in the city's files.
- The city will adhere to all rules and regulations as pointed out in the "Kansas Commission on Civil Rights Complaint Procedures Handbook", which is available to all parties at the City Clerk's Office, which includes filing forms.

**ADOPTED AND APPROVED** by the governing body of the City of Neodesha, Kansas this 13<sup>th</sup> day of August, 2025.

ATTEST:

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

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

**CITY OF NEODESHA**

**RESOLUTION NO. 25-12**

**A RESOLUTION FIXING A TIME AND PLACE AND PROVIDING FOR NOTICE OF A HEARING BEFORE THE GOVERNING BODY OF THE CITY OF NEODESHA, KANSAS AT WHICH TIME THE OWNER, HIS AGENT, LIENHOLDERS OF RECORD AND OCCUPANTS OF THE STRUCTURE LOCATED AT 923 Illinois Street LEGAL DESCRIPTION: Lots 11 and 12, Block 14, Ford's Addition to the City of Neodesha, Wilson County, Kansas, MAY APPEAR AND SHOW CAUSE WHY SUCH STRUCTURE SHOULD NOT BE CONDEMNED AND ORDERED REPAIRED OR DEMOLISHED AS AN UNSAFE OR DANGEROUS STRUCTURE.**

**WHEREAS**, Brogan Jones, the Enforcement Officer of the City of Neodesha, did on the 26th day of November, 2024, file with the Governing Body of said City a statement in writing that certain unoccupied structures hereinafter described are unsafe and dangerous;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing body of the City of Neodesha that a hearing will be held on the 8<sup>th</sup> day of October, 2025, before the Governing Body of the City at 4:00 p.m. in the Commission Room of City Hall, 1407 N. 8<sup>th</sup>; at which time the owner, his agent, any lien holder of record and any occupant of the structure located at **923 Illinois Street** may appear and show cause why such structure should not be condemned as an unsafe or dangerous structure and ordered repaired or demolished.

**BE IT FURTHER RESOLVED** that the City Clerk shall cause this Resolution to be published two consecutive times and shall give notice of the aforesaid hearing in the manner provided by law.

**ADOPTED AND APPROVED** by the governing body of the City of Neodesha, Kansas this 13<sup>th</sup> day of August, 2025.

ATTEST:

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

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

**CITY OF NEODESHA**

**RESOLUTION NO. 25-13**

**A RESOLUTION FINDING THAT THE PROPERTY LOCATED AT 923 Illinois Street, LEGAL DESCRIPTION Lots 11 and 12, Block 14, Ford's Addition to the City of Neodesha, Wilson County, Kansas, IS FOUND TO BE IN VIOLATION OF THE CITY OF NEODESHA ENVIROMENTAL CODE, ARTICLE 3, SECTION 26-43. THE PREMISES HAS BEEN DETERMINED UNSAFE AND A BLIGHTING INFLUENCE AND IS DIRECTED TO BE MADE SAFE AND SECURE.**

**WHEREAS** the Enforcing Officer of the City of Neodesha, Kansas did on the 26<sup>th</sup> day of November, 2024 file with the governing body of said City a statement in writing that a certain premises, hereinafter described, was unsafe and causing a blighting influence; and

**WHEREAS** the governing body did by Resolution dated the 13<sup>th</sup> day of August, 2025, direct the enforcing officer or other agents of the city to abate the conditions causing the violation, and provided for giving notice thereof as provided by law; and

**WHEREAS** such Resolution was published in the official city paper on the 21<sup>st</sup> day of August, 2025, and on the 28<sup>th</sup> day of August, 2025, and a copy of such Resolution was served on all persons entitled thereto in all respects as provided by law; and

**WHEREAS**, on this 13<sup>th</sup> day of August, 2025, the governing body has heard all evidence submitted by the enforcing officer of the city, the owners, agents, lienholders, and occupants of such premises (having appeared or having failed to appear);

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF NEODESHA,** THAT said governing body hereby finds that the premises is unsafe and causing a blighting influence and hereby directs such premises **LOCATED AT 923 Illinois Street, LEGAL DESCRIPTION Lots 11 and 12, Block 14, Ford's Addition to the City of Neodesha, Wilson County, Kansas,** to be repaired or abated and the premises made safe and secure. The owner of such structure is hereby given **30 days** from the date of the last publication of this Resolution within which to commence the abatement and/or clean-up of such property within the time stated or fails to diligently prosecute the same until the work is completed, said governing body will cause the premises to be repaired or abated and the costs of such repair or abatement, less salvage if any, to be assessed as a special assessment against the lot or parcel of land upon which the structure is located as provided by law.

**BE IT FURTHER RESOLVED** that the City Clerk shall cause this Resolution to be published two consecutive times in the official city paper and a copy mailed to the owners, agents, lienholders and occupants as provided by law.

