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CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, May 10, 2022
5:30 PM

CALL TO ORDER BY THE MAYOR:

- a. Flag Salute Led by the Mayor
- b. Remarks by Pittsburg State University President Dr. Steve Scott
- c. Public Input

CONSENT AGENDA:

- a. Approval of the April 26, 2022, City Commission Meeting minutes.
- b. Approval of staff recommendation to appoint John Bozich to fill an unexpired term as a member of the Farmers Market Advisory Board effective immediately and concluding on December 31, 2024.
- c. Approval of the Appropriation Ordinance for the period ending May 10, 2022, subject to the release of HUD expenditures when funds are received. **ROLL CALL VOTE.**

CONSIDER THE FOLLOWING:

- a. BLUE SPOON PROPERTIES, LLC - Consider the recommendation of the Economic Development Advisory Committee (EDAC) to allocate \$30,000 from the Revolving Loan Fund (RLF) to be used specifically for infrastructure improvements to support the Blue Spoon Properties, LLC renovation project located at 618 North Broadway. **Approve or disapprove the recommendation.**
- b. SECTION 8 PAYMENT STANDARDS INCREASE - Consider staff recommendation to increase Section 8 payment standards, effective June 1, 2022. **Approve or disapprove the recommendation.**
- c. VARIANCE - WAL-MART - Consider the recommendation of the Planning Commission/Board of Zoning Appeals to approve a variance request submitted by Wal-Mart Real Estate Business Trust to allow for an expanded drive-up lane at 1011 East Centennial. **Approve or disapprove the recommendation.**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, May 10, 2022
5:30 PM

- d. DISPOSITION OF BIDS - EAST QUINCY STREET RECONSTRUCTION PROJECT - Consider staff recommendation to award the bid for the East Quincy Street Reconstruction Project (Joplin to Rouse) to the low bidder, Amino Brothers Co. Inc., of Kansas City, Kansas, based on their bid of \$5,573,899.07. **Approve or disapprove staff recommendation and, if approved, authorize the Mayor and City Clerk to execute the contract documents once prepared.**

- e. AWARD OF CONTRACT - INSPECTION SERVICES - EAST QUINCY STREET RECONSTRUCTION PROJECT - Consider staff recommendation to award the Inspection Service Contract for the East Quincy Street Reconstruction Project (Joplin to Rouse), to TranSystems of Independence, Kansas, based upon the Selection Committee's recommendation. **Approve or disapprove staff recommendation and, if approved, authorize the Mayor and City Clerk to execute the contract documents once prepared.**

NON-AGENDA REPORTS & REQUESTS:

- a. BI-MONTHLY BUDGET REVIEW - Director of Finance Larissa Bowman will provide the April 30, 2022, bi-monthly budget review. **Receive for file.**

ADJOURNMENT

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
April 26, 2022

A Regular Session of the Board of Commissioners was held at 5:33 p.m. on Tuesday, April 26, 2022, in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, with Mayor Cheryl Brooks presiding and the following members present: Stu Hite, Dawn McNay, Chuck Munsell, and Ron Seglie.

Mayor Brooks led the flag salute.

INVOCATION – Pete Mayo, on behalf of Ascension Via Christi Health, provided an invocation.

APPROVAL OF MINUTES – On motion of McNay, seconded by Seglie, the Governing Body approved the April 12, 2022, City Commission Meeting minutes as presented. Motion carried.

VACATION ORDER – On motion of McNay, seconded by Seglie, the Governing Body approved the Order vacating a portion of Randall Drive in the East Meadows Addition and authorized the Mayor to sign the Order on behalf of the City (request of Justin and Anni Beasley). Motion carried.

EQUIPMENT PURCHASE – FOUR OAKS GOLF COURSE – On motion of McNay, seconded by Seglie, the Governing Body approved staff request to utilize the Sales Tax Capital Operating Fund to purchase a new John Deere 5055 Utility Tractor in the amount of \$28,430.95 and a TRIMAX 24000 mower in the amount of \$41,090.00, for a total purchase price of \$59,520.95 after trade, for use by the Parks and Recreation Department at the Four Oaks Golf Course, and authorized staff to issue the necessary purchase order. Motion carried.

APPROPRIATION ORDINANCE – On motion of McNay, seconded by Seglie, the Governing Body approved the Appropriation Ordinance for the period ending April 26th, 2022, subject to the release of HUD expenditures when funds are received with the following roll call vote: Yea: Brooks, Hite, McNay, Munsell and Seglie. Motion carried.

EQUIPMENT PURCHASE – FOUR OAKS GOLF COURSE – On motion of McNay, seconded by Hite, the Governing Body approved staff request to utilize the Sales Tax Capital Operating Fund to purchase a 2016 John Deere ProGator 2030A from Professional Turf Products, LP, of Lenexa, Kansas, for a total purchase price of \$14,045.00, for use by the Parks and Recreation Department at the Four Oaks Golf Course, and authorized staff to issue the necessary purchase order. Motion carried.

EQUIPMENT PURCHASE – FOUR OAKS GOLF COURSE – On motion of Hite, seconded by McNay, the Governing Body approved staff request to utilize the Sales Tax Capital Operating Fund to purchase a 2016 Toro Workman GTX Electric from Professional Turf Products, LP, of Lenexa, Kansas, for a total purchase price of \$10,764.38, for use by the Parks and Recreation Department at the Four Oaks Golf Course, and encouraged staff to negotiate the inclusion of new batteries as part of the equipment purchase, and authorized staff to issue the necessary purchase order. Motion carried.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
April 26, 2022

REVIEW OF BIDS/AWARD OF SALE – Following a verbal recommendation by Director of Finance Larissa Bowman and Financial Advisor Jack Ryan-Feldman, on motion of McNay, seconded by Munsell, the Governing Body awarded the bid for the purchase of \$3,705,000.00 aggregate principal amount of General Obligation Bonds, Series 2022-A, to UMB Bank N.A. of Kansas City, Missouri, based on their true interest rate of 2.66%. Motion carried.

ORDINANCE NO. S-1084 – On motion of Hite, seconded by Munsell, the Governing Body approved Ordinance No. S-1084, authorizing and providing for the issuance of General Obligation Bonds, Series 2022-A, of the City of Pittsburg, Kansas; providing for the levy and collection of annual tax for the purpose of paying the principal of and interest on said bonds as they become due; authorizing certain other documents and actions in connection therewith; and making certain covenants with respect thereto, and authorized the Mayor to sign the Ordinance on behalf of the City. Motion carried.

RESOLUTION NO. 1252 – On motion of Seglie, seconded by Hite, the Governing Body approved Resolution No. 1252, prescribing the form and details of and authorizing and directing the sale and delivery of General Obligation Bonds, Series 2022-A, of the City of Pittsburg, Kansas, previously authorized by Ordinance No. S-1084 of the issuer; making certain covenants and agreements to provide for the payment and security thereof; and authorizing certain other documents and actions connected therewith, and authorized the Mayor to sign the Resolution on behalf of the City. Motion carried.

INTERGOVERNMENTAL AGREEMENT - KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT – On motion of Hite, seconded by Seglie, the Governing Body approved staff recommendation to enter into an Intergovernmental Agreement with the Kansas Department of Health and Environment (KDHE) in which KDHE will provide various environmental services to the City of Pittsburg on a per-project basis, and authorized the Mayor to sign the Intergovernmental Agreement on behalf of the City. Motion carried.

