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| Approval of the Appropriation Ordinance for the period ending November 24, 2020, subject to the release of HUD expenditures when funds are received. | |
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| 2020 BUDGET AMENDMENT - The City advertised for a Public Hearing to be held on Tuesday, November 24, 2020, at 5:30 p.m. in the City Commission Room, located in the Law Enforcement Center, located at 201 North Pine, to hear and answer objections of taxpayers relating to the proposed amended use of 2020 funds in the 2020 budget. | |
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| ARVEST BANK - P & L DEVELOPMENT - SUBORDINATION AGREEMENT - Consider the recommendation of the Economic Development Advisory Committee (EDAC) to enter into a new Subordination Agreement with Arvest Bank and P&L Development, as Arvest Bank is issuing an additional construction loan for the Silverback housing development. The new Subordination Agreement will change the City's position proportionate to the amount of the additional construction loan and release the City's second mortgage upon closing of each lot as it is sold. | |
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| CONDITIONAL USE PERMIT REQUEST - Consider the verbal recommendation, brought by staff, from the Planning Commission/Board of Zoning Appeals to either approve or deny the request submitted by USD #250 for a Conditional Use Permit under the provisions of Article 30 of the Pittsburg Zoning Ordinance to allow a radio monopole to be located in the 900 Block of West 4th Street. | |
| Memo - CU - USD 250 FS 1 Monopole | 32 |

CONDITIONAL USE PERMIT REQUEST - Consider the verbal recommendation, brought by Staff, from the Planning Commission/Board of Zoning Appeals to either approve or deny the request submitted by USD #250 for a Conditional Use Permit under the provisions of Article 30 of the Pittsburg Zoning Ordinance to allow a radio monopole to be located in the 900 Block of East 6th Street.

Memo - CU - USD 250 Schlanger Monopole 33

2021 PARKS AND RECREATION FEES AND CHARGES - City staff, along with the Parks and Recreation Advisory Board, are requesting changes in fees for pavilion and Lincoln Center rentals as well as Mt. Olive plots and services.

2021 Facility Fees. 34

2021 Proposed Facility Fee Changes 35

EQUIPMENT LEASING - 2020 CAPITAL EQUIPMENT / VEHICLES - Consider approval of staff recommendation to purchase one (1) 2021 Ford Super Duty F-350 DRW (W3G) XL 2WD Crew Cab Truck with Bed & 60" C/A DRW Chassis, two (2) 2021 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab Truck with Bed, 60" C/A DRW Chassis and Western 8-1/2' Pro Plow Straight Blade w/Halogen Lights, one (1) 2020 M2 106 Conventional Chassis (Single Axle Dump Truck), one (1) 2020 M2 106 Conventional Chassis (Tandem Axle Dump Truck), one (1) used 2003 F750 Ford Chassis Crane Truck, and one (1) Weis Fire Wet Rescue on a 2020 Ford F-550 Diesel Chassis with a Darley UHP-HV Diesel Firefighting System and loose equipment, in the total amount of \$756,647.68 and to enter into a five-year lease / purchase agreement with US Bank, of Pittsburg, based on an interest rate of 1.25% and annual payments in the amount of \$155,112.48.

2020 Capital Equipment & Vehicles RFQ Award Memo 38

Bid Acknowledgement - RFP for 2020 Capital Equipment & Vehicles. 41

ALLOCATION OF FUNDS - COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS RESPONSE SUPPLEMENT (CDBG-CV) - Consider approving the allocation of funds from the CDBG-CV grant program from the Kansas Department of Commerce and disclosing information as required by the program. Awards are subject to receiving all required documentation which meet the program requirements, Kansas Department of Commerce review and approval, receipt of the Release of Funds, and receiving necessary conflict of interest waivers. If the required documentation is not received in ten days, or the documentation does not meet the program requirements, the awards become null and void.

CDBG-CV Information 42

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, November 24, 2020
5:30 PM

CALL TO ORDER BY THE MAYOR:

- a. Flag Salute Led by the Mayor
- b. Public Input
- c. Proclamation - Jamie Clarkson Day
- d. Proclamation - Small Business Saturday

CONSENT AGENDA:

- a. Approval of the November 10, 2020, City Commission Meeting minutes.
- b. Approval of staff recommendation to enter into an Engineering Services Agreement with Olsson Inc., of Pittsburg, in an amount not to exceed \$24,000 in which Olsson Inc. will perform a Traffic Impact Study (TIS) for the connection from 4th Street near Canterbury Road to Quincy west of Deer Run Lane, and authorize the Mayor and staff to sign the Engineering Services Agreement on behalf of the City.
- c. Approval of the applications submitted by The City of Pittsburg (Four Oaks Golf Course and Lincoln Park), Casey's General Store #2893 (2912 North Broadway), Casey's General Store #2961 (612 South Broadway), Walmart Inc. Store #72 (2710 North Broadway), Walmart Inc. Store #5791 (1011 East Centennial), Walmart Inc. Store #5791 Fuel Station (1015 East Centennial), Rhodes Grocery (310 East Centennial), Bo's 1 Stop, Inc. (1116 West 4th Street), Pizza Hut #1652 (102 East Quincy), Pete's #7 (1307 South Broadway), Pete's #13 (4002 North Broadway) and Pete's #21 (1711 North Broadway) to sell Cereal Malt Beverages for the year 2021 and direct the City Clerk to issue the licenses.
- d. Approval of the Appropriation Ordinance for the period ending November 24, 2020, subject to the release of HUD expenditures when funds are received. **ROLL CALL VOTE.**

PUBLIC HEARING:

- a. 2020 BUDGET AMENDMENT - The City advertised for a Public Hearing to be held on Tuesday, November 24, 2020, at 5:30 p.m. in the City Commission Room, located in the Law Enforcement Center, located at 201 North Pine, to hear and answer objections of taxpayers relating to the proposed amended use of 2020 funds in the 2020 budget. **Following the Public Hearing, approve or disapprove the amended use of funds.**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, November 24, 2020
5:30 PM

SPECIAL PRESENTATION:

- a. REQUEST FOR ADDITIONAL BUS ROUTE - Sustainability Advisory Committee representative George Weeks, along with SEK-CAP CEO Jesse Ervin and SEK-CAP Transportation Director Jim Dockers, will be present to request an additional bus route be added to the City. **Take that action deemed appropriate.**

CONSIDER THE FOLLOWING:

- a. ARVEST BANK - P & L DEVELOPMENT - SUBORDINATION AGREEMENT - Consider the recommendation of the Economic Development Advisory Committee (EDAC) to enter into a new Subordination Agreement with Arvest Bank and P&L Development, as Arvest Bank is issuing an additional construction loan for the Silverback housing development. The new Subordination Agreement will change the City's position proportionate to the amount of the additional construction loan and release the City's second mortgage upon closing of each lot as it is sold. **Approve or disapprove the recommendation of the Economic Development Advisory Committee and, if approved, authorize the Mayor to sign the necessary documents on behalf of the City.**
- b. CONDITIONAL USE PERMIT REQUEST - Consider the verbal recommendation, brought by staff, from the Planning Commission/Board of Zoning Appeals to either approve or deny the request submitted by USD #250 for a Conditional Use Permit under the provisions of Article 30 of the Pittsburg Zoning Ordinance to allow a radio monopole to be located in the 900 Block of West 4th Street. **Approve or disapprove the recommendation. If the Governing Body is not in agreement with the recommendation as provided, the State Statutes stipulate the Governing Body, by a simple majority, may approve the request or send it back to the Planning Commission/Board of Zoning Appeals for further consideration.**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, November 24, 2020
5:30 PM

- c. CONDITIONAL USE PERMIT REQUEST - Consider the verbal recommendation, brought by Staff, from the Planning Commission/Board of Zoning Appeals to either approve or deny the request submitted by USD #250 for a Conditional Use Permit under the provisions of Article 30 of the Pittsburg Zoning Ordinance to allow a radio monopole to be located in the 900 Block of East 6th Street. **Approve or disapprove the recommendation. If the Governing Body is not in agreement with the recommendation as provided, the State Statutes stipulate the Governing Body, by a simple majority, may approve the request or send it back to the Planning Commission/Board of Zoning Appeals for further consideration.**

- d. 2021 PARKS AND RECREATION FEES AND CHARGES - City staff, along with the Parks and Recreation Advisory Board, are requesting changes in fees for pavilion and Lincoln Center rentals as well as Mt. Olive plots and services. **Approve or disapprove of the recommended rates to be charged starting January 1, 2021**

- e. EQUIPMENT LEASING - 2020 CAPITAL EQUIPMENT / VEHICLES - Consider approval of staff recommendation to purchase one (1) 2021 Ford Super Duty F-350 DRW (W3G) XL 2WD Crew Cab Truck with Bed & 60" C/A DRW Chassis, two (2) 2021 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab Truck with Bed, 60" C/A DRW Chassis and Western 8-1/2' Pro Plow Straight Blade w/Halogen Lights, one (1) 2020 M2 106 Conventional Chassis (Single Axle Dump Truck), one (1) 2020 M2 106 Conventional Chassis (Tandem Axle Dump Truck), one (1) used 2003 F750 Ford Chassis Crane Truck, and one (1) Weis Fire Wet Rescue on a 2020 Ford F-550 Diesel Chassis with a Darley UHP-HV Diesel Firefighting System and loose equipment, in the total amount of \$756,647.68 and to enter into a five-year lease / purchase agreement with US Bank, of Pittsburg, based on an interest rate of 1.25% and annual payments in the amount of \$155,112.48. **Approve or disapprove and, if approved, authorize the Mayor to sign the lease / purchase agreement once prepared.**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, November 24, 2020
5:30 PM

- f. ALLOCATION OF FUNDS - COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS RESPONSE SUPPLEMENT (CDBG-CV) - Consider approving the allocation of funds from the CDBG-CV grant program from the Kansas Department of Commerce and disclosing information as required by the program. Awards are subject to receiving all required documentation which meet the program requirements, Kansas Department of Commerce review and approval, receipt of the Release of Funds, and receiving necessary conflict of interest waivers. If the required documentation is not received in ten days, or the documentation does not meet the program requirements, the awards become null and void. **Approve or disapprove allocations and disclosures and, if approved, authorize the Mayor to sign the necessary documents on behalf of the City.**

- g. CITY EMPLOYEE COMPENSATION - Consider the recommendation of City Manager Daron Hall to provide all full-time City of Pittsburg employees a 2% salary increase effective January 1, 2021. **Approve or disapprove recommendation.**

- h. CITY COMMISSION MEETING SCHEDULE - Discussion is needed to determine the preference of the City Commission members as to the December Commission Meeting schedule. **Take that action deemed appropriate.**

NON-AGENDA REPORTS & REQUESTS:

ADJOURNMENT

Office of the Mayor

CITY OF PITTSBURG, KANSAS

Proclamation

Whereas: According to the United States Small Business Administration, there are 31.7 million small businesses in the United States, they represent 99.9% of all firms with paid employees in the United States, are responsible for 65.1% of net new jobs created from 2000 to 2019; and

Whereas: Small businesses employ 47.1% of the employees in the private sector in the United States, 62% of U.S. small businesses reported that they need to see consumer spending return to pre-COVID levels by the end of 2020 in order to stay in business, 65% of U.S. small business owners said it would be most helpful to their business to have their “regulars” return and start making purchases again, and three-quarters of U.S. consumers are currently looking for ways to Shop Small® and support their community; and; and

Whereas: 95% of consumers who shopped on Small Business Saturday reported the day makes them want to shop or eat at small, independently-owned businesses all year long, not just during the holiday season; and

Whereas: The City of Pittsburg supports our local businesses that create jobs, boost our local economy and preserve our communities.