**ADOPTED AND APPROVED** by the governing body of the City of Neodesha, Kansas this 13<sup>th</sup> day of August, 2025.

ATTEST:

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

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

**CITY OF NEODESHA**

**RESOLUTION NO. 25-14**

**A RESOLUTION FINDING THAT THE PREMISES LOCATED AT 923 Illinois Street, LEGAL DESCRIPTION Lots 11 and 12, Block 14, Ford's Addition to the City of Neodesha, Wilson County, Kansas, IS FOUND TO BE IN VIOLATION OF THE CITY OF NEODESHA ENVIROMENTAL CODE ARTICLE 4, SECTION 26-66, AND IS UNSAFE OR CAUSING A BLIGHTING INFLUENCE AND DIRECTING THE VIOLATION TO BE ABATED OR REMOVED AND THE PREMISES MADE SAFE AND SECURE.**

**WHEREAS** the Enforcing Officer of the City of Neodesha, Kansas did on the 26<sup>th</sup> day of November, 2024, file with the governing body of said City a statement in writing that a certain premises, hereinafter described, was unsafe and causing a blighting influence; and

**WHEREAS** the governing body did by Resolution dated the 13<sup>th</sup> day of August, 2025, instruct the enforcing officer or other agent of the city to abate the conditions causing the violation, and provided for giving notice thereof as provided by law; and

**WHEREAS** such Resolution was published in the official city paper on the 21<sup>st</sup> day of August, 2025, and on the 28<sup>th</sup> day of August, 2025, and a copy of such Resolution was served on all persons entitled thereto in all respects as provided by law; and

**WHEREAS** on this 13<sup>th</sup> day of August, 2025, the governing body has heard all evidence submitted by the enforcing officer of the city, the owners, agents, lienholders, and occupants of such premises (having appeared or having failed to appear);

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF NEODESHA,** THAT said governing body hereby finds that the premises is unsafe and causing a blighting influence and hereby directs such premises **LOCATED AT 923 Illinois Street, Lots 11 and 12, Block 14, Ford's Addition to the City of Neodesha, Wilson County, Kansas,** to be abated and the premises made safe and secure. The owner of such premises is hereby given **30 days** from the date of the last publication of this Resolution within which to commence the repair or removal of such violation on the premises within the time stated or fails to diligently prosecute the same until the work is completed, said governing body will cause the premises to be repaired or abated and removed and the costs of such repair, abatement and removing, less salvage if any, to be assessed as a special assessment against the lot or parcel of land upon which the premises is located as provided by law.

**BE IT FURTHER RESOLVED,** that the City Clerk shall cause this Resolution to be published two consecutive times in the official city paper and a copy mailed to the owners, agents, lienholders and occupants as provided by law.

**ADOPTED AND APPROVED** by the governing body of the City of Neodesha, Kansas this 13<sup>th</sup> day of August, 2025.

ATTEST:

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

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

**CITY OF NEODESHA**

**RESOLUTION NO. 25-15**

**A RESOLUTION FIXING A TIME AND PLACE AND PROVIDING FOR NOTICE OF A HEARING BEFORE THE GOVERNING BODY OF THE CITY OF NEODESHA, KANSAS AT WHICH TIME THE OWNER, HIS AGENT, LIENHOLDERS OF RECORD AND OCCUPANTS OF THE STRUCTURE LOCATED AT *1614 North 3<sup>rd</sup> Street, Neodesha KS 66757* LEGAL DESCRIPTION *Lots Numbered Six (6) and Seven (7), Block Numbered One (1), Deer's Subdivision of part of the Northwest Quarter (NW1/4) of the Southeast Quarter (SE1/4) of the Section Numbered Seventeen (17), Township Numbered Thirty (30) South, Range Numbered Sixteen (16) East, in the City of Neodesha, Wilson County, Kansas.*, MAY APPEAR AND SHOW CAUSE WHY SUCH STRUCTURE SHOULD NOT BE CONDEMNED AND ORDERED REPAIRED OR DEMOLISHED AS AN UNSAFE OR DANGEROUS STRUCTURE.**

**WHEREAS**, Brogan Jones, the Enforcement Officer of the City of Neodesha, did on the 21<sup>st</sup> day of September, 2025, file with the Governing Body of said City a statement in writing that certain unoccupied structures hereinafter described are unsafe and dangerous;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing body of the City of Neodesha that a hearing will be held on the 8<sup>th</sup> day of October, 2025, before the Governing Body of the City at 4:00 p.m. in the Commission Room of City Hall, 1407 N. 8<sup>th</sup>; at which time the owner, his agent, any lien holder of record and any occupant of the structure located at ***1614 North 3<sup>rd</sup> Street, Neodesha KS 66757*** may appear and show cause why such structure should not be condemned as an unsafe or dangerous structure and ordered repaired or demolished.

**BE IT FURTHER RESOLVED** that the City Clerk shall cause this Resolution to be published two consecutive times and shall give notice of the aforesaid hearing in the manner provided by law.