NON-AGENDA REPORTS AND REQUESTS - FIRE DEPARTMENT TRUCK - Commissioner Munsell questioned why a fire department truck has been in the area of 23rd and Rouse recently. Director of Public Works and Utilities Matt Bacon indicated that the Water Distribution Department is utilizing the fire department truck while their truck is being repaired. Commissioner Munsell requested that when the City no longer has a use for the fire department truck, the truck be sold or donated to a small fire department in need.

ADJOURNMENT: On motion of McNay, seconded by Seglie, the Governing Body adjourned the meeting at 6:00 p.m. Motion carried.

Cheryl L. Brooks, Mayor

ATTEST:

Tammy Nagel, City Clerk

Interoffice Memorandum

To: Daron Hall
City Manager

From: Toby Book
Director of Parks and Recreation

CC: Tammy Nagel
City Clerk

Date: May 3, 2022

Subject: Agenda Item – May 10th, 2022
Farmer's Market Advisory Board

John Bozich has requested to be appointed to the Farmer's Market Advisory Board. John will be applying to fill unexpired term of resigning board member Laura Tierney.

City staff and Farmer's Market Advisory Board are recommending the appointment of John Bozich to fill this unexpired term.

In this regard will you please place an item on the May 10th City Commission agenda. Action necessary will be to appoint one member to the Farmer's Market Advisory Board from May 11, 2022 to December 31, 2024.

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



RECEIVED

APR 27 2022

Farmers Market Advisory Board Pittsburg City Clerk

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Commission and made available to the press and public

☐ I am a current member seeking reappointment to the Board.

☒ I am seeking a first term as a member of the Board.

Name: JOHN BOZICH

Home Address: 2208 S. TAYLOR CIR PITTSBURG KS 66762

Mailing Address: SAME

Occupation: RETIRED Proprietor of JB's Plants and Stuff

Business Address: 2208 S. TAYLOR CIR PITTSBURG KS 66762

Home Telephone: 620.875.2770

Business Telephone: 620.875.2770

E-mail: jbozich1@cox.net

Are you a resident of Pittsburg? yes If yes, how long have you lived in Pittsburg: 26 yrs

Current occupation (within last 12 months): Retired

Business interest in the last 12 months: JB's Plants and stuff

Previous Committee/Commission Experience: None with City of Pittsburg

but my professional & volunteer career of 40+ years
was heavily laden with committee input/actions.

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application. BS '69 PSU, MS '72 PSU, MS '76 PSU

Worked as an Executive in Family Services for 42 years.

Professional and/or community service activities: Pittsburg Neon Kitchens for 15 yrs

YMCA Annual Membership Drive Committee, Served on Bd of Dir for

Pittsburg Childcare & Learning Center, Bd for Wesley Tower, Finance Committee FUMC

Please explain your reasons for wishing to serve on this committee/commission and how you

feel that you may contribute: Believe strongly in PFM and want it

to continue to grow & strengthen here. Promotes better
physical & mental health for our community!

Area of representation (please circle all that could apply):

☒ Vendor at Pittsburg's market

☐ Live Well Crawford County/Eat Well

☐ Growing Growers at C-TEC

☐ K-State Research and Extension

☐ Downtown Representative

The Farmers Market Advisory Board meets at the All Aboard Center (216 North Broadway) at 8:30 a.m. on the 3rd Thursday of each month. Appointment to this position may require you to file a Conflict of Interest Disclosure Statement, which is a public record.

*** Please plan to attend the December 14th, 2021, Pittsburg City Commission Meeting (5:30 p.m. at the Law Enforcement Center – 201 North Pine in Pittsburg). Appointments to the Farmers Market Advisory Board will be made by the City Commission during this meeting.**

Signature of Applicant: 

Date: 4/27/2022

If you have any questions regarding the appointment procedure, please contact the City Clerk by phone at (620)230-5532 or by email at tammy.nagel@pittks.org.

Please return your completed application on or before December 1st, 2021, to:

City of Pittsburg
Attn: City Clerk
PO Box 688
Pittsburg, KS 66762

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	4/29/2022			190927		
C-CHECK	VOID CHECK	V	4/29/2022			190928		

* * 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:	2 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99 BANK: * TOTALS:	2	0.00	0.00	0.00
BANK: * TOTALS:	2	0.00	0.00	0.00

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 BMO HARRIS BANK

DATE RANGE: 4/20/2022 THRU 5/03/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0321	KP&F	D	4/29/2022			000000		47,639.08
0728	ICMA	D	4/29/2022			000000		1,291.56
1050	KPERS	D	4/29/2022			000000		39,983.27
3079	COMMERCE BANK	D	4/27/2022			000000		54,994.79
6415	GREAT WEST TANDEM KPERS 457	D	4/29/2022			000000		5,481.00
7290	DELTA DENTAL OF KANSAS INC	D	4/22/2022			000000		4,332.50
7290	DELTA DENTAL OF KANSAS INC	D	4/29/2022			000000		1,196.20
7877	TRUSTMARK HEALTH BENEFITS INC	D	4/21/2022			000000		1,533.52
7877	TRUSTMARK HEALTH BENEFITS INC	D	4/28/2022			000000		1,560.00
8526	HEALTH PLANS, INC	D	4/22/2022			000000		6,036.74
8526	HEALTH PLANS, INC	D	4/29/2022			000000		41,378.57
2004	AIRE-MASTER OF AMERICA, INC.	E	4/25/2022			015027		18.08
7764	UNITED STATES PLASTIC CORP.	E	4/25/2022			015028		169.02
7791	C4 HOLDINGS LLC	E	4/25/2022			015029		565.88
7994	ASBELL TRUCKING INC	E	4/25/2022			015030		3,250.00
8205	MRI SOFTWARE LLC	E	4/25/2022			015031		1,631.00
8560	SOUTHERN UNIFORM AND TACTICAL,	E	4/25/2022			015032		213.36
8578	TURNING OUT SOLUTIONS	E	4/25/2022			015033		55.00
0038	LEAGUE OF KANSAS MUNICIPALITIE	E	4/25/2022			015034		200.00
0044	CRESTWOOD COUNTRY CLUB	E	4/25/2022			015035		272.00
0046	ETTINGERS OFFICE SUPPLY	E	4/25/2022			015036		134.19
0055	JOHN'S SPORT CENTER, INC.	E	4/25/2022			015037		64.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0105	PITTSBURG AUTOMOTIVE	E	4/25/2022			015038		485.76
0133	JIM RADELL CONSTRUCTION COMPAN	E	4/25/2022			015039		5,556.85
0276	JOE SMITH COMPANY, INC.	E	4/25/2022			015040		573.24
0294	COPY PRODUCTS, INC.	E	4/25/2022			015041		1,639.81
0317	KUNSHEK CHAT & COAL CO, INC.	E	4/25/2022			015042		2,045.42
0328	KANSAS ONE-CALL SYSTEM, INC	E	4/25/2022			015043		277.20
0335	CUSTOM AWARDS, LLC	E	4/25/2022			015044		60.00
0577	KANSAS GAS SERVICE	E	4/25/2022			015045		126.97
0627	BOETTCHER SUPPLY INC	E	4/25/2022			015046		102.68
0746	CDL ELECTRIC COMPANY INC	E	4/25/2022			015047		3,604.73
1075	COASTAL ENERGY CORP	E	4/25/2022			015048		2,444.00
1478	KANSASLAND TIRE #1828	E	4/25/2022			015049		502.61
2186	PRODUCERS COOPERATIVE ASSOCIAT	E	4/25/2022			015050		4,673.72
2707	THE LAWNSCAPE COMPANY, INC.	E	4/25/2022			015051		12,086.50
2767	BRENNTAG SOUTHWEST, INC	E	4/25/2022			015052		3,548.20
2960	PACE ANALYTICAL SERVICES LLC	E	4/25/2022			015053		3,580.00
4307	HENRY KRAFT, INC.	E	4/25/2022			015054		47.72
5640	WELLPATH LLC	E	4/25/2022			015055		54.00
5791	HOSPITAL DISTRICT #1 OF CRAWFO	E	4/25/2022			015056		240.60
5855	STERICYCLE, INC.	E	4/25/2022			015057		79.95
6402	BEAN'S TOWING & AUTO BODY	E	4/25/2022			015058		5,154.52
7167	QUADIENT LEASING USA INC	E	4/25/2022			015059		345.93