Now, therefore, I, Dawn McNay, Mayor of The City of Pittsburg, Kansas, do hereby proclaim, November 28, 2020, as:

SMALL BUSINESS SATURDAY

and urge the residents of our community to support small businesses and merchants on Small Business Saturday and throughout the year.

Dated this 24th day of November, 2020.

ATTEST:

City Clerk

Mayor

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
November 10th, 2020

A Regular Session of the Board of Commissioners was held at 5:30 p.m. on Tuesday, November 10th, 2020, in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, with Mayor Dawn McNay presiding and the following members present: Cheryl Brooks, Larry Fields, Chuck Munsell and Patrick O'Bryan.

Mayor McNay led the flag salute.

PUBLIC INPUT –

Pete Mayo, on behalf of Via Christi Village, provided an invocation. Mr. Mayo noted that Project Warmth will be held virtually this year with individuals being encouraged to make donations online and through churches.

City Manager Daron Hall introduced newly-appointed Fire Chief Dennis Reilly.

APPROVAL OF MINUTES – On motion of O'Bryan, seconded by Munsell, the Governing Body approved the October 27th, 2020, City Commission Meeting minutes as presented. Motion carried.

ORDINANCE NO. G-1315 - On motion of O'Bryan, seconded by Munsell, the Governing Body adopted Ordinance No. G-1315, amending Section 78-31 of the Code of the City of Pittsburg, Kansas, and providing for the protection of public health, property, and safety, and the regulation of traffic by adopting by reference the 2020 Edition of the "Standard Traffic Ordinance for Kansas Cities" as published by The League of Kansas Municipalities, save and except such parts or portions as supplemented, deleted or changed and repealing Ordinance No. G-1298, and authorized the Mayor to sign the Ordinance on behalf of the City. Motion carried.

DANCE HALL LICENSE RENEWAL – JIMMY B'S FACES, LLC – On motion of O'Bryan, seconded by Munsell, the Governing Body approved the application submitted by James Beckley, Jr. to renew the Dance Hall License for Jimmy B's Faces, LLC, located at 202 North Locust, and authorized the City Clerk to issue the license. Motion carried.

APPROPRIATION ORDINANCE – On motion of O'Bryan, seconded by Munsell, the Governing Body approved the Appropriation Ordinance for the period ending November 10th, 2020, subject to the release of HUD expenditures when funds are received with the following roll call vote: Yea: Brooks, Fields, McNay, Munsell and O'Bryan. Motion carried.

ORDINANCE NO. G-1316 – On motion of Munsell, seconded by O'Bryan, the Governing Body adopted Ordinance No. G-1316, amending Section 54-41 of the Code of the City of Pittsburg, Kansas, regulating certain public offenses within the corporate limits of the City of Pittsburg, Kansas, by adopting by reference the 2020 Edition of the "Uniform Public Offense Code for Kansas Cities" as published by The League of Kansas Municipalities, save and except such parts or portions as supplemented, deleted or changed; and repealing Ordinance No. G-1299, and authorized the Mayor to sign the Ordinance on behalf of the City. Motion carried.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
November 10th, 2020

REGIONAL ECONOMY UPDATE - Dr. Michael Davidsson, Associate Professor and Director of the Pittsburg State University Business and Economic Research Center, provided an update on the regional economy.

BROADBAND EXPANSION PROJECT UPDATE - Deputy City Manager Jay Byers, USD#250 Superintendent Rich Proffitt, and USD#250 Assistant Superintendent Brad Hanson provided an update on the partnership between the City, USD#250 and Motorola to expand broadband to serve families in the USD#250 service area.

FUNDING REQUEST – BROADBAND EXPANSION PROJECT - On motion of Fields, seconded by Brooks, the Governing Body authorized an expenditure in the total amount of \$100,000, to complete the Broadband Expansion Project, with the funding to come from the Public Safety and Utility Funds. Motion carried.

CRAWFORD COUNTY RECOVERY TASK FORCE UPDATE - Deputy City Manager Jay Byers provided an update on the Crawford County Recovery Task Force and their initiative to mitigate the spread of COVID-19 through the Crawford County United campaign.

DISPOSITION OF BIDS – WASTEWATER TREATMENT PLANT SITE CLEARING & GRUBBING – On motion of O'Bryan, seconded by Munsell, the Governing Body awarded the bid for the Site Clearing and Grubbing at the Wastewater Treatment Plant to RFB Construction Co., Inc., of Pittsburg, Kansas, based on their total bid amount of \$38,695.00, and authorized the Mayor and City Clerk to execute the contract documents once prepared. Motion carried.

RESOLUTION NO. 1239 – On motion of Munsell, seconded by Fields, the Governing Body approved Resolution No. 1239 adopting and approving the proposed Capital Improvements Program (CIP) for the years 2021-2025, and authorized the Mayor to sign the Resolution on behalf of the City. Motion carried.

NON-AGENDA REPORTS & REQUESTS:

BI-MONTHLY BUDGET REVIEW - Deputy Finance Director Larissa Bowman provided the October 31, 2020, bi-monthly budget review.

PROJECT OPEN HOUSE - Director of Public Works Cameron Alden announced that on Thursday, November 12, 2020, from 5:00-7:00 p.m., an Open House for the East Quincy Reconstruction Project will be held at the PittNaz Church.

CITY EMPLOYEE RAISES – Commissioner O'Bryan suggested the Governing Body consider reinstating raises for City employees, as the City's budget is performing better than expected during the pandemic. City Manager Daron Hall stated that he would have a recommendation regarding employee raises at the November 24th City Commission Meeting.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
November 10th, 2020

VILELA PROPERTY – Mayor McNay inquired as to the current condition of the property located on Locust Street owned by Randy Vilela. Commissioner Fields stated that a vehicle recently struck the building. City Manager Hall indicated that Mr. Vilela is addressing the issues with the building.

DANCE HALL LICENSE RENEWALS – Mayor McNay requested that COVID compliance check results be included in future alcohol license renewal requests considered by the Governing Body.

LARGE GATHERINGS – Commissioner Munsell recommended that individuals who attend large gatherings at fraternity houses on South Broadway be expected to wear masks, similar to they would if they were in a bar setting.

SCHOOL DISTRICT RECOGNITION – City Manager Daron Hall thanked the USD#250 administration for their partnership with the Broadband Expansion Project.

ADJOURNMENT: On motion of O'Bryan, seconded by Fields, the Governing Body adjourned the meeting at 7:16 p.m. Motion carried.

Dawn McNay, Mayor

ATTEST:

Tammy Nagel, City Clerk

Interoffice Memorandum

TO: DARON HALL
City Manager

FROM: CAMERON ALDEN
Director of Public Works

DATE: November 18, 2020

SUBJECT: Agenda Item – November 24, 2020
4th Street Traffic Study

With residential development starting in the area between 4th Street (K-126) and Quincy Street to the west of Free King Highway, the City Commission expressed interest in having a roadway that would connect the developments from 4th Street to Quincy Street that does not utilize Deer Run Lane as the connection onto Quincy. As a first step to that design, KDOT requires a Traffic Impact Study (TIS) for the connection onto 4th Street. The lead time for KDOT review and approval could be several months. Once the TIS is approved, the City can better scope out the design of the roadway with the KDOT requirements at the connection to 4th Street in mind.

The City requested qualifications for coordinating the road design and residential developers from two of its on-call engineering firms and the staff recommends selecting Olsson with its Pittsburg office to perform the TIS, future design and coordination efforts. Olsson's has submitted a not-to-exceed cost of \$24,000 to perform the TIS.

In this regard, would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, November 24, 2020. Action being requested is to approve or disapprove staff's request, and, if approved, authorize the Mayor and staff to sign the appropriate documents on behalf of the City of Pittsburg.

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

Attachments: Scope of Services

Cc: Tammy Nagel, City Clerk
Project File
Memo File

SCOPE OF SERVICES

Olsson shall provide the following services (Scope of Services) to Client for a traffic study for a proposed residential development generally located south of Highway 126 (4th Street), west of Free King Highway, north of Quincy Street, and east of Rouse Avenue in Pittsburg, Kansas. This study will be based off the current master plan for the site to be provided by the City. The scope and fee were determined based on a phone discussion with Brian Coomes on 11.05.2020. City of Pittsburg and Kansas Department of Transportation staff have provided input regarding this proposed scope of services.

Phase 100 – Traffic Study

Task 101 – Traffic Counts

Turning movement traffic volume counts will be collected for typical weekday AM (7-9) and PM (2-6) peak periods at the following intersections. The extended afternoon peak is to take into consideration the nearby Pittsburg High School. Pedestrian counts will be included in the data collection.

1. K-126 and Rouse Avenue
2. K-126 and Canterbury Road
3. K-126 and Free King Highway
4. Quincy Street and Rouse Avenue
5. Quincy Street and Free King Highway

Travel patterns have been impacted due to the current COVID-19 pandemic. The City has historical turning movement traffic count data for the intersection of K-126 and Free King Highway. To determine if a reduction in traffic volumes is still occurring due to closures and stay-at-home orders, historical data for the intersection will be compared to data collected for this study to determine if a percent decrease in current traffic volumes is occurring. Intersection turning movement counts will be adjusted, if appropriate, to obtain a base traffic count.

Task 102 - Site Investigation

Olsson will conduct an investigation of the roadway system surrounding the proposed development to determine existing conditions such as intersection geometrics, intersection and driveway spacing, and existing traffic control. Current Pittsburg High School operations will be included in this investigation. The current High School ingress and egress operations plan will be provided by the school.

Task 103 – K-126 and Free King Highway Existing Study Review

Olsson will review existing traffic studies provided by the City and KDOT that reviewed the intersection of K-126 and Free King Highway. The recommendations from the studies, if relevant, may be included in our analysis and recommendations.