**ADOPTED AND APPROVED** by the governing body of the City of Neodesha, Kansas this 13<sup>th</sup> day of August, 2025.

ATTEST:

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

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



**CITY OF NEODESHA**

**RESOLUTION NO. 25-16**

**A RESOLUTION FINDING THAT THE PROPERTY LOCATED AT 1614 N 3<sup>rd</sup> Street, LEGAL DESCRIPTION: Lots Numbered Six (6) and Seven (7), Block Numbered One (1), Deer's Subdivision of part of the Northwest Quarter (NW1/4) of the Southeast Quarter (SE1/4) of the Section Numbered Seventeen (17), Township Numbered Thirty (30) South, Range Numbered Sixteen (16) East, in the City of Neodesha, Wilson County, Kansas, IS FOUND TO BE IN VIOLATION OF THE CITY OF NEODESHA ENVIROMENTAL CODE, ARTICLE 3, SECTION 26-43. THE PREMISES HAS BEEN DETERMINED UNSAFE AND A BLIGHTING INFLUENCE AND IS DIRECTED TO BE MADE SAFE AND SECURE.**

**WHEREAS** the Enforcing Officer of the City of Neodesha, Kansas did on the 26<sup>th</sup> day of November, 2024 file with the governing body of said City a statement in writing that a certain premises, hereinafter described, was unsafe and causing a blighting influence; and

**WHEREAS** the governing body did by Resolution dated the 13<sup>th</sup> day of August, 2025, direct the enforcing officer or other agents of the city to abate the conditions causing the violation, and provided for giving notice thereof as provided by law; and

**WHEREAS** such Resolution was published in the official city paper on the 21<sup>st</sup> day of August, 2025, and on the 28<sup>th</sup> day of August, 2025, and a copy of such Resolution was served on all persons entitled thereto in all respects as provided by law; and

**WHEREAS**, on this 13<sup>th</sup> day of August, 2025, the governing body has heard all evidence submitted by the enforcing officer of the city, the owners, agents, lienholders, and occupants of such premises (having appeared or having failed to appear);

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF NEODESHA,** THAT said governing body hereby finds that the premises is unsafe and causing a blighting influence and hereby directs such premises **LOCATED AT 1614 N 3<sup>rd</sup> Street, LEGAL DESCRIPTION: Lots Numbered Six (6) and Seven (7), Block Numbered One (1), Deer's Subdivision of part of the Northwest Quarter (NW1/4) of the Southeast Quarter (SE1/4) of the Section Numbered Seventeen (17), Township Numbered Thirty (30) South, Range Numbered Sixteen (16) East, in the City of Neodesha, Wilson County, Kansas,** to be repaired or abated and the premises made safe and secure. The owner of such structure is hereby given **30 days** from the date of the last publication of this Resolution within which to commence the abatement and/or clean-up of such property within the time stated or fails to diligently prosecute the same until the work is completed, said governing body will cause the premises to be repaired or abated and the costs of such repair or abatement, less salvage if any, to be assessed as a special assessment against the lot or parcel of land upon which the structure is located as provided by law.

**BE IT FURTHER RESOLVED** that the City Clerk shall cause this Resolution to be published two consecutive times in the official city paper and a copy mailed to the owners, agents, lienholders and occupants as provided by law.

**ADOPTED AND APPROVED** by the governing body of the City of Neodesha, Kansas this 13<sup>th</sup> day of August, 2025.

ATTEST:

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

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

<b>REQUEST FOR MILITARY AERIAL SUPPORT</b> <b>ALL EVENT REQUESTERS MUST READ THE INSTRUCTIONS ON PAGE 4</b> <b>BEFORE COMPLETING THIS FORM.</b>					<b>REQUEST NUMBER</b> <small>OMB No. 0704-0290</small> <small>OMB approval expires</small> <small>20260131</small>	
<small>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small> <b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS ON PAGE 4.</b>						
<b>ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.</b>						
<b>SECTION I - ACTIVITY</b>						
<b>1. CATEGORY REQUESTED (X and complete as applicable)</b>		<b>1) DATE(S) REQUESTED</b> <small>(Start to End)</small> <small>(YYYYMMDD)</small>	<b>(2) TYPE AIRCRAFT REQUESTED</b> <small>ANY (X)    SPECIFIC (Optional)</small>		<b>(3) MILITARY SERVICE REQUESTED</b> <small>ALL (X)    SPECIFIC (Optional)</small>	
<input type="checkbox"/> <b>a. FLYOVER</b> <small>(See paragraph 5 of Instructions)</small>					<input type="checkbox"/>	
<input type="checkbox"/> <b>b. STATIC DISPLAY</b> <small>(See paragraph 6 of Instructions)</small>					<input type="checkbox"/>	
<input type="checkbox"/> <b>c. SINGLE AIRCRAFT DEMONSTRATION</b> <small>(See paragraph 8 of Instructions)</small> Is this request for an air show? <input type="checkbox"/> YES <input type="checkbox"/> NO					<input type="checkbox"/>	
<input type="checkbox"/> <b>d. OTHER AERIAL SUPPORT</b> <small>(i.e. Parachute Demo, SAR Demo)</small>					<input type="checkbox"/>	
<b>e. AERIAL DEMONSTRATION TEAM (X all requested. See Instructions.)</b>		<b>(a) PRIMARY DATE</b> <small>(YYYYMMDD)</small>		<b>(b) ALTERNATE DATE(S)</b> <small>(YYYYMMDD)</small>		<b>(c) I WILL CONSIDER ANY DATE DURING AIR SHOW SEASON (X one)</b>  <input type="checkbox"/> YES <input type="checkbox"/> NO
U.S. ARMY GOLDEN KNIGHTS						
U.S. NAVY BLUE ANGELS						
U.S. NAVY LEAP FROGS						
U.S. AIR FORCE THUNDERBIRDS						
U.S. AIR FORCE WINGS OF BLUE						
OTHER <small>(Specify)</small>						
<b>2. INCLUSIVE DATES/TIME OF EVENT</b> <small>(YYYYMMDD/0:00 a.m. or p.m.)</small>						
START DATE	END DATE	REHEARSAL DATE <small>(required for air shows/open houses)</small>	TIME		<input type="checkbox"/> CHECK IF 1-DAY EVENT	
<b>SECTION II - EVENT AND SITE INFORMATION</b>						
<b>3.a. EVENT TITLE</b> <small>(to include if air show)</small>				<b>b. SITE OF EVENT</b> <small>(Must be accessible by persons with disabilities)</small>		
<b>c. SITE CITY, STATE AND ZIP CODE</b>		<b>d. SITE ELEVATION</b> <small>(Feet above sea level)</small>	<b>e. RUNWAY LENGTH X WIDTH</b>		<b>f. ARRESTING GEAR WITHIN REQUIRED DISTANCE</b> <small>(X one)</small> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>h. EXPLAIN RECRUITING SUPPORT</b> <small>(Including local Armed Forces point of contact if applicable.)</small>				<b>i. We agree to provide local military recruiters, at no charge, prime space at the event for recruiting purposes.</b> <b>SIGNATURE:</b>		
<b>j. WEBSITE AND SOCIAL MEDIA HANDLES FOR EVENT:</b> <small>(Contact aircraft/parachute team for specific unit or Service level social media platform handles and hashtags.)</small>						
WEBSITE						
FACEBOOK						
INSTAGRAM						
TWITTER						
OTHER						
<b>k. IS THERE CIVILIAN AERIAL PARTICIPATION PLANNED FOR THE EVENT?</b> <small>(X one)</small> <input type="checkbox"/> YES <input type="checkbox"/> NO						
<b>4. EVENT SITE CERTIFICATION</b> <small>(To be completed by an agent exercising authority for site use) I certify that an agreement has been made with the requesting organization indicated in Section III to use the event site indicated in 2.b. above.</small>						
<b>a. NAME</b> <small>(Last, First, Middle Initial) (Include Mr./Ms./Maj. Rank)</small>			<b>b. TITLE</b>		<b>c. TELEPHONE NO.</b> <small>(Include area code)</small>	
<b>d. SIGNATURE</b>					<b>e. DATE SIGNED</b> <small>(YYYYMMDD)</small>	
<b>5. ATTENDANCE</b>		<b>6. PLANNED MEDIA COVERAGE (X as applicable)</b>				
a. PROJECTED	b. PRIOR EVENT	<input type="checkbox"/> TELEVISION <input type="checkbox"/> RADIO <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> REGIONAL <input type="checkbox"/> PRINT <input type="checkbox"/> NATIONAL <input type="checkbox"/> NONE			<b>YOUR MEDIA/PR POC</b> <small>(Name/telephone/email):</small>	
					NAME	
					TELEPHONE	
					EMAIL	

### SECTION III - REQUESTER INFORMATION

<b>7. LOCAL REQUESTING ORGANIZATION</b> <i>(not contracted event promoter, airboss, or others not directly employed by event requesting organization)</i>			<b>b. TYPE</b> <i>(X one)</i> <input type="checkbox"/> PROFIT <input type="checkbox"/> NONPROFIT	
<b>a. NAME</b> <i>(Include website)</i>				
<b>8. POINT OF CONTACT FOR AVIATION ACTIVITIES FOR THIS EVENT</b> <i>(Please PRINT all contact information.)</i>				
<b>a. (X one)</b> <input type="checkbox"/> MR. <input type="checkbox"/> MS.		<b>b. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>c. RANK</b> <i>(If military)</i>
<b>d. PHONE NUMBERS</b> <i>(Include area code)</i>			<b>e. E-MAIL ADDRESS</b>	
<b>(1) TELEPHONE NO.</b>	<b>(2) CELL PHONE NO.</b>	<b>(3) DSN</b>		
<b>9. IS EVENT OFFICIALLY SUPPORTED BY LOCAL GOVERNMENT</b> <i>(X one)</i>			<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>10. WILL YOU PROVIDE A POST-EVENT REPORT ON REQUEST?</b> <i>(X one)</i>			<input type="checkbox"/>	<input type="checkbox"/>
<b>11. DOES REQUESTING ORGANIZATION PERMIT MEMBERSHIP WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, DISABILITY, SEX, GENDER IDENTITY, OR SEXUAL ORIENTATION?</b> <i>(X one)</i>			<input type="checkbox"/>	<input type="checkbox"/>
<b>12. WILL ALL ASPECTS OF THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, DISABILITY, SEX, GENDER IDENTITY, OR SEXUAL ORIENTATION?</b> <i>(X one)</i>			<input type="checkbox"/>	<input type="checkbox"/>
<b>13. WILL THE EVENT BE OPEN TO THE GENERAL PUBLIC?</b> <i>(X one)</i>			<input type="checkbox"/>	<input type="checkbox"/>