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7195	STANDARD AND POOR'S FINANCIAL	E	4/25/2022			015060		13,063.00
7284	TRANSYSTEMS CORPORATION	E	4/25/2022			015061		19,522.50
7427	OLSSON INC	E	4/25/2022			015062		2,835.00
7540	THOMAS W NICHOLS	E	4/25/2022			015063		180.00
7629	EARLES ENGINEERING & INSPECTIO	E	4/25/2022			015064		4,218.00
7655	HW ACQUISITIONS, PA	E	4/25/2022			015065		265.25
8046	CONVERGEONE, INC.	E	4/25/2022			015066		225.00
8246	BETHANY ANN BROOKS	E	4/25/2022			015067		859.02
8484	CUSTOM CAGE OF MISSOURI LLC	E	4/25/2022			015068		3,880.00
8548	ISELA AYALA	E	4/25/2022			015069		50.00
8563	CHEMUNG SUPPLY CORP	E	4/25/2022			015070		4,252.54
8211	UMB BANK N.A.	E	4/28/2022			015071		36,915.58
6528	GALE GROUP/CENGAGE	E	5/02/2022			015073		173.16
8236	NORTHGATE ASSOCIATES LLC	E	5/02/2022			015074		8,068.28
8467	WASTE CORPORATION OF KANSAS, L	E	5/02/2022			015075		1,003.20
8560	SOUTHERN UNIFORM AND TACTICAL,	E	5/02/2022			015076		613.68
0038	LEAGUE OF KANSAS MUNICIPALITIE	E	5/02/2022			015077		50.00
0046	ETTINGERS OFFICE SUPPLY	E	5/02/2022			015078		245.36
0054	JOPLIN SUPPLY COMPANY	E	5/02/2022			015079		4,426.88
0055	JOHN'S SPORT CENTER, INC.	E	5/02/2022			015080		150.00
0101	BUG-A-WAY INC	E	5/02/2022			015081		120.00
0105	PITTSBURG AUTOMOTIVE	E	5/02/2022			015082		701.58

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0112	MARRONES INC	E	5/02/2022			015083		34.37
0128	ASCENSION VIA CHRISTI HOSPITAL	E	5/02/2022			015084		577.00
0135	PITTSBURG AREA CHAMBER OF COMM	E	5/02/2022			015085		330.00
0207	PEPSI-COLA BOTTLING CO OF PITT	E	5/02/2022			015086		60.50
0335	CUSTOM AWARDS, LLC	E	5/02/2022			015087		25.00
0422	DEMCO, INC	E	5/02/2022			015088		41.53
0577	KANSAS GAS SERVICE	E	5/02/2022			015089		11,514.19
0746	CDL ELECTRIC COMPANY INC	E	5/02/2022			015090		75.00
0866	AVFUEL CORPORATION	E	5/02/2022			015091		36,584.32
1792	B&L WATERWORKS SUPPLY, LLC	E	5/02/2022			015092		5,262.36
2186	PRODUCERS COOPERATIVE ASSOCIAT	E	5/02/2022			015093		220.00
6230	THE MAZUREK LAW OFFICE LLC	E	5/02/2022			015094		250.00
6595	AMAZON.COM, INC	E	5/02/2022			015095		14,368.36
7100	FIRST UNITED METHODIST CHURCH	E	5/02/2022			015096		7,414.40
7151	QUADIENT FINANCE USA INC	E	5/02/2022			015097		1,300.00
7427	OLSSON INC	E	5/02/2022			015098		4,182.21
7559	MEGAN LYNN MUNGER	E	5/02/2022			015099		174.00
8046	CONVERGEONE, INC.	E	5/02/2022			015100		225.00
8325	FLEET FUELS LLC	E	5/02/2022			015101		25.90
8376	BUSINESS ORIENTED SOFTWARE SOL	E	5/02/2022			015102		966.68
8548	ISELA AYALA	E	5/02/2022			015103		25.00
6154	4 STATE MAINTENANCE SUPPLY INC	R	4/22/2022			190886		117.48

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	A-1 MINI STORAGE	R	4/22/2022			190887		55.00
2876	CRAIG FARNSWORTH	R	4/22/2022			190888		308.00
8475	AMERICAN LAWN & LANDSCAPE, INC	R	4/22/2022			190889		360.00
7856	BARDAVON HEALTH INNOVATIONS, L	R	4/22/2022			190890		300.00
4050	CITRIX SYSTEMS INC	R	4/22/2022			190891		5,060.00
5283	CLASS LTD	R	4/22/2022			190892		80.40
8576	FRANK R CORDEN	R	4/22/2022			190893		60.00
8019	CORNERSTONE REGIONAL SURVEYING	R	4/22/2022			190894		3,500.00
0497	CRAWFORD COUNTY DISTRICT COURT	R	4/22/2022			190895		36.00
8165	VANESSA DE LUNA	R	4/22/2022			190896		37.50
1108	EVERGY KANSAS CENTRAL INC	R	4/22/2022			190897		3,421.56
1900	ICMA	R	4/22/2022			190898		1,395.62
6196	KANSAS MUNICIPAL JUDGES ASSOCI	R	4/22/2022			190899		25.00
8431	CHARLES KITCHIN	R	4/22/2022			190900		80.00
8577	BENJAMIN ALDEN MARSH	R	4/22/2022			190901		75.00
8571	DILLION MCKINZIE	R	4/22/2022			190902		60.00
8505	PITTSBURG PUBLISHING COMPANY,	R	4/22/2022			190903		417.00
7480	RODGER PETRAIT	R	4/22/2022			190904		140.00
0175	REGISTER OF DEEDS	R	4/22/2022			190905		20.00
6783	ROCKMOUNT RESEARCH & ALLOYS IN	R	4/22/2022			190906		262.22
8037	SEECCLICKFIX INC	R	4/22/2022			190907		14,490.00
3069	VIA CHRISTI PROFESSIONAL SERVI	R	4/22/2022			190908		45.45