Signal warrant analysis and roundabout recommendations are not included in this phase. See Add-Services Task 201 for these items.

Task 104 – Trip Generation/Distribution

Trip generation will be estimated for typical daily, AM and PM peak hour traffic based on the Institute of Transportation Engineering (ITE) Trip Generation Manual, most recent edition. Trip generation will be conducted for the full master planned development as well as any nearby anticipated developments.

Task 105 – Capacity Analysis

Olsson will conduct capacity and queuing analysis of the proposed development for the typical weekday AM and PM peak hour for the following four scenarios:

1. Existing Conditions
2. Build Year Conditions
3. Build Year Conditions with Full-Build Development
4. Future Conditions (20-year) with Full-Build Development

These analysis scenarios are based on discussions with the Kansas Department of Transportation (KDOT).

Capacity analysis will provide the basis for determining appropriate traffic control and geometric improvements. Queuing analysis will provide the basis for determining the needed length of any auxiliary lanes. Capacity and queuing analysis will be conducted for the study intersections listed in Task 101 as well as proposed site drives.

Task 106 – Crash History

Olsson will analyze the last 3 years of crash history at the study intersections to determine if there is a crash pattern that is correctable and calculate an intersection crash rate. Olsson will request crash reports through KDOT open records request for a copy of the full accident report.

<https://kdotapp.ksdot.org/KORA/KORR/RequestForm?request=CData&level=public>

It is assumed that accident diagrams will not be required as a part of this task.

Task 107 – Sight Distance

Olsson will field measure and document sight distance at the proposed site drives. The measurements will be compared to the recommended distances provided in AASHTO for intersection sight distance cases B1 and B2 and for stopping sight distance.

Task 108 – Traffic Impact Analysis Report

A report will be prepared to address the roadway impact from the proposed development. Recommendations pertaining to street improvements that are due to the proposed project will be made. All recommendations will be based on capacity and queuing analysis, standards set by the City and/or 2013 KDOT Access Management Policy requirements as related to a comprehensive traffic impact study, and engineering judgment.

Should Client request work in addition to the Scope of Services, Olsson shall invoice Client for such additional services (Optional Additional Services) at the standard hourly billing labor rate charged for those employees actually performing the work, plus reimbursable expenses if any. Olsson shall not commence work on Optional Additional Services without Client's prior written approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope.

Exclusions:

- No operational analysis of intersections/access not specifically mentioned in the scope.
- No meetings are included with the basic scope of services.
- Accident diagrams will not be developed for the crash history analysis.
- In-depth multi-modal analysis is not included with the basic scope of services.

Schedule: 45 Business Days from NTP

Compensation (Phase 100): The fee for the base scope of services is - \$24,000

Client shall pay to Olsson for the performance of the Scope of Services for Phase 100, the actual time of personnel performing such services in accordance with the Labor Billing Rate Schedule(s), and all actual reimbursable expenses in accordance with the Reimbursable Expense Schedule attached to this agreement. Olsson shall submit invoices on a monthly basis, and payment is due within 30 calendar days of invoice date.

Olsson's Scope of Services for Phase 100 will be provided on a time-and-expense basis not to exceed Twenty-Four Thousand Dollars (\$24,000.00).

Phase 200 – Optional Add-Services:

Task 201 – Traffic Signal and Roundabout Warrant Analysis Updates (K-126 and Free King Highway)

24-hour turning movement traffic volume counts will be collected for a typical weekday at K-126 and Free King Highway. Olsson will update the previously completed traffic signal warrant analysis with current and proposed volumes. Olsson will review the previous roundabout recommendations and update with current and proposed volumes. Olsson will include the results and findings in the TIA report.

Compensation (Phase 200): The fee for the additional scope of services is - \$6,000

Client shall pay to Olsson for the performance of the Scope of Services for Phase 200, the actual time of personnel performing such services in accordance with the Labor Billing Rate Schedule(s), and all actual reimbursable expenses in accordance with the Reimbursable Expense Schedule attached to this agreement. Olsson shall submit invoices on a monthly basis, and payment is due within 30 calendar days of invoice date.

Olsson's Scope of Services for Phase 200 will be provided on a time-and-expense basis not to exceed Six Thousand Dollars (\$6,000.00).

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|--------------------------------|--------|---------------|-------------------|----------|-------------|-----------------|-----------------|
| 7995 | HERITAGE TRACTOR INC | | | | | | | |
| 7995 | HERITAGE TRACTOR INC | | | | | | | |
| M-CHECK | HERITAGE TRACTOR INC | UNPOST | V 11/05/2020 | | | 187875 | | 49.80CR |
| 7929 | ARROWHEAD SCIENTIFIC, INC | | | | | | | |
| 7929 | ARROWHEAD SCIENTIFIC, INC | | | | | | | |
| C-CHECK | ARROWHEAD SCIENTIFIC, INVOICED | | V 11/06/2020 | | | 187906 | | 1,621.15CR |
| C-CHECK | VOID CHECK | | V 11/06/2020 | | | 187908 | | |
| C-CHECK | VOID CHECK | | V 11/06/2020 | | | 187909 | | |
| C-CHECK | VOID CHECK | | V 11/06/2020 | | | 187921 | | |
| C-CHECK | VOID CHECK | | V 11/06/2020 | | | 187922 | | |
| C-CHECK | VOID CHECK | | V 11/06/2020 | | | 187923 | | |
| C-CHECK | VOID CHECK | | V 11/06/2020 | | | 187935 | | |
| C-CHECK | VOID CHECK | | V 11/06/2020 | | | 187936 | | |
| C-CHECK | VOID CHECK | | V 11/06/2020 | | | 187937 | | |

| | | | | |
|--------------------------------|----------------|----------------|------------|--------------|
| * * T O T A L S * * | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
| REGULAR CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| HAND CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 0 | 0.00 | 0.00 | 0.00 |
| EFT: | 0 | 0.00 | 0.00 | 0.00 |
| NON CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| VOID CHECKS: | 10 VOID DEBITS | 0.00 | | |
| | VOID CREDITS | 1,670.95CR | 1,670.95CR | 0.00 |
| TOTAL ERRORS: | 0 | | | |
| VENDOR SET: 99 BANK: * TOTALS: | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
| | 10 | 1,670.95CR | 0.00 | 0.00 |
| BANK: * TOTALS: | 10 | 1,670.95CR | 0.00 | 0.00 |

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 BMO HARRIS BANK

DATE RANGE:11/04/2020 THRU 11/17/2020

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|--------------------------------|--------|---------------|-------------------|----------|-------------|-----------------|-----------------|
| 0224 | KDOR | D | 11/04/2020 | | | 000000 | | 1,019.43 |
| 0224 | KDOR | D | 11/05/2020 | | | 000000 | | 6,952.63 |
| 0728 | ICMA | D | 11/13/2020 | | | 000000 | | 15,578.87 |
| 1050 | KPERS | D | 11/13/2020 | | | 000000 | | 83,149.36 |
| 3570 | AMERICAN EXPRESS, INC | D | 11/04/2020 | | | 000000 | | 300.72 |
| 5904 | TASC | D | 11/13/2020 | | | 000000 | | 6,587.95 |
| 6415 | GREAT WEST TANDEM KPERS 457 | D | 11/13/2020 | | | 000000 | | 4,716.50 |
| 6952 | ADP INC | D | 11/13/2020 | | | 000000 | | 6,610.33 |
| 7290 | DELTA DENTAL OF KANSAS INC | D | 11/06/2020 | | | 000000 | | 2,111.00 |
| 7290 | DELTA DENTAL OF KANSAS INC | D | 11/13/2020 | | | 000000 | | 3,712.96 |
| 7877 | TRUSTMARK HEALTH BENEFITS INC | D | 11/05/2020 | | | 000000 | | 9,662.25 |
| 7877 | TRUSTMARK HEALTH BENEFITS INC | D | 11/12/2020 | | | 000000 | | 40,289.09 |
| 8317 | ADCOMP SYSTEMS INC | D | 11/10/2020 | | | 000000 | | 66.90 |
| 2004 | AIRE-MASTER OF AMERICA, INC. | E | 11/09/2020 | | | 009846 | | 17.22 |
| 6740 | ED M FELD EQUIPMENT COMPANY, I | E | 11/09/2020 | | | 009847 | | 87.12 |
| 7567 | MERIDIAN OIL & EQUIPMENT LLC | E | 11/09/2020 | | | 009848 | | 2,329.81 |
| 8275 | ADCOMP SYSYEMS INC | E | 11/09/2020 | | | 009849 | | 4,956.78 |
| 0038 | LEAGUE OF KANSAS MUNICIPALITIE | E | 11/09/2020 | | | 009850 | | 1,241.70 |
| 0046 | ETTINGERS OFFICE SUPPLY | E | 11/09/2020 | | | 009851 | | 1,581.72 |
| 0055 | JOHN'S SPORT CENTER, INC. | E | 11/09/2020 | | | 009852 | | 857.00 |
| 0087 | FORMS ONE, LLC | E | 11/09/2020 | | | 009853 | | 430.00 |
| 0101 | BUG-A-WAY INC | E | 11/09/2020 | | | 009854 | | 160.00 |

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 BMO HARRIS BANK

DATE RANGE:11/04/2020 THRU 11/17/2020

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|--------------------------------|--------|---------------|-------------------|----------|-------------|-----------------|-----------------|
| 0105 | PITTSBURG AUTOMOTIVE | E | 11/09/2020 | | | 009855 | | 2,009.24 |
| 0117 | GATEHOUSE MEDIA KANSAS HOLDING | E | 11/09/2020 | | | 009856 | | 256.86 |
| 0128 | ASCENSION VIA CHRISTI HOSPITAL | E | 11/09/2020 | | | 009857 | | 803.00 |
| 0194 | KANSAS STATE TREASURER | E | 11/09/2020 | | | 009858 | | 2,872.00 |
| 0306 | CASTAGNO OIL CO INC | E | 11/09/2020 | | | 009859 | | 676.40 |
| 0317 | KUNSHEK CHAT & COAL CO, INC. | E | 11/09/2020 | | | 009860 | | 7,412.24 |
| 0328 | KANSAS ONE-CALL SYSTEM, INC | E | 11/09/2020 | | | 009861 | | 340.80 |
| 0345 | THE VICTOR L PHILLIPS CO | E | 11/09/2020 | | | 009862 | | 2,323.67 |
| 0364 | CRAWFORD COUNTY SHERIFF'S DEPA | E | 11/09/2020 | | | 009863 | | 1,592.20 |
| 0409 | WISEMAN'S DISCOUNT TIRE INC | E | 11/09/2020 | | | 009864 | | 130.95 |
| 0455 | LARRY BARRETT BODY * FRAME * T | E | 11/09/2020 | | | 009865 | | 5,953.87 |
| 0516 | AMERICAN CONCRETE CO INC | E | 11/09/2020 | | | 009866 | | 3,060.00 |
| 0534 | TYLER TECHNOLOGIES INC | E | 11/09/2020 | | | 009867 | | 390.00 |
| 0585 | MOLLE MC AUTOMOTIVE INC | E | 11/09/2020 | | | 009868 | | 76.81 |
| 0628 | BERRY COMPANIES, INC. | E | 11/09/2020 | | | 009869 | | 137.02 |
| 0746 | CDL ELECTRIC COMPANY INC | E | 11/09/2020 | | | 009870 | | 112.50 |
| 0823 | TOUCHTON ELECTRIC INC | E | 11/09/2020 | | | 009871 | | 198.00 |
| 1165 | NATIONAL BAND & TAG CO | E | 11/09/2020 | | | 009872 | | 105.06 |
| 1478 | KANSASLAND TIRE #1828 | E | 11/09/2020 | | | 009873 | | 2,788.44 |
| 1792 | B&L WATERWORKS SUPPLY, LLC | E | 11/09/2020 | | | 009874 | | 2,999.10 |
| 2025 | SOUTHERN UNIFORM & EQUIPMENT L | E | 11/09/2020 | | | 009875 | | 158.98 |
| 2035 | O'BRIEN ROCK CO., INC. | E | 11/09/2020 | | | 009876 | | 260.66 |