### SECTION IV - FEDERAL AVIATION ADMINISTRATION COORDINATION

*(This Section is not required for static displays. Requester may submit a completed FAA Form 7711 (safety form) along with this form in lieu of obtaining a FSDO signature in this section. However, the FSDO contact name and number MUST be included here.)*

**FOR THIS EVENT TO BE CONSIDERED FOR U.S. MILITARY SUPPORT, THE REQUESTER MUST HAVE THIS SECTION COMPLETED BY THE FLIGHT STANDARDS DISTRICT OFFICE RESPONSIBLE FOR CONTROLLING THE AERIAL ACTIVITIES AT THE EVENT SITE.**

For events where the airspace falls under the purview of the United States Department of Transportation, Federal Aviation Administration (FAA) coordination is required for all U.S. military aviation activities described in Section I EXCEPT AIRCRAFT STATIC DISPLAYS. THE REQUESTER WILL FORWARD THIS DOCUMENT, WITH SECTIONS I THROUGH III AND SECTIONS V THROUGH VII COMPLETED, TO THE FLIGHT STANDARDS DISTRICT OFFICE (FSDO) HAVING JURISDICTION OVER THE SITE. After completion of Section IV by the FSDO, form will be returned to the requester for submission to DoD. Requesters will allow a minimum of 45 days for FAA review and completion.

<b>14. FLIGHT STANDARDS DISTRICT OFFICE REVIEW</b> I have reviewed the requested activity in Section I and determined that: <i>(X and complete as applicable)</i>		
<input type="checkbox"/> <b>a. FAA/OTHER GOVERNMENTAL WAIVER IS NOT REQUIRED.</b>		
<input type="checkbox"/> <b>b. WAIVER IS REQUIRED FOR THE FOLLOWING AERIAL ACTIVITIES LISTED IN SECTION I:</b> <i>(Specify)</i>		
<input type="checkbox"/> <b>c. COORDINATION HAS BEEN ACCOMPLISHED WITH CONTROLLING AIR TRAFFIC CONTROL FACILITY.</b>		
<input type="checkbox"/> <b>d. AIR TRAFFIC COORDINATION IS NOT REQUIRED.</b>		
<input type="checkbox"/> <b>e. DEMONSTRATION SITE FEASIBILITY STUDY IS REQUIRED AND SITE PLAN WAS SUBMITTED BY THE REQUESTER.</b> <i>(Must meet show line, crowd line, airspace parameters and show congested areas, dwellings, thoroughfares, and obstructions within 3 NM of show center.)</i>		
<input type="checkbox"/> <b>f. DEMONSTRATION SITE FEASIBILITY STUDY IS NOT REQUIRED.</b>		
<input type="checkbox"/> <b>g. NO MAJOR NOISE CONCERNS IN THE REQUESTED AIRSPACE.</b>		
<b>15. FEASIBILITY DETERMINATION</b> Based upon my review of this site, I find the site to be: <i>(X one)</i>		
<input type="checkbox"/> <b>SATISFACTORY</b>	<input type="checkbox"/> <b>CONDITIONAL SATISFACTORY</b> <i>(See NOTE)</i>	<input type="checkbox"/> <b>UNSATISFACTORY</b> <i>(See NOTE)</i>

**NOTE:** If the show site is marked "Conditional Satisfactory," explain the conditions which must be met by the show requester to provide a "Satisfactory" site in the Additional Comments section. If the show site is marked "Unsatisfactory," the request for the applicable activity cannot be accepted by the Department of Defense.

**16. ADDITIONAL COMMENTS** *(Mandatory if FARs are waived) (Explain the desired effects of U.S. military participation in this event and how it will be amplified via social media)*

### 17. COORDINATING OFFICIAL

<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>	<b>b. FLIGHT STANDARDS DISTRICT OFFICE</b>	<b>c. TELEPHONE NO.</b> <i>(Include area code)</i>
<b>d. TITLE AND SIGNATURE</b>		<b>e. DATE SIGNED</b> <i>(YYYYMMDD)</i>

**SECTION V - PROGRAM****18. PROGRAM THEME AND OBJECTIVE** *(Please explain how aviation support is an integral part of the event.)***19. CHARGES AND FEES** *(Specify the monetary amounts charged below.)*