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 BMO HARRIS BANK

DATE RANGE: 4/20/2022 THRU 5/03/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8569	REGANA WEST	R	4/22/2022			190909		80.00
6088	1ST DUE EMERGENCY RESPONSE SOL	R	4/29/2022			190920		267.27
6154	4 STATE MAINTENANCE SUPPLY INC	R	4/29/2022			190921		160.96
5561	AT&T MOBILITY	R	4/29/2022			190922		136.20
6545	CENTER POINT INC	R	4/29/2022			190923		70.31
7517	CRAW-KAN TELEPHONE COOPERATIVE	R	4/29/2022			190924		11,825.00
1	DAINTY, ZACH	R	4/29/2022			190925		15.00
1108	EVERGY KANSAS CENTRAL INC	R	4/29/2022			190926		79,946.34
0118	FED EX	R	4/29/2022			190929		38.38
8488	FIRE MASTER FIRE EQUIPMENT, IN	R	4/29/2022			190930		907.90
6620	FLEET PRIDE INC	R	4/29/2022			190931		277.83
1	HARRIS, SARAH LAVERNE	R	4/29/2022			190932		276.00
1545	JRB INDUSTRIES INC	R	4/29/2022			190933		12,400.00
8431	CHARLES KITCHIN	R	4/29/2022			190934		80.00
8417	FRED LUNDIEN	R	4/29/2022			190935		75.00
8577	BENJAMIN ALDEN MARSH	R	4/29/2022			190936		75.00
8571	DILLION MCKINZIE	R	4/29/2022			190937		80.00
8505	PITTSBURG PUBLISHING COMPANY,	R	4/29/2022			190938		222.40
1	OTTER, CINDY	R	4/29/2022			190939		50.00
8415	PAR TRAINING AND PROPS	R	4/29/2022			190940		2,700.00
1	PATTON, NEIL	R	4/29/2022			190941		1,000.00
7480	RODGER PETRAIT	R	4/29/2022			190942		140.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0188	SECRETARY OF STATE	R	4/29/2022			190943		25.00
8581	THE DUGOUT SPORT SHOP INC	R	4/29/2022			190944		1,319.00
5589	CELLCO PARTNERSHIP	R	4/29/2022			190945		112.37
8586	WILLIAM R. BURLINGAME	R	4/29/2022			190946		14,559.92
0497	CRAWFORD COUNTY DISTRICT COURT	R	5/03/2022			190958		36.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	50	157,222.11	0.00	157,222.11
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	11	205,427.23	0.00	205,427.23
EFT:	76	239,276.79	0.00	239,276.79
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00
TOTAL ERRORS:	0			

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99 BANK: 80144TOTALS:	137	601,926.13	0.00	601,926.13
BANK: 80144 TOTALS:	137	601,926.13	0.00	601,926.13

VENDOR SET: 99 City of Pittsburg, KS
BANK: EFT MANUAL EFTS
DATE RANGE: 4/20/2022 THRU 5/03/2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7839	VISION SERVICE PLAN INSURANCE	E	4/29/2022			015072		1,833.88

* * 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:		1		1,833.88	0.00	1,833.88
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:	1		1,833.88	0.00	1,833.88
BANK: EFT	TOTALS:	1		1,833.88	0.00	1,833.88

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1982	KENNETH N STOTTS, SR	E	5/03/2022			015187		440.00
3668	MID AMERICA PROPERTIES OF PITT	E	5/03/2022			015188		2,549.00
6298	L. KEVAN SCHUPBACH	E	5/03/2022			015189		510.00
6464	PRO X PROPERTY SOLUTIONS, LLC	E	5/03/2022			015190		397.00
6926	MARTIN KYLE SAYRE	E	5/03/2022			015191		179.00
8080	SUNNYVALE INVESTMENT PROPERTIE	E	5/03/2022			015192		288.00
8549	JENNIFER STOOKEY	E	5/03/2022			015193		750.00
4636	EVERGY KANSAS CENTRAL INC. (HA	R	5/02/2022			190957		85.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	85.00	0.00	85.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	7	5,113.00	0.00	5,113.00
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: EHV TOTALS:	8	5,198.00	0.00	5,198.00
BANK: EHV TOTALS:	8	5,198.00	0.00	5,198.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5906	JOHN HINRICHS	E	5/03/2022			015104		181.00
5961	LAWRENCE A VANBECELAERE	E	5/03/2022			015105		61.00
7717	LAWRENCE E GIGER	E	5/03/2022			015106		665.00
7837	MARJI RENTALS, LLC	E	5/03/2022			015107		273.00
8498	PITTSBURG HIGHLANDS GP, LLC	E	5/03/2022			015108		2,390.00
8512	GORILLA GRIP LLC	E	5/03/2022			015109		987.00
8580	GARY MORRISON REAL ESTATE, INC	E	5/03/2022			015110		729.00
8583	WILSON INVESTMENTS, LLC	E	5/03/2022			015111		216.00
0372	CONNER REALTY	E	5/03/2022			015112		914.00
1008	BENJAMIN M BEASLEY	E	5/03/2022			015113		1,027.00
1231	JOHN LOVELL	E	5/03/2022			015114		205.00
1609	PHILLIP H. O'MALLEY	E	5/03/2022			015115		3,245.00
2542	YOST PROPERTIES	E	5/03/2022			015116		28.00
3082	JOHN R JONES	E	5/03/2022			015117		334.00
3142	COMMUNITY MENTAL HEALTH CENTER	E	5/03/2022			015118		1,050.00
3162	TOM YOAKAM	E	5/03/2022			015119		900.00
3218	CHERYL L BROOKS	E	5/03/2022			015120		222.00
3272	DUNCAN HOUSING LLC	E	5/03/2022			015121		2,756.00
3273	RICHARD F THENIKL	E	5/03/2022			015122		656.00
3294	JOHN R SMITH	E	5/03/2022			015123		170.00
3668	MID AMERICA PROPERTIES OF PITT	E	5/03/2022			015124		11,173.00
4054	MICHAEL A SMITH	E	5/03/2022			015125		619.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4492	PITTSBURG SENIORS LP	E	5/03/2022			015126		3,061.00
5393	ANGELES PROPERTIES LLC - HAP	E	5/03/2022			015127		2,123.00
5549	DELBERT BAIR	E	5/03/2022			015128		282.00
5656	EARL L. HARTMAN	E	5/03/2022			015129		3,410.00
5658	DEANNA J HIGGINS	E	5/03/2022			015130		582.00
5676	BARBARA TODD	E	5/03/2022			015131		23.00
5796	JOHN A ESLICK	E	5/03/2022			015132		470.00
5817	JAMA ENTERPRISES LLP	E	5/03/2022			015133		288.00
5834	DENNIS TROUT	E	5/03/2022			015134		403.00
5957	PASTEUR PROPERTIES	E	5/03/2022			015135		3,332.00
6090	RANDAL BENNEFELD	E	5/03/2022			015136		178.00
6161	MICHAEL J STOTTS	E	5/03/2022			015137		165.00
6269	EDWARD SWOR	E	5/03/2022			015138		353.00
6298	L. KEVAN SCHUPBACH	E	5/03/2022			015139		8,599.00
6333	JANA DALRYMPLE	E	5/03/2022			015140		617.00
6394	KEVIN R. HALL	E	5/03/2022			015141		3,001.00
6441	HEATHER MASON WHITE	E	5/03/2022			015142		980.00
6464	PRO X PROPERTY SOLUTIONS, LLC	E	5/03/2022			015143		11,271.00
6673	JUDITH A COLLINS	E	5/03/2022			015144		176.00
6694	DELBERT BAIR	E	5/03/2022			015145		464.00
6708	CHARLES R. MERTZ	E	5/03/2022			015146		410.00
6877	CHRISTOPHER KYLE BATTAGLIA	E	5/03/2022			015147		846.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6886	DELBERT BAIR	E	5/03/2022			015148		472.00
6916	STILWELL HERITAGE & EDUCATIONA	E	5/03/2022			015149		1,527.00
7083	PITTSBURG HEIGHTS, LP	E	5/03/2022			015150		4,170.00
7112	RANDY VILELA BODY REPAIR, TRU	E	5/03/2022			015151		442.00
7294	AMMP PROPERTIES, LLC	E	5/03/2022			015152		848.00
7312	JASON HARRIS	E	5/03/2022			015153		480.00
7326	RANDY ALLEE	E	5/03/2022			015154		287.00
7431	R&R RENTALS OF PITTSBURG LLC	E	5/03/2022			015155		153.00
7524	SOUTHEAST KANSAS COMMUNITY ACT	E	5/03/2022			015156		289.00
7554	TRAVIS R RIDGWAY	E	5/03/2022			015157		545.00
7582	KIRK A DUNCAN	E	5/03/2022			015158		661.00
7587	DAVID RUA	E	5/03/2022			015159		478.00
7612	ENDICOTT RENTALS, LLC	E	5/03/2022			015160		567.00
7645	SEWARD RENTALS, LLC	E	5/03/2022			015161		967.00
7654	A & R RENTALS, LLC	E	5/03/2022			015162		1,874.00
7669	CHARLES GILMORE	E	5/03/2022			015163		533.00
7741	SUSAN E ADAMS	E	5/03/2022			015164		181.00
7805	KIRK DARROW	E	5/03/2022			015165		366.00
7864	CB HOMES LLC	E	5/03/2022			015166		800.00
7866	JAMES MICHAEL HORTON	E	5/03/2022			015167		1,961.00
7918	CITY OF LEAVENWORTH	E	5/03/2022			015168		1,084.34
7965	JAVA PROPERTIES LLC	E	5/03/2022			015169		491.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8005	REMINGTON SQUARE APARTMENTS OF	E	5/03/2022			015170		6,923.00
8080	SUNNYVALE INVESTMENT PROPERTIE	E	5/03/2022			015171		4,167.00
8174	MICHAEL A SMITH	E	5/03/2022			015172		547.00
8302	PAUL CHRISTMAN	E	5/03/2022			015173		513.00
8329	CHARLES P. SIMPSON	E	5/03/2022			015174		472.00
8402	BEVERLY D PETERSON	E	5/03/2022			015175		767.00
8403	SETH P GOLLHOFER	E	5/03/2022			015176		204.00
8426	JOHN F KENNEDY	E	5/03/2022			015177		484.00
8455	WILLIAM JOSHUA JAMESON	E	5/03/2022			015178		562.00
8492	RUSSELL F. MIZE	E	5/03/2022			015179		514.00
8502	JON BARTLOW	E	5/03/2022			015180		262.00
8552	TAMARA ROGERS	E	5/03/2022			015181		288.00
6152	MARTHA R CAMPBELL	R	5/02/2022			190947		353.00
6585	CLASS HOMES 1 LLC	R	5/02/2022			190948		111.00
4636	EVERGY KANSAS CENTRAL INC. (HA	R	5/02/2022			190949		1,576.00
7616	STEVE KUPLEN	R	5/02/2022			190950		229.00
8177	MISSISSIPPI REGIONAL HOUSING A	R	5/02/2022			190951		494.38
8427	RENT-MOORE LLC	R	5/02/2022			190952		625.00
1800	DAN R. RODABAUGH	R	5/02/2022			190953		447.00
6451	NAZAR SAMAN	R	5/02/2022			190954		1,328.00
0472	LARRY SPRESSER	R	5/02/2022			190955		472.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
* * T O T A L S * *								
		NO		INVOICE AMOUNT		DISCOUNTS		CHECK AMOUNT
	REGULAR CHECKS:	9		5,635.38		0.00		5,635.38
	HAND CHECKS:	0		0.00		0.00		0.00
	DRAFTS:	0		0.00		0.00		0.00
	EFT:	78		104,714.34		0.00		104,714.34
	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: HAP TOTALS:	87		110,349.72		0.00		110,349.72
	BANK: HAP TOTALS:	87		110,349.72		0.00		110,349.72