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 BMO HARRIS BANK

DATE RANGE:11/04/2020 THRU 11/17/2020

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|--------------------------------|--------|---------------|-------------------|----------|-------------|-----------------|-----------------|
| 2126 | BUILDING CONTROLS & SERVICE IN | E | 11/09/2020 | | | 009877 | | 355.03 |
| 2137 | VAN-WALL EQUIPMENT, INC | E | 11/09/2020 | | | 009878 | | 64.71 |
| 2921 | DATAPROSE LLC | E | 11/09/2020 | | | 009879 | | 4,682.86 |
| 3802 | BRENNTAG MID-SOUTH INC | E | 11/09/2020 | | | 009880 | | 2,259.00 |
| 4354 | LIFESTYLE LEASING INC | E | 11/09/2020 | | | 009881 | | 1,260.00 |
| 4603 | KANSAS GOLF AND TURF INC | E | 11/09/2020 | | | 009882 | | 250.09 |
| 4618 | TRESA LYNNE MILLER | E | 11/09/2020 | | | 009883 | | 556.00 |
| 5648 | JASON WISKE | E | 11/09/2020 | | | 009884 | | 1,000.00 |
| 5855 | STERICYCLE, INC. | E | 11/09/2020 | | | 009885 | | 230.46 |
| 6851 | SCHULTE SUPPLY INC | E | 11/09/2020 | | | 009886 | | 1,503.69 |
| 6936 | HAWKINS INC | E | 11/09/2020 | | | 009887 | | 2,167.70 |
| 7028 | MATTHEW L. FRYE | E | 11/09/2020 | | | 009888 | | 400.00 |
| 7038 | SIGNET COFFEE ROASTERS | E | 11/09/2020 | | | 009889 | | 91.25 |
| 7283 | TRUSTMARK HEALTH BENEFITS INC | E | 11/09/2020 | | | 009890 | | 38,961.36 |
| 7407 | LIMELIGHT MARKETING LLC | E | 11/09/2020 | | | 009891 | | 500.00 |
| 7806 | CORE & MAIN LP | E | 11/09/2020 | | | 009892 | | 1,486.31 |
| 7852 | TRIA HEALTH, LLC | E | 11/09/2020 | | | 009893 | | 1,444.33 |
| 7959 | ALL ABOARD FOUNDATION | E | 11/09/2020 | | | 009894 | | 2,522.33 |
| 8132 | MIKE CARPINO FORD PITTSBURG IN | E | 11/09/2020 | | | 009895 | | 61.30 |
| 8200 | PLUNKETT'S PEST CONTROL INC | E | 11/09/2020 | | | 009896 | | 425.00 |
| 8326 | KAYLYN HITE | E | 11/09/2020 | | | 009897 | | 1,000.00 |
| 8330 | MIXER & PLANT PARTS MFG, LLC | E | 11/09/2020 | | | 009898 | | 546.44 |

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 BMO HARRIS BANK

DATE RANGE:11/04/2020 THRU 11/17/2020

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|--------------------------------|--------|---------------|-------------------|----------|-------------|-----------------|-----------------|
| 8205 | MRI SOFTWARE LLC | E | 11/16/2020 | | | 009900 | | 940.00 |
| 0046 | ETTINGERS OFFICE SUPPLY | E | 11/16/2020 | | | 009901 | | 119.95 |
| 0055 | JOHN'S SPORT CENTER, INC. | E | 11/16/2020 | | | 009902 | | 520.00 |
| 0101 | BUG-A-WAY INC | E | 11/16/2020 | | | 009903 | | 300.00 |
| 0112 | MARRONES INC | E | 11/16/2020 | | | 009904 | | 98.83 |
| 0117 | GATEHOUSE MEDIA KANSAS HOLDING | E | 11/16/2020 | | | 009905 | | 76.45 |
| 0276 | JOE SMITH COMPANY, INC. | E | 11/16/2020 | | | 009906 | | 85.08 |
| 0577 | KANSAS GAS SERVICE | E | 11/16/2020 | | | 009907 | | 924.46 |
| 0746 | CDL ELECTRIC COMPANY INC | E | 11/16/2020 | | | 009908 | | 21,839.29 |
| 5014 | MID-AMERICA SANITATION INC. | E | 11/16/2020 | | | 009909 | | 60.00 |
| 5482 | JUSTIN HART | E | 11/16/2020 | | | 009910 | | 70.00 |
| 6772 | INDUSTRIAL CRATING INC | E | 11/16/2020 | | | 009911 | | 2,075.00 |
| 7100 | FIRST UNITED METHODIST CHURCH | E | 11/16/2020 | | | 009912 | | 19,765.01 |
| 7239 | JERRY MILLER | E | 11/16/2020 | | | 009913 | | 400.00 |
| 7295 | CONLEY SPRINKLER, INC | E | 11/16/2020 | | | 009914 | | 658.62 |
| 7629 | EARLES ENGINEERING & INSPECTIO | E | 11/16/2020 | | | 009915 | | 66,795.50 |
| 7735 | ELIZABETH KING | E | 11/16/2020 | | | 009916 | | 207.00 |
| 7744 | DARREN L SWARTZ | E | 11/16/2020 | | | 009917 | | 167.00 |
| 7749 | CHARLIE PHILLIPS | E | 11/16/2020 | | | 009918 | | 180.00 |
| 7751 | MATTHEW DEMOSS | E | 11/16/2020 | | | 009919 | | 16.00 |
| 7963 | PLAYSCAPE RECREATION | E | 11/16/2020 | | | 009920 | | 59.90 |
| 8188 | ADOBE INC | E | 11/16/2020 | | | 009921 | | 46.20 |

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 BMO HARRIS BANK

DATE RANGE:11/04/2020 THRU 11/17/2020

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|--------------------------------|--------|---------------|-------------------|----------|-------------|-----------------|-----------------|
| 8333 | TRI-TECH FORENSICS, INC | E | 11/16/2020 | | | 009922 | | 86.86 |
| 7929 | ARROWHEAD SCIENTIFIC, INC | V | 11/06/2020 | | | 187906 | | 1,621.15 |
| 7929 | ARROWHEAD SCIENTIFIC, INC | | | | | | | |
| 7929 | ARROWHEAD SCIENTIFIC, INC | | | | | | | |
| M-CHECK | ARROWHEAD SCIENTIFIC, INVOICED | V | 11/06/2020 | | | 187906 | | 1,621.15CR |
| 0523 | AT&T | R | 11/06/2020 | | | 187907 | | 8,012.81 |
| 1 | BEITZINGER RENTALS | R | 11/06/2020 | | | 187910 | | 195.00 |
| 8278 | GERSON BOCANEGRA | R | 11/06/2020 | | | 187911 | | 25.00 |
| 7990 | COMPASS HEALTH TECHNOLOGIES | R | 11/06/2020 | | | 187912 | | 3,000.00 |
| 4263 | COX COMMUNICATIONS KANSAS LLC | R | 11/06/2020 | | | 187913 | | 96.14 |
| 4263 | COX COMMUNICATIONS KANSAS LLC | R | 11/06/2020 | | | 187914 | | 13.44 |
| 4263 | COX COMMUNICATIONS KANSAS LLC | R | 11/06/2020 | | | 187915 | | 1,393.12 |
| 4263 | COX COMMUNICATIONS KANSAS LLC | R | 11/06/2020 | | | 187916 | | 29.40 |
| 4263 | COX COMMUNICATIONS KANSAS LLC | R | 11/06/2020 | | | 187917 | | 90.85 |
| 7517 | CRAW-KAN TELEPHONE COOPERATIVE | R | 11/06/2020 | | | 187918 | | 1,119.94 |
| 8209 | DPC ENTERPRISES LP | R | 11/06/2020 | | | 187919 | | 1,368.00 |
| 1108 | EVERGY KANSAS CENTRAL INC | R | 11/06/2020 | | | 187920 | | 91,565.08 |
| 8199 | PRINTER'S INK LLC | R | 11/06/2020 | | | 187924 | | 178.50 |
| 1 | KANNARR, SHANE | R | 11/06/2020 | | | 187925 | | 6,866.67 |
| 7190 | LEXISNEXIS RISK DATA MANAGEMEN | R | 11/06/2020 | | | 187926 | | 381.92 |
| 7697 | MARTIN MEDINA | R | 11/06/2020 | | | 187927 | | 330.00 |
| 7392 | ASSURECO RISK MANAGEMENT & REG | R | 11/06/2020 | | | 187928 | | 4,900.00 |
| 6367 | NATIONAL FLEET TESTING SERVICE | R | 11/06/2020 | | | 187929 | | 2,660.00 |