<b>a. ADMISSION</b>	<b>b. PARKING</b>	<b>c. SEATING</b>	<b>d. OTHER</b> <i>(Specify)</i>
<b>e. DOES EVENT RAISE FUNDS?</b> <i>(X one)</i> <input type="checkbox"/> YES <i>(Complete 20.f. and 20.g.)</i> <input type="checkbox"/> NO	<b>f. FUNDS WILL BE USED FOR</b> <i>(X as applicable)</i> <input type="checkbox"/> (1) CHARITIES <input type="checkbox"/> (2) EXPENSES <input type="checkbox"/> (3) PRIZES <input type="checkbox"/> (4) OTHER <i>(Explain in 20.g.)</i>		<b>g. SPECIFIC INSTRUCTIONS FOR USE OF FUNDS</b> <i>(e.g., Company, Charity or Organization to benefit)</i>

**20. HISTORICAL INFORMATION**

<b>a. LIST ALL YEARS THE EVENT HAS BEEN HELD</b>	<b>b. MOST RECENT DoD DEMONSTRATION TEAM</b> <i>(If any) AND YEAR OF PERFORMANCE</i> <i>(e.g., Blue Angels, Thunderbirds, Golden Knights; year)</i>	<b>c. LIST CIVILIAN AND MILITARY AIRCRAFT AT THE LAST EVENT</b>
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**SECTION VI - SUPPORT***(For all requests other than flyovers, which could include air shows, open houses, some static displays, and non-air show flyovers if the unit is not local.)*

<b>21. THE REQUESTER AGREES TO:</b> <i>(Initial each applicable item signifying acceptance. Lack of initials renders the event ineligible for all support other than flyovers.)</i>	<b>APPLICABLE?</b> <i>(If yes, enter initials.)</i>	<b>INITIALS</b>
<b>a. OBTAIN THE AIR SHOW WAIVER FROM THE FAA MONITOR PRIOR TO THE EVENT FOR EACH ACTIVITY REQUIRING A WAIVER</b> <i>(plan a 60-day lead time). FAILURE TO OBTAIN A WAIVER WILL RESULT IN DEMONSTRATION CANCELLATION AT THE EXPENSE OF THE REQUESTER</i> <i>(air shows and open houses only).</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>b. PAY COSTS AS OUTLINED ON PAGE 5, PARAGRAPHS 7, 8, AND 9 OF INSTRUCTIONS, AS APPLICABLE.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>c. PROVIDE OR REIMBURSE TRANSPORTATION, MEALS, AND LODGING COSTS</b> <i>(including pre-event visits) FOR ARMED FORCES PARTICIPANTS, AS REQUIRED.</i> <i>(Reimbursement for demonstration teams covered in paragraphs 7, 8, and 9 of Instructions.)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>d. PROVIDE SUITABLE AIRCRAFT FUEL AT MILITARY CONTRACT PRICES</b> <i>(air shows and open houses only).</i> <i>(Requester must pay all costs over military contract prices, including any transportation and handling charges, if fuel is not available at such prices.)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>e. PROVIDE SECURITY FOR AIRCRAFT AT EVENT SITE DURING ENTIRE STAY.</b> <i>(Certain assets such as the F-35) will require extensive security.)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>f. PROVIDE MOBILE FIREFIGHTING, CRASH, GROUND-TO-AIR COMMUNICATIONS, MOBILE ARRESTING GEAR, GROUND SUPPORT EQUIPMENT AS APPLICABLE PER SERVICE SPECIFIC SUPPORT MANUALS, AT THE SHOW SITE FOR FLIGHT AND PARACHUTE DEMONSTRATIONS AND STATIC DISPLAY AIRCRAFT</b> <i>(air shows and open houses only).</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>g. PROVIDE AMBULANCE AND MEDICAL PERSONNEL ON SITE DURING FLIGHT AND PARACHUTE DEMONSTRATIONS AND CERTAIN OTHER TYPES OF AERIAL ACTIVITIES AS DETERMINED, IN ADVANCE, BY THE MILITARY SERVICES.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>h. PROVIDE TELEPHONE FACILITIES FOR NECESSARY OFFICIAL COMMUNICATIONS AT THE EVENT SITE.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>i. PROVIDE AERIAL PHOTOGRAPH AND AIRFIELD DIAGRAM UPON REQUEST.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>j. WILL RUN EMERGENCY RESPONSE DRILL ON REHEARSAL DAY</b> <i>(air shows and open houses only).</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	

**SECTION VII - CERTIFICATION BY REQUESTER** *(Signature will expire the day after the date of event.)*

**22. PRESIDENT/CHAIRMAN OF REQUESTING ORGANIZATION/BASE OR WING COMMANDER** *(If civilian sponsored or military requested, respectively; this will not be a contracted event promoter or others not directly employed by the event sponsoring organization.)*  
I certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact us to discuss arrangements and additional costs involved prior to final commitments. Any changes to the information on this form may invalidate eligibility for military participation.