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8456	DIAMOND SENIOR DEVELOPMENT PIT	E	5/03/2022			015182		1,053.00
1874	HIGHLAND MEADOWS OF KS	E	5/03/2022			015183		1,178.00
5534	SYCAMORE VILLAGE RES LP	E	5/03/2022			015184		468.00
5656	EARL L. HARTMAN	E	5/03/2022			015185		700.00
5957	PASTEUR PROPERTIES	E	5/03/2022			015186		450.00
6451	NAZAR SAMAN	R	5/02/2022			190956		685.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	685.00	0.00	685.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	5	3,849.00	0.00	3,849.00
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: TBRA TOTALS:	6	4,534.00	0.00	4,534.00
BANK: TBRA TOTALS:	6	4,534.00	0.00	4,534.00
REPORT TOTALS:	239	723,841.73	0.00	723,841.73

Passed and approved this 10th day of May, 2022.

Cheryl L. Brooks, Mayor

ATTEST:

Tammy Nagel, City Clerk



Memorandum

TO: Daron Hall, City Manager

FROM: Blake Benson, Economic Development Director

DATE: May 4, 2022

SUBJECT: May 10, 2022 Agenda Item
Blue Spoon Properties, LLC request

Christina Oberle and Brenda Davis, owners of The Blue Spoon Properties, LLC, have announced plans to acquire and improve the property at 618 North Broadway. This represents a \$314,000 investment, which will then serve as a retail storefront for Oberle and Davis' catering, food truck and small market business, along with three apartment Airbnb locations. A recent search indicated there are very few existing Airbnb properties in Pittsburgh.

The expenses associated with improving the property include significant infrastructure costs related to electrical, plumbing and roof repair work.

The Blue Spoon Properties, LLC, applied for an economic development incentive package to help offset a portion of these infrastructure costs, as the owners anticipate this project will allow them to significantly grow their retail storefront business, which will also create 4-5 additional jobs. The Economic Development Advisory Committee (EDAC) considered this request at its April 6 meeting and voted to recommend allocating \$30,000 (roughly 10% of the total project value) to be used specifically for infrastructure costs, including electrical, plumbing and roof repair work.

Please place this item on the agenda for the City Commission meeting scheduled for Tuesday, May 10, 2022. Action being requested is approval or denial of the EDAC recommendation to allocate \$30,000 to be used specifically for infrastructure work to support the Blue Spoon Properties, LLC project.