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 BMO HARRIS BANK

DATE RANGE:11/04/2020 THRU 11/17/2020

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|--------------------------------|--------|---------------|-------------------|----------|-------------|-----------------|-----------------|
| 7151 | QUADIENT FINANCE USA INC | R | 11/06/2020 | | | 187930 | | 1,000.00 |
| 7167 | QUADIENT LEASING USA INC | R | 11/06/2020 | | | 187931 | | 345.93 |
| 3997 | S&H FARM SUPPLY, INC. | R | 11/06/2020 | | | 187932 | | 114.00 |
| 6260 | TRANE | R | 11/06/2020 | | | 187933 | | 715.00 |
| 5589 | CELLCO PARTNERSHIP | R | 11/06/2020 | | | 187934 | | 9,500.32 |
| 8327 | WESTERN SUPPLY US, LLC | R | 11/06/2020 | | | 187938 | | 20,044.94 |
| 8331 | AMERICAN ASSOCIATION OF POLICE | R | 11/13/2020 | | | 187940 | | 125.00 |
| 7856 | BARDAVON HEALTH INNOVATIONS, L | R | 11/13/2020 | | | 187941 | | 350.00 |
| 6545 | CENTER POINT INC | R | 11/13/2020 | | | 187942 | | 140.95 |
| 5283 | CLASS LTD | R | 11/13/2020 | | | 187943 | | 54.00 |
| 7657 | COPY PRODUCTS, INC. | R | 11/13/2020 | | | 187944 | | 326.16 |
| 4263 | COX COMMUNICATIONS KANSAS LLC | R | 11/13/2020 | | | 187945 | | 108.60 |
| 4263 | COX COMMUNICATIONS KANSAS LLC | R | 11/13/2020 | | | 187946 | | 113.01 |
| 0375 | WICHITA WATER CONDITIONING | R | 11/13/2020 | | | 187947 | | 14.50 |
| 1 | GARCIA, PERLA | R | 11/13/2020 | | | 187948 | | 16.00 |
| 8332 | HENSON HEAVY HAUL LLC | R | 11/13/2020 | | | 187949 | | 330.00 |
| 6343 | KANSAS DEPT OF LABOR | R | 11/13/2020 | | | 187950 | | 96.00 |
| 7904 | MICHELLE MCCLURE | R | 11/13/2020 | | | 187951 | | 76.00 |
| 8257 | PETER DAVID WEIKEL | R | 11/13/2020 | | | 187952 | | 61.00 |
| 6942 | MULBERRY LIMESTONE QUARRY | R | 11/13/2020 | | | 187953 | | 385.92 |
| 0392 | NAHRO | R | 11/13/2020 | | | 187954 | | 99.00 |
| 5732 | NATES LAWN AND LANDSCAPE INC | R | 11/13/2020 | | | 187955 | | 330.00 |

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|--------------------------------|--------|---------------|-------------------|----------|-------------|-----------------|-----------------|
| 8252 | PERRY SUMMY | R | 11/13/2020 | | | 187956 | | 58.00 |
| 8103 | ANDY ROBERTS | R | 11/13/2020 | | | 187957 | | 89.00 |
| 6377 | SOUTHEAST KANSAS RECYCLING CEN | R | 11/13/2020 | | | 187958 | | 30.00 |
| 8201 | ROGER CLEVELAND GOLF COMPANY I | R | 11/13/2020 | | | 187959 | | 167.46 |
| 6260 | TRANE | R | 11/13/2020 | | | 187960 | | 715.00 |
| 5589 | CELLCO PARTNERSHIP | R | 11/13/2020 | | | 187961 | | 345.73 |
| 1 | VIA CHRISTI HOSPITAL | R | 11/13/2020 | | | 187962 | | 401.36 |
| 2350 | WCA WASTE SYSTEMS INC | R | 11/13/2020 | | | 187963 | | 465.37 |

| | | | | | | |
|-----------------------------------|--|---------------|----------------|------------|-----------|--------------|
| * * T O T A L S * * | | NO | INVOICE AMOUNT | | DISCOUNTS | CHECK AMOUNT |
| REGULAR CHECKS: | | 48 | 160,465.27 | | 0.00 | 158,844.12 |
| HAND CHECKS: | | 0 | 0.00 | | 0.00 | 0.00 |
| DRAFTS: | | 13 | 180,757.99 | | 0.00 | 180,757.99 |
| EFT: | | 76 | 223,578.16 | | 0.00 | 223,578.16 |
| NON CHECKS: | | 0 | 0.00 | | 0.00 | 0.00 |
| VOID CHECKS: | | 1 VOID DEBITS | 0.00 | | | |
| | | VOID CREDITS | 1,621.15CR | 1,621.15CR | 0.00 | |
| TOTAL ERRORS: 0 | | | | | | |
| | | NO | INVOICE AMOUNT | | DISCOUNTS | CHECK AMOUNT |
| VENDOR SET: 99 BANK: 80144TOTALS: | | 138 | 563,180.27 | | 0.00 | 563,180.27 |
| BANK: 80144 TOTALS: | | 138 | 563,180.27 | | 0.00 | 563,180.27 |

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|--------------------------|--------|---------------|-------------------|----------|-------------|-----------------|-----------------|
| 8319 | PO HOLDING LLC | E | 11/12/2020 | | | 009899 | | 5,000.00 |
| 0583 | DICKINSON INDUSTRIES INC | E | 11/16/2020 | | | 009923 | | 47.50 |

| | | | | |
|---------------------|---------------|----------------|-----------|--------------|
| * * T O T A L S * * | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
| REGULAR CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| HAND CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 0 | 0.00 | 0.00 | 0.00 |
| EFT: | 2 | 5,047.50 | 0.00 | 5,047.50 |
| NON CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| VOID CHECKS: | 0 VOID DEBITS | 0.00 | | |
| | VOID CREDITS | 0.00 | 0.00 | |

TOTAL ERRORS: 0

| | | | | |
|--|-----|----------------|-----------|--------------|
| | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
| VENDOR SET: 99 BANK: EFT TOTALS: | 2 | 5,047.50 | 0.00 | 5,047.50 |
| BANK: EFT TOTALS: | 2 | 5,047.50 | 0.00 | 5,047.50 |
| REPORT TOTALS: | 140 | 568,227.77 | 0.00 | 568,227.77 |

Passed and approved this 24th day of November, 2020.

Dawn McNay, Mayor

ATTEST:

Tammy Nagel, City Clerk



FINANCE AND ADMINISTRATION

201 West 4th Street · Pittsburg KS 66762

(620) 231-4100

www.pittks.org

Interoffice Memorandum

TO: Daron Hall, City Manager

FROM: Jamie Clarkson, Finance Director

DATE: November 12, 2020

SUBJECT: Budget Hearing and Adoption of the 2020 Budget Amendment

The City of Pittsburg's 2020 Adopted Budget requires an amendment to one fund as follows:

- Section 8 Housing Fund – increase the budget from \$1,566,165 to \$1,650,000. This is due to more housing units being leased up in 2020.

Per Kansas statute, staff is requesting that there be a public hearing on the November 24, 2020 City Commission meeting and that the 2020 proposed budget amendment be adopted and that the amended budget certificate be signed by the governing body.

cc: Tammy Nagel, City Clerk

City of Pittsburg

2020

| Adopted Budget Section 8 Housing | 2020 Adopted Budget | 2020 Proposed Amended Budget |
|---------------------------------------|---------------------------|------------------------------------|
| Unencumbered Cash Balance January 1 | 2,830 | 2,830 |
| Receipts: | | |
| Intergovernmental | 1,557,585 | 1,644,095 |
| Interest on Idle Funds | 250 | 175 |
| Miscellaneous | 5,500 | 2,900 |
| Total Receipts | 1,563,335 | 1,647,170 |
| Resources Available: | 1,566,165 | 1,650,000 |
| Expenditures: | | |
| Section 8 Housing | 1,566,165 | 1,650,000 |
| Total Expenditures | 1,566,165 | 1,650,000 |
| Unencumbered Cash Balance December 31 | 0 | 0 |

Page No. 2

2020

**Notice of Budget Hearing for Amending the
2020 Budget**

The governing body of

City of Pittsburg

will meet on the day of November 24, 2020 at 5:30 PM at the Law Enforcement Center for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at City Hall
and will be available at this hearing.

Summary of Amendments

| Fund | 2020 Adopted Budget | | | 2020 Proposed Amended Expenditures |
|-------------------|------------------------|----------------------------------|--------------|--|
| | Actual Tax Rate | Amount of Tax that was Levied | Expenditures | |
| Section 8 Housing | | | 1,566,165 | 1,650,000 |

Tammy Nagel
Official Title: City Clerk

Page No. 3

AFFP

2020 Amended KS Budget Document

Affidavit of Publication

STATE OF KANSAS }
COUNTY OF CRAWFORD } SS

(Published in The Morning Sun - November 10, 2020)

State of Kansas
Amendment
2020

Notice of Budget Hearing for Amending the
2020 Budget
The governing body of
City of Pittsburg
will meet on the day of November 24, 2020 at 5:30 PM at the Law Enforcement Center for the
purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.
Detailed budget information is available at City Hall
and will be available at this hearing.

Summary of Amendments

| Fund | 2020 Adopted Budget | | | 2020 Proposed Amended Expenditures |
|-------------------|------------------------|----------------------------------|--------------|--|
| | Actual Tax Rate | Amount of Tax that was Levied | Expenditures | |
| Section 8 Housing | | | 1,566,165 | 1,650,000 |

Tammy Nagel
Official Title: City Clerk

Kelly Mitchell, being duly sworn, says:

That he is Authorized Agent of the Morning Sun, a daily newspaper of general circulation, printed and published in Pittsburg, Crawford County, Kansas; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

November 10, 2020

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Kelly Mitchell
Authorized Agent

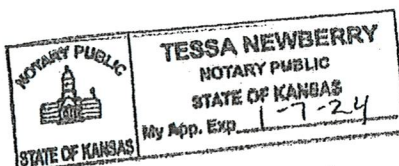
Subscribed to and sworn to me this 10th day of November 2020.

Tessa Newberry
Tessa Newberry, Notary Public, Crawford County, Kansas

My commission expires: January 07, 2024

00020471 00089922

Accts. Rec.
PT-LG CITY OF PITTSBURG LEGALS
PO BOX 688
PITTSBURG, KS 66762





Memorandum

TO: Daron Hall, City Manager

FROM: Blake Benson, Economic Development Director

DATE: November 19, 2020

SUBJECT: November 24, 2020 Agenda Item
Arvest Bank/P & L Development subordination agreement

In 2018, the City issued a \$450,000 loan to P & L Development in support of the Silverback housing development. As Arvest Bank is the primary lender for the project, the bank took first position on the loan with the City securing a second position on the P & L property until the loan is repaid in December 2023. A subordination agreement outlines this ranking of creditors.

Arvest is now issuing an additional construction loan for four model homes and four speculative homes in the Silverback development. As such, while this doesn't change the City's financial obligation, it will require a new subordination agreement as it will change the City's position proportionate to the amount of the additional construction loan. The subordination agreement will also include language that releases the City's second mortgage on upon closing of each lot as it is sold.

The Economic Development Advisory Committee (EDAC) considered this request from Arvest Bank on November 19, 2020, and was encouraged by the progress of the development. As such, the EDAC voted unanimously to recommend a new subordination agreement be drafted that will allow Arvest to proceed with their construction loan.

Please place this item on the agenda for the City Commission meeting scheduled for Tuesday, November 24, 2020. Action being requested is the approval or denial of

the EDAC recommendation and, if approved, authorize the Mayor to sign the appropriate documents.

