

CITY OF TONGANOXIE

September 8, 2020  
7:00 Regular Meeting



REMOTE MEETING – See City of Tonganoxie website at [www.tonganoxie.org](http://www.tonganoxie.org) for more information. There may be an audio recording of the meeting which will be utilized to prepare the meeting minutes.

Honorable David Frese, Mayor

Council Members

Rocky Himpel

Jacob Dale

Lisa Patterson

Loralee Stevens

Chris Donnelly

**Open Regular Meeting – 7:00 p.m.**

**I. Pledge of Allegiance**

**II. Approval of Minutes** – Regular meeting dated August 17, 2020

**III. Consent Agenda**

- a) Review bill payments

**IV. Old Business**

**V. New Business**

- a) Ordinance 1489: Authorizing the Issuance of \$310,000 Taxable Industrial Revenue Bonds Series 2020 (B&L Ventures, LLC)
- b) Resolution 09-20-01: Authorizing the Execution of a Cooperation Agreement Pertaining to Kansas Local Residential Housing Financing Between the City of Tonganoxie and Sedgwick County, Kansas & Shawnee County, Kansas
- c) Consider Approval of 2020 Salt Supplies Purchase
- d) Consider the Establishment of an Allocation/Review Committee for the Tonganoxie Business Grant Program Utilizing Funding from the Coronavirus Relief Fund
- e) City Manager Agenda
  - 1. Urgent Needs Grant Update
- f) City Attorney Agenda
- g) Mayor Pro Tem Agenda
- h) City Council Agenda
- i) Mayor Agenda

**VI. Information & Communications (No Action Required)**

**VII. Adjourn**

City Council Meeting Minutes  
August 17, 2020  
7:00 PM Regular Meeting

**I. Pledge of Allegiance**

- Mayor Frese opened the meeting at 7:00 p.m. and led the pledge of allegiance.
- Mayor Frese, Mr. Donnelly, Ms. Patterson, Mr. Himpel, Ms. Stevens, and Mr. Dale participated via Zoom. City Manager George Brajkovic, Assistant City Manager Dan Porter, Fire Chief John Zimbelman, Police Chief Greg Lawson, and City Attorney Anna Krstulic also participated via Zoom.

**II. Approval of Minutes – Regular meetings dated August 3, 2020**

- **Ms. Patterson made a motion to approve minutes from the regular meeting dated August 3, 2020.**
- **Ms. Stevens seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

**III. Consent Agenda**

- a) Review bill payments
- **Mr. Donnelly made a motion to approve the consent agenda.**
- **Ms. Patterson seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

**IV. Old Business**

**V. New Business**

- a) Resolution 08-20-01: Approval of Grant Administration Services Contract for CARES Act CRF Funding with Western Consultants  
Resolution 08-20-02: Contract 20-CV-120 with Department of Commerce and Electronic Transfer Forms for CDBG-CV Grant
- Mr. Brajkovic introduced these items together because both relate to small business grants. He explained that CARES Act CRF funding is the program that requires County reimbursement, while CDBG-CV is administered by the State Department of Commerce directly to the City. Western Consultants will provide grant administration services to the City for the small business grant program that is funded by both sources.
- **Mr. Donnelly made a motion to approve Resolution 08-20-01, approval of a Grant Administration Services Contract for CARES Act CFR Funding with Western Consultants.**
- **Ms. Patterson seconded the motion.**
- **Roll call vote of all ayes, motion carried.**
- **Ms. Patterson made a motion to approve Resolution 08-20-02, approving Contract 20-CV-120 with the Kansas Department of Commerce and the Electronic Transfer Forms for CDBG-CV Grant.**
- **Mr. Donnelly seconded the motion.**
- **Roll call vote of all ayes, motion carried.**
- b) Review Draft Mask Ordinance
- Mr. Brajkovic introduced the item.
- Ms. Krstulic explained that the draft ordinance essentially codifies the Governor's executive order regarding face masks in public places, as done by other communities in Kansas in counties that opted out of the Governor's executive order.
- Mr. Donnelly asked for more information about enforcement strategies by the Police Department.
- Police Chief Greg Lawson said that the Police Department would provide education prior to issuing tickets.