**APPLICATION FOR LOAN
CITY OF PITTSBURG, KANSAS
ECONOMIC DEVELOPMENT REVOLVING LOAN FUND
(SALES TAX)**

I. GENERAL INFORMATION

- | | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 1. | The Blue Spoon Properties, LLC
Name of Applicant Firm | 4/1/2022
Date of Request |
| 2. | 618 N Broadway Pittsburg KS 66762
Firm Address | 6208753820
Firm Phone Number |
| 3. | Names and addresses of all persons or corporation who would be obligated as either applicant or personal guarantors of loans: | |
| | Brenda Davis
Name | 614 W Jefferson Pittsburg Ks
Address |
| | Christina Oberle
Name | 614 W Jefferson Pittsburg KS
Address |
| 4. | Names and addresses of the principal officers and directors of the applicant: | |
| | Name | Address |
| | Name | Address |
| | Name | Address |
| 5. | Nature of applicant's business: To enhance the property at 618 N Broadway, which will house the local business, The Blue Spoon.
Will will also operate 3 - Airbnbs on site. | |
| 6. | The products to be assembled or manufactured or service to be rendered:
acai bowls, salads, charcuterie, party trays, rice bowls, salad bar, mac and cheese bar
small market
food truck and catering business (already established) | |
| 7. | Applicant's Attorney | Phone Number |
| 8. | Melissa Wise
Applicant's Financial Advisor | (620) 223-1125
Phone Number |

9. Melissa Wise (620) 223-1125
Applicant's Accountant Phone Number
10. Estimated amount of loan: \$ N/A
11. Number of years to retire loan: _____
12. List previous loans and credit references:

II. USE OF LOAN PROCEEDS

1. Amount requested for purchase of land: \$ 100,000
2. Amount requested for land improvements (bldgs): \$ 184,100
3. Amount requested for machinery and equipment: \$ 30,000
4. Capitalized debt service: \$ _____
5. Loan closing costs: \$ _____
6. Working capital: \$ _____
7. Other (specify) \$ _____
- TOTAL REQUEST: \$ 314,100

III. LOAN PROPOSAL

1. Will the loan refinance an existing project? N/A
2. Will the loan proceeds be used to expand or replace an existing facility? _____
3. Is the applicant presently located in the City of Pittsburg? _____
4. What type and size of building will be constructed? _____

5. Name and address of contractor and/or architect:

6. What type of equipment will be financed? _____

7. If the applicant will be in direct competition with local firms,

(a) Name of firms: _____

(b) Describe nature of the competition: _____

IV. LOAN ANALYSIS

1. Has a financial advisor submitted an analysis indicating the need for the loan, the advisability of the loan or benefit to the applicant of the loan?

N/A

(If yes, attach a copy to this application.)

2. Has additional financing, whether internally generated or through other loans, been arranged? (If yes, explain on an attached sheet)

3. Has the applicant investigated conventional financing?

V. PROPOSED LOCATION

1. Location of the proposed facility: 618 N Broadway

2. If the facility is a proposed expansion or replacement of another plant, state size and location of current operations:

N/A

3. What percentage of the facility will be occupied by the applicant? all

4. Is the prospective location properly zoned? commercial

5. If a zoning change is pending, cite application number and present status. If application has not been made, briefly describe what change will be needed and plans for submitting application:

6. If unusual demands for water or sewer services or police or fire protection will be made, specify the demands:

VI. OWNERSHIP AND MANAGEMENT

1. Describe the organizational structure of applicant (proprietorship, partnership, subsidiary, corporation, etc.):

S Corp LLC

Note relationship to a parent company: _____

2. What portion of the project is being financed from other company funds (in addition to this loan)?

\$ 66,000

Please explain loan for equipment and personal loan for contractors

3. Describe all threatened or outstanding litigation

N/A

4. Attach proforma statements for the first three (3) years of operation after issuance of the loan, including revenue projections, operating expense projections and a debt amortization schedule.

VII. MEASURE OF ECONOMIC GROWTH AND BENEFIT

1. What dollar amount of sales is contemplated? 300,000
2. What percentage of sales will be sold locally? all

3. What is the estimated amount of merchandise and services purchased locally, per year?
50%

4. How many people will the project employ:
- | | | |
|-------|---------------|------------|
| Type: | Professional | _____ |
| | Technical | _____ |
| | Clerical | _____ |
| | General Labor | 3
_____ |
5. Number of current full-time employees at applicant's present location: 3

6. What is ratio of loan fund dollars to jobs created? will hire atleast 4 or 5 people

VIII. In order to facilitate the timely processing of the application, please attach as part of the proposal the following items:

1. Copies of applicant's financial statements for the past three years certified as correct by the owner or an authorized officer.
2. Applicant's most recent annual or quarterly financial report.
3. Interim financial statements, to date, for the current fiscal year.
4. Financial statements, current to date, for each personal guarantor, on forms, certified by a Certified Public Accountant or the guarantor.
5. Copies of both federal and state income tax returns filed by applicant and each personal guarantor during the past three years.
6. In certain cases, due to the size of the loan, audited financials may be required.
7. Completed business plan with three year financial projections.
8. Loan (if approved) must be personally guaranteed.

IX. Applicant should be aware that additional financial data shall be required if requested by the City Manager, City Attorney or any other persons authorized by the City of Pittsburg, Kansas, including the Economic Development Revolving Loan Fund (Sales Tax) Committee (EDAC).

X. Attached hereto is a copy of the Collateral Requirements for the Economic Development Revolving Loan Fund (Sales Tax) for informational purposes. HOWEVER, APPLICANT ACKNOWLEDGES AND AGREES THAT SAID REQUIREMENTS AS WELL AS THIS APPLICATION ARE A SET OF GUIDELINES AND ANY OF THE PROVISIONS STATED THEREIN MAY BE WAIVED OR ADDED TO AT THE DISCRETION OF THE PITTSBURG CITY COMMISSION.

- XI. EACH APPLICANT ALSO EXPRESSLY AGREES AND UNDERSTANDS THAT THE CITY'S MONETARY PLEDGE OF MONIES FROM THE FUND AND COMMITMENTS MADE IN ANY AGREEMENT SHALL BE CONTINGENT UPON THE CITY CONTINUING TO COLLECT THE ONE-HALF CENT CITY RETAILERS' SALES TAX; AND APPLICANT ACKNOWLEDGES THAT SAID SALES TAX MAY BE DISCONTINUED AS PROVIDED BY THE PROVISIONS OF K.S.A. 12-187 et. seq. AND AMENDMENTS THERETO, AT ANY TIME.


Signature

5/4/2022

Date

owner

Title

BUSINESS PLAN

for The Blue Spoon

Last Updated:
February 25, 2022

Contact Info:
Christina Oberle or Brenda Davis
614 W Jefferson St • Pittsburg, KS
620•875•3820
thebluespoonllc@gmail.com
thebluespoonkitchen.com

We created The Blue Spoon in the summer of 2017. In the beginning it was just a fun side job and second income. It quickly grew into a business people desired. We got to the point we were telling people no more than yes. As it continued to grow over the years we realized we could make this our full time job. In April 2021 we left our jobs of 19 and 11 years to pursue this dream!

What is The Blue Spoon, you might ask? It started as a food truck and has progressed into a food truck and custom catering business that also offers daily lunches for delivery.

Our ideal goal, with this new adventure, for The Blue Spoon is to better serve the people of Pittsburg. We outgrew our catering kitchen in less than a year but we also want to provide more. The daily lunch deliveries, we currently offer, showed us there's a real need for grab-and-go fast paced lunch ideas. We will have a grab-and-go storefront including ready-made, healthier lunch options for the people of Pittsburg and surrounding areas to enjoy! We will also have 3 Airbnb apartments above for those traveling in.

INDUSTRY SNAPSHOT

Total Industry Revenue in 2021: 15.4B

Projected Revenue trend over next 5 years: up 2.6%

Key Factors for Catering Success: Consumer Spending, Corporate Profit, household spending is up

Industry Customer Profile: Tradeshow Hosts, Weddings, Social Organizations, Corporate Companies, Concert/Event hosts, consumers

Regulatory: USDA Health Inspection requirements followed by the State of KS

Intellectual Property Snapshot: We will trademark our logo.

Legal Business Structure: LLC S Corp

Brenda Davis 60% owner

Christina Oberle 40% owner

Competitive Environment

Main Competitors: Gas Stations/Grocery Stores - anywhere with ready-to-eat items
Consumers in whole are favoring more healthy foods - our grab-and-go options are healthy and made from all-fresh ingredients.