Interoffice Memorandum

TO: DARON HALL
City Manager

FROM: DEXTER NEISLER
Zoning Administrator

DATE: November 17, 2020

SUBJECT: Agenda Item – November 24, 2020
Request for a Conditional Use under the provisions of Article 30 of the
Pittsburg Zoning Ordinance to allow a radio monopole to be located in
900 Block of West 4th Street.

The Planning Commission/Board of Zoning Appeals, in its meeting of November 23, 2020, will consider a request submitted by USD 250, for a Conditional Use Permit under the provisions of Article 30 of the Pittsburg Zoning Ordinance to allow a radio monopole to be located in the 900 Block of West 4th Street.

After reviewing all the evidence presented, the Planning Commission/Board of Zoning Appeals will vote to recommend Governing Body approval or denial of this request. This recommendation will be verbally relayed to the Governing Body in the November 24, 2020 meeting. In this regard, would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, November 24, 2020. Action necessary will be for the Governing Body to consider the recommendation of the Planning Commission/Board of Zoning Appeals and, if they agree with the recommendation as provided, approve or deny the request. If the Governing Body is not in agreement with the recommendation as provided, the State Statutes stipulate that the Governing Body, by a simple majority, may approve or deny the request or send it back to the Planning Commission/Board of Zoning Appeals for further consideration.

Interoffice Memorandum

TO: DARON HALL
City Manager

FROM: DEXTER NEISLER
Zoning Administrator

DATE: November 17, 2020

SUBJECT: Agenda Item – November 24, 2020
Request for a Conditional Use under the provisions of Article 30 of the
Pittsburg Zoning Ordinance to allow a radio monopole to be located in
900 Block of East 6th Street.

The Planning Commission/Board of Zoning Appeals, in its meeting of November 23, 2020, will consider a request submitted by USD 250, for a Conditional Use Permit under the provisions of Article 30 of the Pittsburg Zoning Ordinance to allow a radio monopole to be located in the 900 Block of East 6th Street.

After reviewing all the evidence presented, the Planning Commission/Board of Zoning Appeals will vote to recommend Governing Body approval or denial of this request. This recommendation will be verbally relayed to the Governing Body in the November 24, 2020 meeting. In this regard, would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, November 24, 2020. Action necessary will be for the Governing Body to consider the recommendation of the Planning Commission/Board of Zoning Appeals and, if they agree with the recommendation as provided, approve or deny the request. If the Governing Body is not in agreement with the recommendation as provided, the State Statutes stipulate that the Governing Body, by a simple majority, may approve or deny the request or send it back to the Planning Commission/Board of Zoning Appeals for further consideration.

INTEROFFICE MEMORANDUM

To: DARON HALL
CITY MANAGER

From: KIM VOGEL
DIRECTOR OF PARKS AND RECREATION

CC: TAMMY NAGEL
CITY CLERK

Date: NOVEMBER 16, 2020

Subject: Agenda Item – November 24, 2020
Changes in Facility Rates

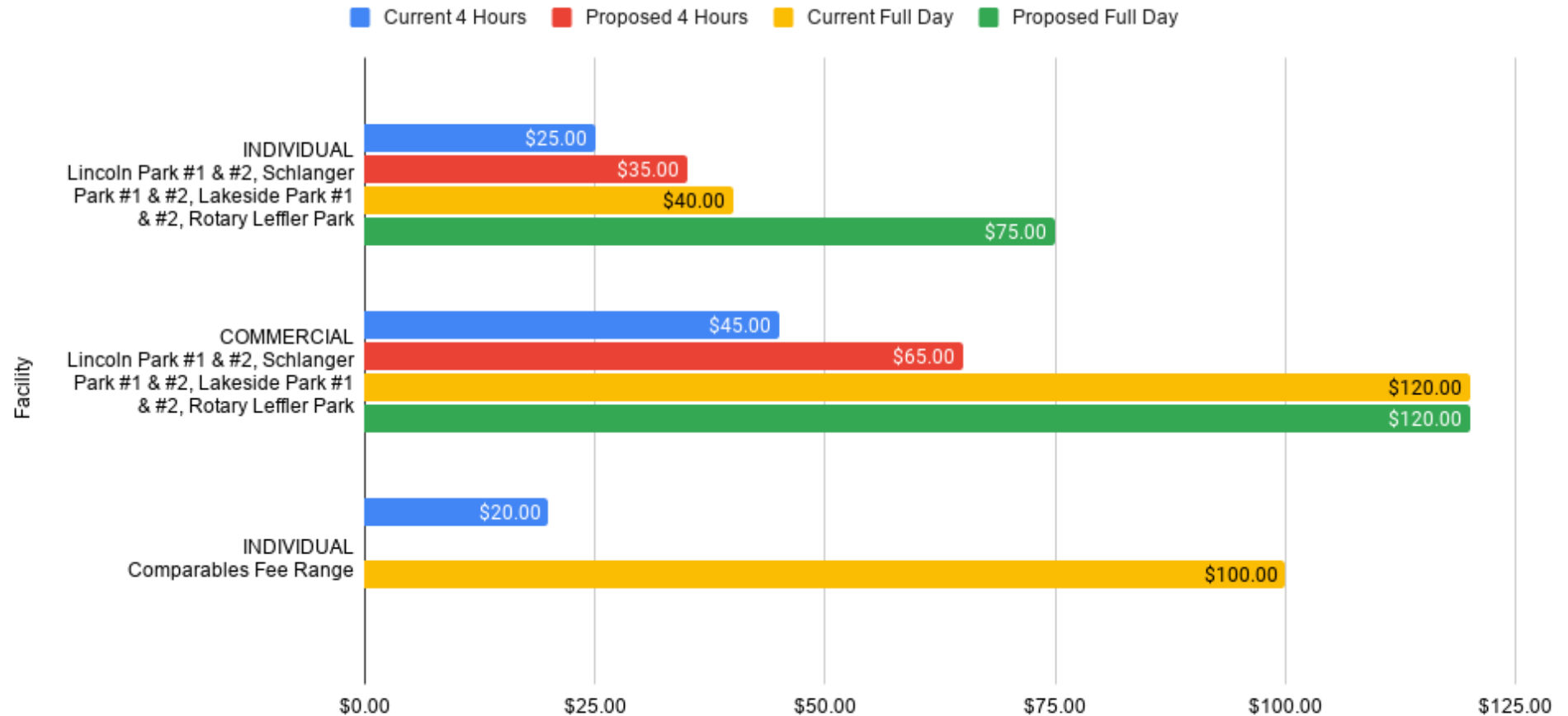
City staff, along with the Parks and Recreation Advisory Board, have reviewed Parks and Recreation rates for facility rentals and for services at Mt. Olive Cemetery. Staff is requesting changes in rates for pavilions and Lincoln Center rentals and with plot purchases and services offered through Mt. Olive Cemetery.

The current rates, average comparable prices, and requested changes are attached.

In this regard, would you place an item on the agenda for the City Commission meeting scheduled for Tuesday, November 24, 2020. Action necessary is the approval or disapproval of the suggested 2021 rates.

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

Current vs. Proposed Pavilion Facility Fees

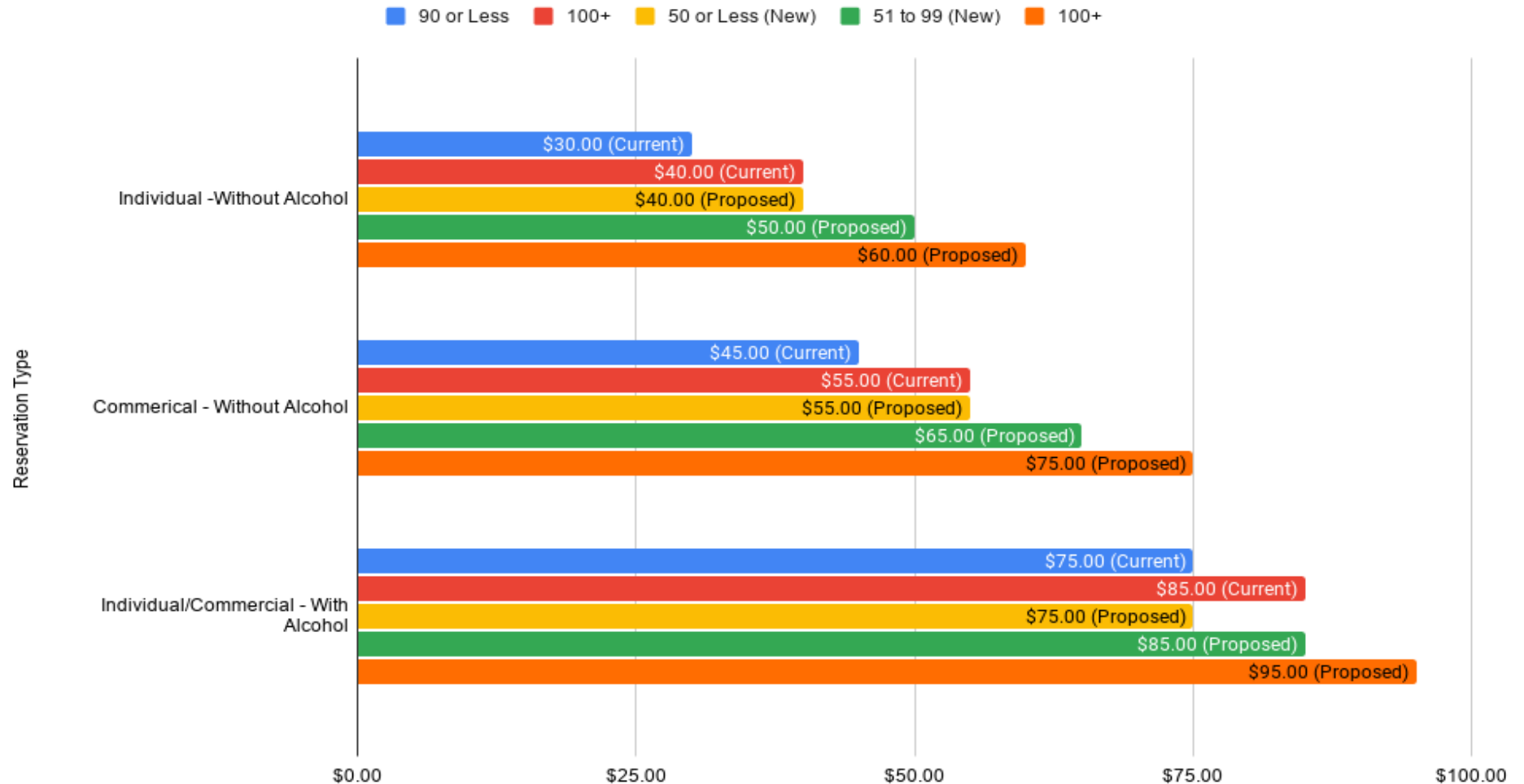


Additional Notes

8 Hour Rental will be merged into Full Day Rental.

Not enough data to provide commercial comparable fee range.