- Mr. Himpel said that he opposes the draft mask ordinance because the facts are iffy and he does not trust the media, he has concerns with the number of exemptions and when the ordinance ends, and the City does not have a health director or medical professional to rely upon.
- Mayor Frese said that he did not sense consensus or strong interest from a majority of the City Council in moving forward with the draft mask ordinance.

c) Review a Grant Opportunity with the FEMA Assistance to Firefighters Program

- Mr. Brajkovic introduced the item.
- Fire Chief Zimbelman described the FEMA Assistance to Firefighters grant program and said that staff are preparing to submit an application for lightweight gear that acts as personal protective equipment. He said that the City's 5% match requirement would be approximately \$1,000.
- Mayor Frese and Ms. Stevens thanked Chief Zimbelman and the Fire Department staff for their efforts to acquire grant funding.
- **Mr. Dale made a motion to support the Fire Department's application for an upcoming grant opportunity with the FEMA Assistance to Firefighters grant program.**
- **Ms. Stevens seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

d) Consider Draft Agreement to Utilize City Facilities for Hunter Safety Education Course in Fall 2020

- Mr. Brajkovic introduced the item.
- **Mr. Donnelly made a motion to approve the draft agreement to utilize City facilities for a Hunter Safety Education course in Fall 2020.**
- **Mr. Dale seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

e) [Moved to a) above.]

f) City Manager Agenda

1. CARES Act Coronavirus Relief Fund Update

- Mr. Brajkovic shared information about the CARES Act reimbursement request recently submitted to Leavenworth County.

2. Urgent Needs Grant Update

- Mr. Brajkovic said that the project contractor completed additional erosion control work authorized under Change Order #2.

3. Planning Commission Recruitment Update

- Mr. Porter said that three applications had been received for the two City resident positions with expired terms and no applications had been received for the one County resident position with an expired term. He said that staff will accept applications until September 2 if the Mayor and City Council agree.
- Ms. Patterson asked if the County resident position can be filled by someone who lives within City limits.
- Mr. Porter replied that according to state statute and the corresponding City Code provision and Planning Commission bylaws, the County resident position must not live within the City limits.

g) City Attorney Agenda

h) Mayor Pro Tem Agenda

- Mr. Himpel said that the City will present updated information for the sewer interceptor and the request for County funding to the Leavenworth County Port Authority on August 26.

i) City Council Agenda

- Mr. Dale said that he followed extensive discussions in the community on the topic of the draft mask ordinance, and it is unfortunate that the community is not united in support for protection of public health. He encouraged everyone to do their part by wearing a mask to help prevent the spread of COVID.
- Ms. Stevens said that her father, who was a medical professional in Tonganoxie for many years, would have been a strong proponent of safety efforts such as wearing a mask in public places. She noted that we are fortunate to have rights in this country and that involves responsibilities to people who fought for those rights.
- Robert Brock addressed the City Council in opposition to a proposed mask ordinance.

j) Mayor Agenda

**VI. Information & Communications (No Action Required)**

**VII. Adjourn**

- **Ms. Patterson made a motion to adjourn the meeting.**
- **Mr. Donnelly seconded the motion.**
- **Roll call vote of all ayes, motion carried.**
- **Meeting adjourned at 8:08 p.m.**