Pricing: Generally our prices will favor or be less, in most cases, than our competitors with the result of healthier, more fresh, food.

Primary Competitive Advantage

Quality and Consistency - our options will favor that of the competition due mainly to quality and freshness guarantees. Consistency will also be a key factor in gaining and retaining a customer base.

Target Customer Profile

Who They Are: as a caterer the customer list is very broad. We would sell to individuals walking in off the street, families in need of party foods, businesses wanting to treat their employees, wedding couples... the list goes on and on. There is not a demographic when it comes to catering customers. All people need catering at times.

Where Customers Are Located: I believe we will gain customers from the surrounding areas of Pittsburg, Cherokee, Columbus, Parsons, Fort Scott, Girard, even Joplin.

Promotion: How/Where we will sell:

Physical Storefront : grab and go lunch, take and bake dinner along with party trays and platters for special order.

Food Truck: special event coordination.

Catering: Contract ordering for special event catering.

Market Size in Targeted Area: US Industry \$15.4B - we represent 20% of the industry, so our relative US industry is \$3.08B. Taking a step further, KS is only 1% of the US Market, making our relative Market Size \$30.8M - in which SEK is 1% of KS - making our "fair share" \$308,000.

Customers will primarily buy from us because:

Price: Availability/Speed of Response Time, Quality, Consistency, Small Local Business

Assuming based on past experience with us, word of mouth and daily lunch deliveries currently being offered.

Our Main Marketing Message to Customers will be:

GOOD MOOD FOOD - the only food worth eating is that which makes you happy!

Exit Plan: We plan to build the business up and hand it over to our children in 15 years.

Financials/Profitability Outlook:

Total Upfront Expenses Needed to Launch Expansion:

Expense Breakdown

Remodel Cost Storefront:

Kitchen Floor - \$7,600

Roof Repair - \$10,000

Plumbing - \$15,000

Electrical - \$17,000

General remodel - \$25,000

HVAC - \$21,000

Reface Front Building - \$20,000

Equipment Cost

Stove, Griddle, Dishwasher, etc \$30,000

Purchase Cost

Cost of Building \$100,000

\$20,000 down prepaid by owner

Remodel Cost Apartments:

Handyman for 3 apartments \$20,000

Appliances - \$6,000

HVAC - \$15,000

Furnish 3 apartments - \$20,000

New Windows - \$2500

Electrical - \$5000

Source of Funds - \$314,100

Owner Contribution to Project

\$20,000 downpayment for building

\$50,000 owner savings

Additional already secured/agreed source funding

\$20,000 gift from a relative

\$124,000 credit already obtained

Total Remaining to Raise \$128,100

\$100,000 sale of property currently occupied

Leadership Team

Brenda Davis, owner

Functional Lead:

Human Resources/Staffing

Head Chef

Operations Manager

Relevant Experience:

Lead/Supervisor of the Finish Department for 8 years at Millers

Head Chef and Staffing for The Blue Spoon for 5 years

Brenda came from a family of restaurant owners and started her love for the business when she was 5 years old rolling silverware for her grandparents.

Christina Oberle, owner

Functional Lead:

Financial Officer

Event Scheduling

Marketing

Relevant Experience:

Customer Service at Millers for 10+ years

Christina has a love for design/graphics due to her background in photography. Christina does all the graphics and marketing for The Blue Spoon for the last 5 years.

Advisory Board and other Key resources

Melissa Wise, CPA

completes all payroll, quarterly tax, fiscal year taxes and plays an important role in key decision making

Mike Reed, father to Brenda

We go to Mike with all business ideas and always seek his advice when making big decisions.

Dacia Clark - Small Business Development Center

Business plan help and cash flow preparation.

The Blue Spoon

3 year Sales Projection

Grab-and-go lunches: daily sales

$$50/\text{day} \times 5 \text{ days} \times \$10 = \$2,500$$

$$\text{cost} = \$625$$

$$\text{Rev} = \$130,000 / \text{per year profit} = \$97,500$$

Take-and-bake dinners: daily sales

$$10/\text{day} \times 5 \text{ days} \times \$45 = \$2,250$$

$$\text{cost} = \$562.50$$

$$\text{Rev} = \$117,000 / \text{per year profit} = \$87,750$$

Party Trays: seasonal

$$200/\text{year} \times \text{average price } \$62.50 = \$25,000$$

$$\text{cost} = \$10,000$$

$$\text{per year profit} = \$15,000$$

Contract Catering: by bid

$$\text{Average } \$14/\text{pp} \times 40 \text{ bids} \times \text{avg } 100 \text{ ppl} = \$56,000$$

$$\text{cost } \$19,600$$

$$\text{per year profit} = \$36,400$$

Food Truck: seasonal

$$20 \text{ events} \times \text{avg } \$2500 = \$50,000$$

$$\text{cost} = \$12,500$$

$$\text{per year profit} = \$37,500$$

Airbnb: weekly

$$2 \text{ days per week} \times \$125 \text{ average nightly} \times 3 \text{ apts} = \$750/\text{week}$$

$$\text{cost} = \$400/\text{mo utilities and ins}$$

$$\text{Revenue} = \$39,000 / \text{Profit per year} = \$34,200$$

$$\text{Revenue per year} = \$417,000$$

$$\text{Profit per year} = \$308,350$$

average growth for the industry is 2.6% per year

The Blue Spoon Menu's

Last Updated:
February 25, 2022

Food Truck

Mac 'n Cheese - homemade mac, pulled pork mac, taco mac, broccoli mac, chicken mac, buffalo mac, lobster mac • ranges \$6-\$13

Nachos - chicken bacon ranch, ultimate beef, pulled pork • \$11 each

Fresh-Cut Fries - chicken bacon ranch, buffalo, loaded, taco • \$12 each

Funnel Cakes - regular, cinnicakes, blueberry, maple bacon • ranges \$6- \$9

Party Trays

Charcuterie - \$80

Fruit - \$70

Veggie - \$50

Sweet & Savory - \$50

Pinwheels - \$80

Formal Catering

No set pricing here as we custom cater and no meal is ever the same.

A good average would be \$14 per person.

INTEROFFICE MEMORANDUM

To: Daron Hall, Tammy Nagel

From: Megan Keener

CC: Quentin Holmes

Date: May 3rd, 2022

Subject: Agenda Item: May 10th, 2022 - Increase Section 8 Payment Standards

The Pittsburg Public Housing Authority (PHA) is required to review HUD's Fair Market Rent (FMR) for Crawford County annually and they are published around September. According to the HUD federal regulation, the Section 8 payment standard must fall between 90% to 110% of the HUD FMR's. If the HUD FMR's increase, the PHA will have to adjust their payment standards effective at the beginning of each calendar year.

The PHA had to increase the payment standard this year to be within the federal regulation which took effective January 1, 2022. Due to the increase of rent in Pittsburg, the PHA is seeing an increase in tenants not qualifying for housing units with our current payment standards. The PHA reached out to our HUD representative on advice with this matter and they suggested that we increase our payment standards. With the advice from our HUD representative, the PHA is considering increasing our payment standard to take effective June 1, 2022. The PHA and our HUD representative believes that if we increase our payment standards to the full 110% of the HUD FMR's, our tenants will have an easier time leasing up due to the increase in rent prices.

Enclosed is a table showing our current payment standards vs the new proposed payment standards at 110%.