Current vs. Proposed Lincoln Center Facility Fees (Hourly)



Additional Notes

Comparable Facility Rental Rate Range (Without Alcohol): \$40 - \$140 per hour.

Comparable Facility Rental Rate Range (With Alcohol): \$85 - \$225 per hour.

MT. OLIVE CEMETERY

| Facility | Current | Proposed | Average Comparable Pricing |
|--|---------------|---|----------------------------|
| Mt. Olive - Deed Transfer Fee | \$0.00 | \$75.00 | |
| Mt. Olive - Open Records/Genealogy Fee * | \$0.00 | Inspection Fee: In excess of 10 minutes, \$0.25 per minute per employee; Minimum - \$2.50 Copying Fee: \$5.00 for up to 20 pages, \$0.25 per page | |
| Mt. Olive - Graveyard Plot Space | \$650.00 | \$800.00 | \$1,240 |
| Mt. Olive - Open/Close Regular Weekday | \$650.00 | \$800.00 + \$150.00 Endowment Fee | \$1,522.50 |
| Mt. Olive - Open/Close Regular Weekend | \$950.00 | \$1,100.00 + \$150.00 Endowment Fee | \$1,822.50 |
| Mt. Olive - Open/Close Cremains Weekday | \$300.00 | \$450.00 + \$150.00 Endowment Fee | \$800 |
| Mt. Olive - Open/Close Cremains Weekend | \$600.00 | \$750.00 + \$150.00 Endowment Fee | \$747.50 |
| Overtime Rate** | \$50 per hour | \$100 per hour | \$150 per hour |

* Implement to align with current city ordinance code 2-271 to 2-276 regarding open records request

**Overtime is calculated after 3:30pm on weekdays and services scheduled to start after 1:00pm on weekends, no Sunday services

Interoffice Memorandum

TO: DARON HALL
City Manager

FROM: MATT BACON
Director of Public Utilities

DATE: November 16, 2020

SUBJECT: Agenda Item – November 24, 2020
Equipment Leasing – 2020 Capital Equipment / Vehicles

The City of Pittsburg recently placed an advertisement in the newspaper and sent out RFQ's to seek quotes from financial institutions for the financing of 2020 Capital Equipment / Vehicles. The specifics of the purchase are as follows:

- Total Contract Price of \$59,560.00 (see attached Product Quotation) (Utility Operating).
 - Truck
 - 2021 Ford Super Duty F-350 DRW (W3G) XL 2WD Crew Cab 179" WB 60" CA - \$34,775.00
 - Bed & 60" C/A DRW Chassis– (Price of \$24,785.00)
 - Knapheide 9' 6108D54 Service Body - \$9,400.00
 - Boss Infinity 10192-001 Hydraulic Rotary Screw Compressor - \$11,525.00
 - Reel Craft ½" x 50' Hose Reel - \$550.00
 - Hoses, Oil and Shop Supplies - \$350.00
 - PTO & Pump - \$2,200.00
 - 8 Hrs. Labor @ \$95/Hr. to Install Compressor, PTO, Pump and Hydraulics - \$760.00
 - All installed on clear 60" C/A DRW Chassis.
- Total Contract Price of \$50,795.00 (see attached Product Quotation) (STCO).
 - Truck
 - 2021 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab 145" WB 60" CA - \$33,750.00
 - Bed & 60" C/A DRW Chassis– (Price of \$10,450.00)
 - Rugby Eliminator MD Carbon Steel Dump Body - \$9,850.00
 - OPTION: HD Receiver Hitch - \$600.00

MEMO TO: DARON HALL
NOVEMBER 16, 2020
PAGE TWO

- All installed on clear 60" C/A DRW Chassis.
- Plow
 - Western 8-1/2' Pro Plow Straight Blade w/Halogen Lights - \$6,595.00
- Total Contract Price of \$50,795.00 (see attached Product Quotation) (Utility Operating).
 - Truck
 - 2021 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab 145" WB 60" CA - \$33,750.00
 - Bed & 60" C/A DRW Chassis– (Price of \$10,450.00)
 - Rugby Eliminator MD Carbon Steel Dump Body - \$9,850.00
 - OPTION: HD Receiver Hitch - \$600.00
 - All installed on clear 60" C/A DRW Chassis.
 - Plow
 - Western 8-1/2' Pro Plow Straight Blade w/Halogen Lights - \$6,595.00
- Total Contract Price of \$84,853.00 (see attached Product Quotation) (Utility Operating).
 - 2020 M2 106 Conventional Chassis (Single Axle Dump Truck) - \$66,543.00
 - Dealer Installed Options
 - Henderson Mark-SA 10.5 Ft. Dump Body & Hitch - \$18,461.00
 - Less Federal Excise Tax - \$151.00
- Total Contract Price of \$110,738.00 (see attached Product Quotation) (Utility Operating).
 - 2021 M2 106 Conventional Chassis (Tandem Axle Dump Truck) - \$84,390.00
 - Dealer Installed Options
 - MTTE Stainless Steel 16 Ft. Dump Body - \$26,673.00
 - Less Federal Excise Tax - \$325.00
- Total Contract Price of \$71,000.00 (see attached Product Quotation) (Utility Operating).
 - Used 2003 F750 Ford Chassis Crane Truck
 - VIN No. 3FDXF75B83MB02627
 - Terex BT3470 Boom Assembly
 - Hours 5,143
 - Mileage 19,141
- Total Contract Price of \$328,906.68 (see attached Product Quotation) (STCO).
 - Weis Fire Wet Rescue on a 2020 Ford F-550 diesel chassis with a Darley UHP-HV diesel firefighting system and loose equipment including HGAC fee - \$251,967.68

MEMO TO: DARON HALL
NOVEMBER 16, 2020
PAGE THREE

- Loose Equipment - \$75,371.00
- Quotes shall include these lease options:
 - 5 year lease / purchase
 - 5 annual payments, first at delivery of equipment
- Quotes shall include the annual payment amount, payment schedule, and interest rate.
- Quotes shall include the bidders lease purchase agreement which will be subject to the provisions of KSA 10-1116b and KSA 10-1116c and the City of Pittsburg's purchasing policy.
- All quotes shall be viable for a minimum of 30-days from submission.

RFP's were to be submitted by 2 pm, November 10, 2020.

Staff has evaluated the quotes received and is requesting Governing Body approval to purchase the equipment in the amount of \$756,647.68 and to enter into a five-year lease/purchase agreement with US Bank, of Pittsburg, based on their percentage rate of 1.25% and low annual payments of \$155,112.48. Funding for this equipment will come from Utility Operating and Sales Tax Capital Outlay.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, November 24, 2020. Action necessary will be approval or disapproval of the equipment leasing proposal submitted by US Bank and, if approved, authorize the Mayor to sign the necessary lease/purchase agreement once prepared.

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

Attached: Bid Tabulation



**Acknowledgement of Quotes Received
Purchase of 2020 Capital Equipment/Vehicles
Tuesday, November 10, 2020 – 2:00 p.m.**

| NAME/ADDRESS OF BIDDER | PERCENTAGE RATE /ANNUAL PAYMENT |
|--|--|
| BciCapital 390 N. Orange Avenue, Suite 2600 Orlando, Florida 32801 | 1.61% \$156,201.00 |
| City National Bank (BciCapital) 390 North Orange Avenue, Suite 2600 Orlando, Florida 32801 | 1.58% \$156,110.82 |
| Commerce Bank (Clayton Holdings, LLC) 100 South Broadway P.O. Box 326 Pittsburg, Kansas 66762 | 1.64% \$33,287.00 (only bid 3 of the 7 equipment/vehicles) |
| Community National Bank & Trust 401 E. Centennial P.O. Box 1186 Pittsburg, Kansas 66762 | 1.748% \$156,619.22 |
| GNBank 1206 South Broadway P.O. Box 1418 Pittsburg, Kansas 66762 | 1.44% \$155,755.32 |
| US Bank 306 North Broadway Pittsburg, Kansas 66762 | 1.25% \$155,112.48 |

MEMORANDUM

To: Daron Hall, City Manager

From: Jay Byers, Deputy City Manager

Date: November 20, 2020

Subject: CDBG-CV Grant Application

As part of the effort to provide relief from the coronavirus pandemic, the Kansas Department of Commerce made available federal funding from the State's Community Development Block Grant Coronavirus Response Supplement (CDBG-CV) program. This is part of the state's allocation from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act.

The City Commission approved applying for this CDBG-CV grant earlier this year. After applying for this program, the City of Pittsburg received \$128,200 to support local businesses impacted by the pandemic and \$35,000 to provide funding for local meals programs. After an extended application and review process, the City received 16 successful applications from local businesses and three successful applications from meals programs. The final funding allocation for the business program is included with this memo. The allocation for the meals program will follow at a subsequent Commission meeting.

Formal approval by the governing body of the final funding allocation is required by the CDBG program, so we will be presenting the allocation to the City Commission for its approval.

Two of the applicants (Quentin Holmes and Brittan Brenner) are City employees who have ownership positions in businesses that have been significantly affected by the pandemic, and their applications must be publicly acknowledged. Their applications are attached. They have each submitted a disclosure form and the City Attorney will render an opinion regarding their request for exception. Neither of them have a prohibited conflict of interest due to the fact that neither of them have a role in the CDBG-CV program other than as applicants; however, it must be acknowledged that they are employees who exercise or have exercised functions and responsibilities with respect to other CDBG activities and that they may obtain a personal or financial interest with respect to this program, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

The disclosure of employee participation must be recorded in the official minutes of the governing body.

CDBG-CV Final Allocation

| Economic Development / Pandemic Relief | | Total Allocation | 128,200 |
|--|-----------------------------|------------------|---------|
| Name of Business | Address | Amount | |
| 4th & Broadway (dba Brick & Mortar) | 401 North Broadway Suite B | \$ | 8,479 |
| Audacious Boutique | 511 N Broadway | | 8,479 |
| Cheer Pitt ¹ | 306 W 11 | | 8,479 |
| Conner's Lawn Care | 1511 South College | | 8,479 |
| Dharma Properties | 2410 S Broadway | | 8,479 |
| DLD Enterprises LLC | 904 S. Joplin St. | | 7,691 |
| Drop the H | 107 E Rose St | | 8,479 |
| Holiday Lanes | 2406 N Broadway | | 8,479 |
| Honey Does | 101 W. 29th St. Suite G-196 | | 8,479 |
| Miners + Monroe | 214 S Broadway | | 8,479 |
| Regency Inn | 4023 Parkview Drive | | 8,479 |
| Salon LA | 1120 East 4 th Street | | 2,149 |
| Shelly's Catering | 2401 S Rouse St | | 8,479 |
| Sonder and Co ² | 401 N Broadway Suite C | | 8,132 |
| Sweet Designs Cakery | 311 N Broadway | | 8,479 |
| Toast | 401 N Broadway Suite D | | 8,479 |
| | 16 | | |
| | Total | \$ | 128,193 |

¹ City employee Quentin Holmes has an ownership position in the Cheer Pitt.