Respectfully submitted,



Dan Porter, Assistant City Manager



City of Tonganoxie, KS

Date Range: 08/15/2020 - 09/02/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0415	LITTLE JOE'S ASPHALT, INC.	08/31/2020	Regular	0	217233.75	47869
0059	Kansas City Board of Public Utilities	08/21/2020	Regular	0	26037.15	47845
0671	Evergy	08/21/2020	Regular	0	15027.89	47840
0458	MIDWEST PUBLIC RISK	08/31/2020	Regular	0	5000	47872
1068	Stinson LLP	08/31/2020	Regular	0	3500	47877
0579	SECURITY BENEFIT - 457	08/21/2020	Regular	0	3419.6	47855
0605	STANION WHOLESALE ELECTRIC CO.	08/31/2020	Regular	0	2450	47876
0548	RECORDNEWS	08/31/2020	Regular	0	2326.9	47874
0813	FREESTATE ELECTRIC COOPERATIVE	08/21/2020	Regular	0	1667	47841
0216	GOULD EVANS PC	08/21/2020	Regular	0	1610	47842
0555	RICOH USA, INC.	08/31/2020	Regular	0	1482.69	47875
0399	LEAVENWORTH ASPHALT MATERIALS	08/31/2020	Regular	0	1167.09	47865
0098	CITY OF BASEHOR	08/31/2020	Regular	0	1100	47861
1074	Red Fuel Repair	08/21/2020	Regular	0	1076.74	47854
0336	KANSAS RURAL WATER ASSOCIATION	08/21/2020	Regular	0	920	47846
0857	MIDCONTINENT COMMUNICATIONS	08/21/2020	Regular	0	894.82	47850
0443	MENARDS	08/31/2020	Regular	0	782.75	47870
0617	TBS ELECTRONICS, INC.	08/21/2020	Regular	0	620	47856
1083	Bay Bridge Administrators, LLC FSA	08/21/2020	Regular	0	616.68	47837
0070	BROTHER' S MARKET	08/21/2020	Regular	0	489.74	47839
0990	TIRE HUB	08/31/2020	Regular	0	457.72	47878
0661	VISION SERVICE PLAN	08/31/2020	Regular	0	454.41	47882
1083	Bay Bridge Administrators, LLC FSA	08/21/2020	Regular	0	416.66	47838
1028	Active 911	08/31/2020	Regular	0	416	47859
0348	KBI	08/21/2020	Regular	0	400	47847
1005	PREMIER AUTOMOTIVE OF KANSAS CITY, LLC	08/31/2020	Regular	0	395.05	47873
0684	WIRENUTS	08/21/2020	Regular	0	288.98	47858
0491	OLATHE WINWATER WORKS	08/21/2020	Regular	0	285.15	47851
0099	CITY OF LEAVENWORTH	08/31/2020	Regular	0	270	47862
0732	METLIFE - GROUP BENEFITS	08/31/2020	Regular	0	225.34	47871
0249	HONEYBEE SEPTIC SERVICE	08/21/2020	Regular	0	215	47844
0656	VERIZON WIRELESS	08/31/2020	Regular	0	210.86	47881
0410	LIBERTY NATIONAL	08/31/2020	Regular	0	206.42	47866
0410	LIBERTY NATIONAL	08/31/2020	Regular	0	206.42	47867
0414	LINK-LITE NETWORKING, INC.	08/31/2020	Regular	0	200	47868
0015	ALL SEASONS CAR WASH	08/21/2020	Regular	0	161.12	47836
0362	KIMBALL MIDWEST	08/21/2020	Regular	0	144.26	47848
0542	QUILL	08/21/2020	Regular	0	136.94	47853
0628	TODD'S TIRE LLC	08/31/2020	Regular	0	92	47879
0229	HAYNES EQUIPMENT CO	08/21/2020	Regular	0	80.85	47843
0393	LAWRENCE MEMORIAL HOSPITAL	08/21/2020	Regular	0	79.6	47849
0111	COLEMAN EQUIPMENT INC	08/31/2020	Regular	0	58.27	47863
0057	BLUE TARP FINANCIAL, INC.	08/31/2020	Regular	0	39.99	47860
0384	PAUL LAMB	08/21/2020	Regular	0	26	47852
0628	TODD'S TIRE LLC	08/21/2020	Regular	0	16	47857
0651	USA BLUE BOOK	08/31/2020	Regular	0	14	47880

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0243	HIMPEL LUMBER & BUILDING SUPPL	08/31/2020	Regular	0	2.49	47864

**Bank Code AP Bank Summary**

Payment Type	Payable	Payment	Discount	Payment
	Count	Count		
Regular Checks	59	47	0.00	292,922.33
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>59</b>	<b>47</b>	<b>0.00</b>	<b>292,922.33</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	59	47	0.00	292,922.33
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	59	47	0.00	292,922.33