<b>a. SIGNATURE</b>	<b>b. DATE SIGNED (YYYYMMDD)</b>	<b>c. PRINT NAME AND TITLE</b>
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## INSTRUCTIONS

1. The attached form is used to request U.S. Armed Forces aircraft participation at public events in support of community relations programs, flyovers, static displays and requests for an aerial demonstration team (U.S. Army Golden Knights, U.S. Navy Leap Frogs, U.S. Navy Blue Angels, or U.S. Air Force Thunderbirds), and U.S. Marine Corps, Army, Navy and Air Force single-ship demonstration teams, to perform on or off a military installation worldwide. This form is used by each Military Service to determine eligibility of an event for military aerial support. Once an event has been approved as eligible, it is the event requester's responsibility to contact units and coordinate any possible military unit participation. **The event requester is required to inform all the other requested Military Services once acceptance of any military aviation participation has been confirmed.**

2. Do not use this form to request flyovers for military funeral honors. Information on requesting military funeral honors support may be found at <https://www.militaryonesource.mil/leaders-service-providers/casualty-assistance/military-funeral-honors/>.

3. Uniformed members of the military, DoD civilians or DoD contractor employees must not be the point of contact or event site certifier for non-military hosted events. This form must be completed by the requesting organization who is responsible for conducting the event. The local Flight Standards District Office that has jurisdiction over the event site will complete all appropriate blocks in Section IV. Requests for static displays only do not require FAA coordination. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. To locate nearest FSDO, visit FAA's website at [http://www.faa.gov/about/office\\_org/field\\_offices/fdsdo/](http://www.faa.gov/about/office_org/field_offices/fdsdo/).

4. The local requesting organization is responsible for the accurate completion of the form and conducting the event. The organization must consult with the event site authority. At no time should a contractor for an event complete this form. The information on this form must be typed or printed in ink, and is used to evaluate the event for compliance with public law and Department of Defense policies, and to determine its eligibility for Armed Forces participation. In all cases, military participation must not interfere with military operations and training programs, and must be at no additional cost to the U.S. Government. Requesters will consult with local military recruiters and provide, at no cost, prime space for recruiting activities in an area or location close to branch related static displays, branch related performance team and/or that allows for 60-90% of event foot traffic to pass by while traveling from entrance to viewing area. Department of Defense is unable to support events for which the request is intended to make a business profit. Events which have an admission charge, or other associated charges, do not necessarily preclude military participation. Military commands cannot participate in events which charge admission unless the military participation is incidental to the event, and not the primary attraction. Incomplete forms, or forms submitted late, cannot be considered and will be returned to the requester's representative.

5. **Flyover** requests will be considered for aviation-oriented events (i.e., air shows, airport anniversaries or aviation related dedication events), or for patriotic observances held in conjunction with Armed Forces Day, Memorial Day, Independence Day, POW/MIA Recognition Day, or Veterans Day (event must be within seven days of the actual holiday date to be considered). Flyovers are limited to aircraft formations of the providing Military Service policy. Sports events with a military appreciation theme will be considered on a case-by-case basis by the requested Military Service. Requesters of events other than air shows and open houses are prohibited from scheduling more than one Service to conduct the flyover. Once a military organization confirms flyover support, requester must not notify any other Military Service requested so they will not participate in the same event. The Blue Angels and Thunderbirds generally do not perform flyovers. Requests for flyovers must be received for processing at least 60 days prior to the event for full consideration by the Services. Requests received closer than 30 days will not allow adequate planning for some organizations to support. Complete Sections I-III and V-VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. The Missing Man Formation is generally reserved for select national military observances that are solemn and commemorative in nature, or for military funeral services as determined by the Military Services' individual policies.

6. Requests for aircraft static displays will only be considered for air shows, airport events, expositions and fairs, and public events which contribute to the public knowledge of Armed Forces equipment and capabilities (including recruiting and ROTC events). Complete Sections I-III and V-VII (Section IV is not applicable when requesting static displays only). Requests must be made from the requesting organization in accordance with each Military Service's policy in paragraph 10 of these instructions. The requester must satisfy all safety and operational requirements for the requested aircraft. Requests received closer than 60 days (90 days for Marine Corps support) will not allow adequate planning for some organizations to support.

7. Civilian-sponsored requests for performances by a flight demonstration team (Blue Angels and Thunderbirds) will be considered only for events which are: (1) aviation oriented (e.g., air shows, airport events, historical aviation events); (2) planning civilian aviation participation; (3) open to all Military Services for participation, and (4) held during the air show season (mid-March to mid-November). A partial reimbursement cost (lodging and meals) per official demonstration (including any performance where admission is charged to view a team) is payable by non-military requesters as indicated in the team support manual. Appearances on a military installation or requested by a military organization will only be approved in support of an official installation "open house" program (no admission charge/entrance fee). All event requesters are required to comply with all aspects of the team support manual, as applicable. Requests for the U.S. Navy Blue Angels and Thunderbirds must be received by July 1 of the year that is two years preceding the year of the event. Complete Sections I-III and V-VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of

7. (Continued) Section IV before submitting to each service individually per the instructions listed in number nine of this page. The schedules will be released in December two years prior to the season. Subsequent to public release of the schedules, teams will be rescheduled if a scheduled event is cancelled, the original requesting organization is changed, or the original event site is changed. Previously validated requests will automatically be reconsidered.