Action request is the review and approval by the Governing Body the new proposed payment standards to take effective June 1, 2022.

Sincerely,



Megan Keener

Housing Choice Voucher Program Manager

620-230-5572

megan.keener@pittks.org


enclosures:

- 1) Current Payment Standards vs New Proposed Payment Standards

Current Payment Standards vs New Proposed Payment Standards

Bedroom Size	Current Payment Standard	Requested Payment Standard at 110%	HUD's FMR
Efficiency	\$525	\$629	\$572
1 Bedroom	\$530	\$632	\$575
2 Bedroom	\$720	\$832	\$757
3 Bedroom	\$997	\$1,152	\$1,048
4 Bedroom	\$1,085	\$1,156	\$1,051

Interoffice Memorandum

To: Daron Hall, City Manager
CC: Tammy Nagel, City Clerk
From: Dexter Neisler, Zoning Administrator (DN:dg) 
Date: May 4, 2022
Subject: Agenda Item – May 10, 2022
Variance: 1011 E Centennial

The Planning Commission/Board of Zoning Appeals, in its meeting of April 25, 2022, considered a request submitted by Wal-Mart Real Estate Business Trust for a variance at 1011 E Centennial to allow for an expanded drive-up lane. After reviewing all evidence presented, the Planning Commission/Board of Zoning Appeals voted unanimously to recommend to the Governing Body **approval** of the request based on the following criteria:

Character of Neighborhood: This variance does not change the character of the neighborhood in any way.

Zoning and Nearby Property Use: This variance does not affect the use of any nearby property in any way.

Project Suitability for Proposed Use: This project is suitable for the proposed use as it does not change or affect any existing features including streets, drainage areas, or sanitary sewers.

Detrimental Affects to Nearby Properties: This variance will not pose any detrimental affects to any nearby properties.

Affects to Public Health, Safety, & Welfare: Public health, safety, and welfare will not be affected by this variance.

Staff Recommendation: Approve. This variance does not change or affect the character of the neighborhood.

In this regard, would you place this item on the agenda for the City Commission meeting scheduled for May 10, 2022.

Requested Action: For the Governing Body to approve or disapprove the variance submitted by Wal-Mart Real Estate Business Trust.

If you have any questions regarding this matter, please feel free to contact me at 620-230-5517.

Sincerely,

Dexter Neisler
Zoning Administrator

DN:dg 



Interoffice Memorandum

TO: DARON HALL
City Manager

FROM: MATT BACON
Director of Public Utilities

DATE: May 2nd 2022

SUBJECT: Agenda Item – May 10th 2022
Disposition of Bids
East Quincy Street Reconstruction Project- Joplin to Rouse

Bids were received on Wednesday, April 27th, 2022, for the East Quincy Street Reconstruction Project from Joplin Street to Rouse Street. This project will include 3 lanes with curb & gutter, an enclosed stormwater system for the length of the project, sidewalks on both sides of the street to provide connectivity to the City's existing trail network, utility improvements, acquisition of right-of-way and upgrading the existing Kansas City Southern Railroad signal to facilitate a future quiet zone. The City received three bids (see attached bid tab sheet). After reviewing all the bids received, staff is recommending that the bid be awarded to Amino Brothers Co. INC, of Kansas City KS, based on their low bid of \$5,573,899.07.

This project will be funded in part of KDOT's 2019 Cost Share Program. KDOT has allocated a maximum match of \$3,540,000.00 for the construction of the project. The City's share of the cost of the project will come from bonded funds.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, May 10th, 2022. Action being requested is to approve or disapprove staff's recommendation and, if approved, authorize the Mayor and City Clerk to execute the contract documents when prepared.

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

Attachment: Bid Tabulation



Bid Tab East Quincy Street Reconstruction Project

BIDDER	Bid Bond	Addendum #1	Addendum #2	Addendum #3	Road Portion	Water System	Lump Sum Bid
Amino Brothers Co	Yes	Yes	Yes	Yes	\$4,998,509.66	\$375,389.40	\$5,373,899.07
Sprouls	Yes	Yes	Yes	Yes	\$4,976,601.70	\$461,787.00	\$5,438,388.70
Mission Construction	Yes	Yes	Yes	Yes	\$5,844,663.14	\$496,800.00	\$6,341,463.14

Interoffice Memorandum

TO: DARON HALL
City Manager

FROM: MATT BACON
Director of Public Utilities

DATE: May 2nd 2022

SUBJECT: Agenda Item – May 10th 2022
Inspection Services Contract for East Quincy Street Reconstruction
Project- Joplin to Rouse

RPF for Inspection Services for the East Quincy Street Project were received on April 1st 2022. The city received a total of 3 different proposals from the City's On-call Engineering firms. The selection committee reviewed the proposals and met on Wednesday, April 27th, 2022. After reviewing the proposals, based on a number of factors, staff is recommending that the Inspection Service contract for East Quincy Street be awarded to TranSystems of Independence KS.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, May 10th, 2022. Action being requested is to approve or disapprove staff's recommendation and, if approved, authorize the Mayor and City Clerk to execute the contract documents when prepared.

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

City of Pittsburg, Kansas
2022 Budget Recap
As of April 30, 2022
33.33% of Fiscal Year has passed

Budgeted Funds	Un-Encumbered Cash Balance 1/1/2022	Revenues			Expenditures			Y-T-D Net	Un-Encumbered Cash Balance 4/30/2022
		Adopted Budget 2022	Y-T-D Revenues 4/30/2022	Percent Received	Adopted Budget 2022	Y-T-D Expenses 4/30/2022	Percent Used		
General Fund	\$ 8,925,273	\$ 24,906,886	\$ 11,055,215	44.39%	\$ 24,615,262	\$ 8,657,213	35.17%	\$ 2,398,002	\$ 11,323,275
Public Library	355,267	938,983	540,348	57.55%	962,539	301,649	31.34%	238,699	593,966
Public Library Annuity	-	100	-	0.00%	127,370	-	0.00%	-	-
Public Library Capital Improvments	56,449	90,000		0.00%		-	0.00%	-	56,449
Special Alcohol & Drug	47,546	110,000	29,629	26.94%	105,500	47,696	45.21%	(18,067)	29,479
Special Parks & Recreation	-	110,000	29,629	26.94%	110,000	29,629	26.94%	-	-
Street & Highway	209,876	1,060,250	462,988	43.67%	1,101,266	324,019	29.42%	138,969	348,845
Street & Highway Sales Tax	1,686,878	2,308,207	885,668	38.37%	2,674,000	171,229	6.40%	714,439	2,401,317
Section 8 Housing	42,487	1,734,025	502,166	28.96%	1,661,205	501,043	30.16%	1,124	43,611
Revolving Loan Fund	2,036,234	1,190,156	1,512,500	127.08%	572,712	128,946	22.51%	1,383,554	3,419,788
Debt Service	1,424,800	4,454,568	1,139,865	25.59%	4,100,962	564,143	13.76%	575,722	2,000,522
Public Utilities	5,069,653	8,806,857	3,015,441	34.24%	9,423,860	3,069,624	32.57%	(54,182)	5,015,471
Stormwater	454,330	870,500	292,116	33.56%	935,275	287,472	30.74%	4,644	458,974
Totals	\$ 20,308,793	\$ 46,580,532	\$ 19,465,563	41.79%	\$ 46,389,951	\$ 14,082,661	30.36%	\$ 5,382,902	\$ 25,691,695

*Sales Tax collections are 14.10% compared to same period in 2021