² City employee Brittan Brenner has an ownership position in Sonder and Co.

CDBG-CV Local Business Application : Entry # 33853**Application Date**

08/14/2020

Business Information**Legal Name of Business**

The Cheer Pitt Inc

Primary Contact Person

Monica Holmes

Business / Project Site Address

306 W 11
Pittsburg, Kansas 66762
United States
[Map It](#)

Is the mailing address the same as the Business / Project Site Address above?

No

Mailing Address

3112 E 8th
Pittsburg, Kansas 66762
United States
[Map It](#)

Telephone Number(s)

| Business Phone | Mobile Phone |
|----------------|--------------|
| 6208756243 | |

Business Emailinfo@minersathletics.com**Type of Business:**

Other

Other Business Type:

Gym

Please provide a description of the services provided by your business

Youth athletic training, birthday parties, competitive travel teams

Business Website

CDBG-CV Local Business Application : Entry # 33853<https://www.minersathletics.com/>**Business Social Media Account(s)**

| Name of Social Media | Link to your page |
|----------------------|---|
| Miners Athletics | https://m.facebook.com/TheCheerPittKS/ |
| The Cheer Pitt | https://www.instagram.com/thecheerpitt/?hl=en |

Date Business Established

02/02/2011

Vital Business Numbers

| NAICS Code (manufacturing) | Business EIN |
|----------------------------|--------------|
| | 80-0413845 |

Do you have a Pittsburg Business License

Yes

City of Pittsburg Business License #

06310

Is the business a Hospitality based company?

No

Business Structure (LLC, Sole Proprietorship, Inc.)

Inc.

Does the business have a related operating or holding company?

No

Owner's Information**Number of Owners**

2

Owner's Name(s)

| First | Last |
|---------|--------|
| Monica | Holmes |
| Quentin | Holmes |

CDBG-CV Local Business Application : Entry # 33853**Owner's Home Address**

3112 E 8th
Pittsburg, Kansas 66762
United States
[Map It](#)

Owner's Gender

Female

Is the owner(s) a veteran?

No

Owner's Race/Ethnicity?

- White

Loan / Request Information**Total Request**

\$5,000.00

Will Full or Part Time jobs be retained as a result of the funds?

Yes

Wages pertaining to jobs retained:

| Full Time - Hourly | Part Time - Hourly |
|--------------------|--------------------|
| 2600.00 | 2200.00 |

Number of jobs retained by category

| Officials/ Managers | Professionals | Technicians | Sales | Office / Clerical | Craft Workers (skilled) | Operatives (skilled) | Laborers (unskilled) | Service Workers |
|------------------------|---------------|-------------|-------|----------------------|-------------------------------|-------------------------|-----------------------------|--------------------|
| 2 | | | | | | | 9 | |

Please provide a short description of how COVID-19 is negatively impacting the business (e.g. weekly sales average drop for restaurants, occupancy rate drop for hotels, etc).

Since we are a gym, we were forced to close down completely. No opportunity to really be creative as all of our services offered are hands on and use specific equipment. We tried to keep our staff busy with virtual classes to keep students active at home, but with little success in customer retention.

Describe how the use of the CDBG loan fund enhances the ability of this business to survive.

CDBG-CV Local Business Application : Entry # 33853

The CDBG funds will allow us to ease the burden of losing business due to the virus. Our bills did not stop and we are still working on catching up from the three months we were closed.

What types of working capital will the funds be used for (e.g. commercial loan payments, commercial lease payments, utilities, payroll, accounts payable, etc.)?

These funds will be used for our rental lease to catch back up as well as wages not covered by PPP.

Business Financials**What is your annual payroll?**

\$100,723.52

Average Wages

| Full Time - Hourly | Part Time - Hourly |
|--------------------|--------------------|
| 45,627 | 55,096 |

Gross Revenue from previous 12 months:

\$336,137.00

Cost of Goods sold from previous 12 months:

\$315,670.00

Gross Revenue from Current Year

| From | To | Revenue |
|------------|-------------|---------|
| jan 1 2020 | aug 14 2020 | 110359 |

Gross Revenue from Previous Year

| From | To | Revenue |
|------------|-------------|---------|
| jan 1 2019 | aug 14 2019 | 243451 |

Does the business owner have a tax liability in arrears with the Kansas Department of Revenue or the IRS?

No

Bank (or other) name

US Bank

Please list any other business resource partners that the business is working with if any (e.g. small business development centers, Economic Development Organization, industry or trade services).

SBDC at Pitt State


CDBG-CV Local Business Application : Entry # 33853**Funding Sources:**

- SBA Payment Protection Program (PPP)

SBA Payment Protection Program (PPP)

| Amount Received? | What were funds used for? |
|------------------|---------------------------|
| 13730 | Payroll |

Certification

 By clicking Submit, you certify that the information provided is accurate.

I understand the requirements for the CDBG-CV program and certify under penalties of perjury, the information provided in this application and all supporting documents are correct. The grant will be required to be repaid if false information has been provided.

Note: If you have questions about what you need to submit, please email cdbg.grant@pittks.org for assistance.

CDBG-CV Local Business Application : Entry # 33835**Application Date**

08/14/2020

Business Information**Legal Name of Business**

Sonder & Co LLC

Primary Contact Person

Brittan Brenner

Business / Project Site Address

401 N Broadway | Suite C
Pittsburg, Kansas 66762
United States
[Map It](#)

Is the mailing address the same as the Business / Project Site Address above?

Yes

Telephone Number(s)

| Business Phone | Mobile Phone |
|----------------|--------------|
| 316-214-5688 | |

Business Emailsonderinpitt@gmail.com**Type of Business:**

Retail

Please provide a description of the services provided by your business

We provide a platform for local artisans (student and community members) to sell their goods in our shop. We offer a wide arrange of retail goods, from t-shirts to home decor items to health and beauty products.

Business Website<https://www.sonderandcompany.com/>**Business Social Media Account(s)**

CDBG-CV Local Business Application : Entry # 33835

| Name of Social Media | Link to your page |
|----------------------|---|
| Facebook | https://www.facebook.com/SonderAndCo/ |
| Instagram | https://www.instagram.com/sondercopitt/ |

Date Business Established

06/01/2018

Vital Business Numbers

| NAICS Code (manufacturing) | Business EIN |
|----------------------------|--------------|
| | 83-2546811 |

Do you have a Pittsburg Business License

Yes

City of Pittsburg Business License #

08936

Is the business a Hospitality based company?

No

Business Structure (LLC, Sole Proprietorship, Inc.)

LLC

Does the business have a related operating or holding company?

No

Owner's Information**Number of Owners**

2

Owner's Name(s)

| First | Last |
|---------|---------|
| Brittan | Brenner |
| Kailey | Pearson |

Owner's Home Address

CDBG-CV Local Business Application : Entry # 33835

1007 S Olive St
Pittsburg, Kansas 66762
United States
[Map It](#)

Owner's Gender

Female

Is the owner(s) a veteran?

No

Owner's Race/Ethnicity?

- Asian
- White

Loan / Request Information**Total Request**

\$1,491.18

Will Full or Part Time jobs be retained as a result of the funds?

Yes

Please provide a short description of how COVID-19 is negatively impacting the business (e.g. weekly sales average drop for restaurants, occupancy rate drop for hotels, etc).

The shutdowns associated with COVID-19 deeply impacted our small business in many ways. Not only with the abrupt departure of not only our student customers, of whom are the main demographic of our business, but also the abrupt departure of the majority of our employees. This made business extremely difficult to conduct throughout the last few weeks we were allowed to be open. COVID-19 caused large decreases in business and delays in the reception of our orders that were placed as far back as March. Our weekly sales dropped 25% from what we were doing the two months prior. Considering the months of January and February are the slowest for retail, as we recover from the Holidays, this additional drop in sales severely hurt us financially.

Describe how the use of the CDBG loan fund enhances the ability of this business to survive.

By receiving these funds, we will have more working capital to spend on additional merchandise in the store. Under normal circumstances, the longstanding inventory would be marked down so there was room for new inventory to come in. We are in a difficult position where we cannot afford to markdown old inventory but also cannot afford/have the room for new inventory to drive customers in. This money would make it more feasible for us to purchase new and markdown to return to the normal flow of our business.

What types of working capital will the funds be used for (e.g. commercial loan payments, commercial lease payments, utilities, payroll, accounts payable, etc.)?

These funds will be used for lease payments and new inventory.

Business Financials**What is your annual payroll?**

CDBG-CV Local Business Application : Entry # 33835

\$3,014.17

Average Wages

| Full Time - Hourly | Part Time - Hourly |
|--------------------|--------------------|
| 0 | \$7.50/hr |

Gross Revenue from previous 12 months:

\$53,992.59

Cost of Goods sold from previous 12 months:

\$20,867.68

Gross Revenue from Current Year

| From | To | Revenue |
|-----------------|---------------|-------------|
| January 1, 2020 | July 31, 2020 | \$18,488.97 |

Gross Revenue from Previous Year

| From | To | Revenue |
|-----------------|-------------------|-------------|
| January 1, 2019 | December 31, 2020 | \$50,603.05 |

Does the business owner have a tax liability in arrears with the Kansas Department of Revenue or the IRS?

No

Bank (or other) name

Labette Bank

Please list any other business resource partners that the business is working with if any (e.g. small business development centers, Economic Development Organization, industry or trade services).

PSU SBDC
Pittsburg Area Chamber of Commerce
WeKAN!

Additionally, for the above section- we have been operational since June 2018 but didn't open our brick and mortar store until October 1, 2019. That is why payroll doesn't begin until October of last year.

Funding Sources:


- Other Federal Program Assistance:

Other Federal Program Assistance:

CDBG-CV Local Business Application : Entry # 33835

| Name of Program | Amount Received | What were funds used for? |
|-----------------------------------|-----------------|---------------------------|
| No financial assistance received. | | |

Certification

 By clicking Submit, you certify that the information provided is accurate.

I understand the requirements for the CDBG-CV program and certify under penalties of perjury, the information provided in this application and all supporting documents are correct. The grant will be required to be repaid if false information has been provided.

Note: If you have questions about what you need to submit, please email cdbg.grant@pittks.org for assistance.