## Fund Summary

Fund	Name	Period	Amount
998	Gen Fund-Pooled Cash	8/2020	292922.33
			292922.33



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** September 8, 2020  
**To:** Honorable Mayor David Frese and Members of the City Council  
**FROM:** George Brajkovic, City Manager  
**SUBJECT:** Ordinance 1489: Authorizing the Issuance of Taxable Industrial Revenue Bonds for Wilson Glass Project in the Amount of \$310,000

**DISCUSSION:**

Brad Wilson, managing member of B&L Venture Group, submitted an Industrial Revenue Bond (IRB) application for the use of up to \$310,000 in IRBs to finance the acquisition, construction and equipping of a commercial building on Lot 14 in the Urban Hess Business Park. That building will house Wilson Glass, a fabricator of Commercial storefront windows and doors. The 5,000 square foot building will also employ up to 5 people initially and ultimately create up to 10 jobs.

By using IRBs, the project qualifies for Property Tax Abatement via the City's Tax Abatement Policy. The 5 year abatement is structured under the following categories. Additionally, the applicant has agreed to a fixed PILOT (Payment in Lieu of Taxes), resulting in the following Property Tax Payments:

Category	Percentage	Year 1	\$4,849
Standard	45%	Year 2	\$4,849
Project Investment	5%	Year 3	\$4,849
Target Area	10%	Year 4	\$5,819
<b>Total</b>	<b>60%</b>	Year 5	\$6,983

The IRB process includes two steps: 1) a Resolution of Intent and 2) an Ordinance to authorize the issuance. The City Council approved a resolution of intent, Resolution 03-20-03, on March 16, 2020. The Ordinance authorizing the issuance of IRBs for the project described above is prepared for the consideration of the City Council.

**BUDGET IMPACT:**

The applicant has previously paid the \$2,000 application fee, there will be \$775 due in bond issuance fees, and the City will receive a share of the PILOT and future property tax payments.

**ACTION NEEDED:**

Make a motion to adopt Ordinance 1489, authorizing the City of Tonganoxie to issue its industrial revenue bonds in the aggregate amount not to exceed \$310,000 to finance the acquisition, construction and equipping of a commercial building on Lot 14 in the Urban Hess Business Park for the benefit of B&L Venture Group, or its successors.

**ATTACHMENTS:**

Ordinance 1489

**cc:** Anna Krstulic, City Attorney  
Dan Porter, Assistant City Manager  
Kevin Cowan, Gilmore & Bell Bond Counsel

**ORDINANCE NO. 1489**

**OF THE  
CITY OF TONGANOXIE, KANSAS**

**AUTHORIZING THE ISSUANCE OF  
\$310,000 TAXABLE INDUSTRIAL REVENUE BONDS  
SERIES 2020  
(B&L VENTURES, LLC)**

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(Published in *The Tonganoxie Mirror*, September 16, 2020)

**ORDINANCE NO. 1489**

AN ORDINANCE AUTHORIZING THE CITY OF TONGANOXIE, KANSAS TO ISSUE ITS TAXABLE INDUSTRIAL REVENUE BONDS, SERIES 2020 (B&L VENTURES, LLC) FOR THE PURPOSE OF THE ACQUISITION, CONSTRUCTION, RENOVATION AND EQUIPPING A COMMERCIAL STOREFRONT WINDOW AND DOOR MANUFACTURING FACILITY; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.

**THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS HAS FOUND AND DETERMINED:**

A. The City of Tonganoxie, Kansas (the “Issuer”) is authorized by K.S.A. 12-1740 *et seq.*, as amended (the “Act”), to acquire, construct, improve and equip certain facilities (as defined in the Act) for commercial, industrial and manufacturing purposes, to enter into leases and lease-purchase agreements with any person, firm or corporation for such facilities, and to issue revenue bonds for the purpose of paying the costs of such facilities.