NOTE: Several of the aerial demonstrations (teams and single-ship) and other aircraft participating in events, have runway length, arresting gear, and other ground support requirements that must be provided by the event organizer. Refer to Military Service-specific support manuals for details before requesting support. Military Services should provide arresting gear, ground support equipment, and security support (as applicable) to civilian air shows supporting approved DoD jet or single-ship demonstration team performances, static display aircraft, etc. This support ensures the safety and security of the performing military teams. Arresting gear support should be requested and coordinated between the air show point of contact and the major commands that provide mobile arresting gear in accordance with the applicable policies of the Military Department being asked to provide the equipment. Funding the transportation of arresting gear, installation, removal, and ground support equipment will be the responsibility of the air show.

8. Requests for single aircraft demonstrations (e.g., F-22, F-18, Harrier) will be considered for events as described in paragraph 7 (1) through (4) above. Army single aircraft demonstrations must be received for processing at least 60 days prior to the event. Air Force single aircraft demonstration requests are due July 1 of the year prior to the event with the schedule announced for the following year in December. Navy single aircraft demonstration requests must be received by July 1 of the year preceding the year of the event. USMC Harrier AV-8B, Osprey MV-22, and Lightning II F-35B demonstration or static display requests must be received by August 26 of the year preceding the year of the event. The Harrier demonstration can only be performed over a prepared hard surface or open water. (Scheduled Harrier events will receive two aircraft, one for demonstration and one for static display. Fifty gallons of distilled water must be provided for each Harrier demonstration.) Meals, lodging, and transportation for the aircrews must be provided by the requester. Social media coverage, at a minimum, is expected for all flyovers and static displays. Each Service will provide social media hashtags and handles to be used.

9. Civilian-sponsored requests for the U.S. Army parachute team, the "Golden Knights," are considered for events open to the public such as air shows, sporting events, fairs, and other outdoor events that help connect the public with America's Army and enhance the U.S. Army's marketing and engagement efforts. Appearances on military installations are only approved in support of official "open house" programs. All requesters, military and civilian, must provide vehicles, hotel rooms, and a daily show fee. The show fee must be received 60 days before the event or it will be cancelled. Contact the Golden Knights for the current year's support manual which includes the most up-to-date information on support requirements and current show fee. The Golden Knights' show schedule is released in mid-January approximately 30 days after the International Council of Air Shows (ICAS) convention. After the official schedule is released, the Golden Knights consider additional performances if the event is requested at least 60 days prior to the event and there is a team available. In the event of a cancellation, previously submitted requests are automatically considered. The show requester completes Section I, II, III, V, and VII of this form and forwards the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. Please send the completed form to the contact listed below.

10. All Air Force requests must be made via the Air Force Aerial Events Website, <https://www.airshows.pa.hq.af.mil>. For Army, Navy or Marine Corps support, requester must complete the DD Form 2535 and follow the submission instructions as noted below. Additional DD Forms 2535 may be obtained through the office(s) listed below, through the nearest military installation public affairs office, or on the Internet at [https://www.esd.whs.mil/Directives/forms/dd2500\\_2899/](https://www.esd.whs.mil/Directives/forms/dd2500_2899/). For legibility reasons, event requesters are highly encouraged to fill out applicable information on-line prior to printing form out.

### ARMY:

Community Relations Division  
HQDA, Office of the Chief, Public Affairs  
1500 Army Pentagon, Room 1D470  
Washington, DC 20310-1500  
[usarmyoutreach@army.mil](mailto:usarmyoutreach@army.mil)  
[www.army.mil/comrel](http://www.army.mil/comrel)

### U.S. Army Parachute Team

Attn: Show Scheduler  
P.O. Box 73712  
Fort Bragg, NC 28307-0126  
(910) 907-3025 (fax)  
[usarmy.knox.hqda.list.apot.show@mail.mil](mailto:usarmy.knox.hqda.list.apot.show@mail.mil)

For instructions on how to request Army assets, please visit:  
[www.army.mil/comrel/assetrequests](http://www.army.mil/comrel/assetrequests)

### MARINE CORPS:

For instructions on how to request Marine Corps assets, please visit  
[www.marines.mil/community](http://www.marines.mil/community)  
(703) 614-1034 (voice)  
Submit completed forms via email to  
[hqmc.comrel@usmc.mil](mailto:hqmc.comrel@usmc.mil)

### NAVY:

Navy Office of Community Outreach  
Attn: Aviation Support  
5722 Integrity Drive, Bldg 456-3  
Millington, TN 38054  
(901) 874-5803 (voice)  
Submit completed forms via email at  
[aviationsupport@navy.mil](mailto:aviationsupport@navy.mil)  
[www.outreach.navy.mil](http://www.outreach.navy.mil)

### AIR FORCE:

Office of the Secretary of the Air Force  
Office of Public Affairs (SAF/PA)  
1690 Air Force Pentagon  
Washington, DC 20330  
(703) 695-9664 (voice)  
[aerialevents@us.af.mil](mailto:aerialevents@us.af.mil)  
Submit request online at  
[www.airshows.pa.hq.af.mil](https://www.airshows.pa.hq.af.mil)

**REQUESTER: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.**