B. The Issuer's governing body has determined that it is desirable in order to promote, stimulate and develop the general economic welfare and prosperity of the Issuer and the State of Kansas that the Issuer issue its Taxable Industrial Revenue Bonds, Series 2020 (B&L Ventures, LLC), dated the Issue Date of the Bonds in the aggregate principal amount of not to exceed \$310,000 (the “Series 2020 Bonds”), for the purpose of paying the costs of the acquisition, construction, and equipping of a certain commercial facility to be used to manufacture commercial storefront windows and doors (the “Project”) as more fully described in the Bond Agreement and in the Lease authorized in this Ordinance, for lease to B&L Ventures, LLC, a Kansas limited liability company (the “Tenant”).

C. The Issuer's governing body finds that it is necessary and desirable in connection with the issuance of the Series 2020 Bonds to execute and deliver the following documents (collectively, the “Bond Documents”):

(i) a Bond Agreement dated as of Issue Date of the Bonds (the “Bond Agreement”), among the Issuer, the Tenant and First State Bank and Trust, Tonganoxie, Kansas (the “Bank”) prescribing the terms and conditions of issuing and securing the Series 2020 Bonds;

(ii) Site Lease dated as of the Issue Date of the Bonds (the “Site Lease”), with the Tenant, under which the Tenant will lease the real property associated with the Project to the Issuer;

(iii) a Lease dated as of Issue Date of the Bonds (the “Lease”), with the Tenant, under which the Issuer will acquire, construct, renovate and equip the Project and lease it to the Tenant in consideration of Basic Rent and other payments; and

(iv) an Agreement for Payment in Lieu of Taxes (the “Agreement for Payment in Lieu of Taxes”) with the Tenant, under which the Tenant will make certain payments in lieu of taxes for each year after issuance of the Series 2020 Bonds that the Project is exempt from ad valorem taxation.

D. The Issuer's governing body has found that under the provisions of K.S.A. 79-201a *Twenty-Fourth*, the Project purchased or constructed with the proceeds of the Series 2020 Bonds is eligible for

exemption from ad valorem property taxes for up to 10 years, commencing in the calendar year following the calendar year in which the Bonds are issued, if proper application is made, provided no exemption may be granted from the ad valorem property tax levied by a school district pursuant to the provisions of K.S.A. 72-53,113, and amendments thereto. The Issuer's governing body has further found that the Project should be exempt from ad valorem property taxes for a period of 10 years, subject to a payment in lieu of taxes for each year of the exemption, as more particularly described in the Agreement for Payment in Lieu of Taxes. Prior to making this determination, the governing body of the Issuer has conducted the public hearing and reviewed the analysis of costs and benefits of such exemption required by K.S.A. 12-1749d.

**NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS:**

**Section 1. Definition of Terms.** All terms and phrases not otherwise defined in this Ordinance will have the meanings set forth in the Bond Agreement and the Lease.

**Section 2. Authority to Cause the Project to Be Purchased and Constructed.** The Issuer is authorized to cause the Project to be acquired, constructed and equipped in the manner described in the Bond Agreement and the Lease.

**Section 3. Authorization of and Security for the Bonds.** The Issuer is authorized and directed to issue the Series 2020 Bonds, to be designated "City of Tonganoxie Kansas Taxable Industrial Revenue Bonds, Series 2020 (B&L Ventures, LLC)" in the aggregate principal amount of not to exceed \$310,000, for the purpose of providing funds to pay the costs of the acquisition, construction, renovation and equipping of the Project. The Series 2020 Bonds will be in such principal amount, will be dated and bear interest, will mature and be payable at such times, will be in such forms, will be subject to redemption and payment prior to maturity, and will be issued according to the provisions, covenants and agreements in the Bond Agreement. The Series 2020 Bonds will be special limited obligations of the Issuer payable solely from the revenues derived from the Lease of the Project. The Series 2020 Bonds will not be general obligations of the Issuer, nor constitute a pledge of the faith and credit of the Issuer, and will not be payable in any manner by taxation.

**Section 4. Authorization of Bond Agreement.** The Issuer is authorized to enter into the Bond Agreement with the Bank and the Tenant in the form approved in this Ordinance. The Issuer will issue and sell the Bonds and provide for payment of the Bonds and interest thereon from the revenues derived by the Issuer under the Lease and other moneys as described in the Bond Agreement, all on the terms and conditions in the Bond Agreement.

**Section 5. Lease of the Project.** The Issuer will acquire, construct and equip the Project and lease it to the Tenant according to the provisions of the Lease in the form approved in this Ordinance.

**Section 6. Execution of Bonds and Bond Documents.** The Mayor of the Issuer is authorized and directed to execute the Series 2020 Bonds and deliver them to the Bank for authentication on behalf of the Issuer in the manner provided by the Act and in the Bond Agreement. The Mayor or member of the Issuer's governing body authorized by law to exercise the powers and duties of the Mayor in the Mayor's absence is further authorized and directed to execute and deliver the Bond Documents on behalf of the Issuer in substantially the forms presented for review prior to passage of this Ordinance, with such corrections or amendments as the Mayor or other person lawfully acting in the absence of the Mayor may approve, which approval shall be evidenced by his or her signature. The authorized signatory may sign and deliver all other documents, certificates or instruments as may be necessary or desirable to carry out the purposes and intent of this Ordinance and the Bond Documents. The City Clerk or the Deputy City Clerk of the Issuer is hereby authorized and directed to attest the execution of the Series 2020 Bonds, the Bond

Documents and such other documents, certificates and instruments as may be necessary or desirable to carry out the intent of this Ordinance under the Issuer's corporate seal.

**Section 7. Property Tax Exemption.** The Project will be exempt from ad valorem property taxes for 10 years, commencing in the calendar year after the calendar year in which the Series 2020 Bonds are issued, provided no exemption may be granted from the ad valorem property tax levied by a school district pursuant to the provisions of K.S.A. 72-53,113, and amendments thereto. The Tenant will prepare the application for exemption and submit it to the Issuer for its review. After its review, the Issuer will submit the application for exemption to the State Board of Tax Appeals.

**Section 8. Pledge of the Project and Net Lease Rentals.** The Issuer hereby pledges the Project and the net rentals generated under the Lease to the payment of the Series 2020 Bonds in accordance with K.S.A. 12-1744. The lien created by the pledge will be discharged when all of the Series 2020 Bonds are paid or deemed to have been paid in accordance with the terms of the Bond Agreement.

**Section 9. Authority To Correct Errors, Etc.** The Mayor or member of the Issuer's governing body authorized to exercise the powers and duties of the Mayor in the Mayor's absence, the City Clerk and any Deputy City Clerk are hereby authorized and directed to make any alterations, changes or additions in the instruments herein approved, authorized and confirmed which may be necessary to correct errors or omissions therein or to conform the same to the other provisions of said instruments or to the provisions of this Ordinance.

**Section 10. Further Authority.** The officials, officers, agents and employees of the Issuer are authorized and directed to take whatever action and execute whatever other documents or certificates as may be necessary or desirable to carry out the provisions of this Ordinance and to carry out and perform the duties of the Issuer with respect to the Series 2020 Bonds and the Bond Documents.

**Section 11. Effective Date.** This Ordinance shall take effect after its passage by the governing body of the Issuer, signature by the Mayor and publication once in the Issuer's official newspaper.

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**PASSED** by the governing body of the Issuer on September 8, 2020 and **APPROVED AND SIGNED** by the Mayor.

(SEAL)

\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_

City Clerk

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**CERTIFICATE**

I hereby certify that the attached copy is a true and correct copy of Ordinance No. 1489 of the City of Tonganoxie, Kansas duly passed by the governing body, signed by the Mayor and published in the official City newspaper on the respective dates stated in this ordinance, and that the signed original of such Ordinance is on file in my office.

[SEAL]

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City Clerk

**EXCERPT OF MINUTES OF A MEETING  
OF THE GOVERNING BODY OF  
THE CITY OF TONGANOXIE, KANSAS  
HELD ON SEPTEMBER 8, 2020**

The governing body of the City of Tonganoxie, Kansas met in regular session at the usual meeting place in the City, at 7:00 p.m., the following members being present and participating, to-wit:

Absent:

The Mayor declared that a quorum was present and called the meeting to order.

\* \* \* \* \*

(Other Proceedings)

Thereupon, there was presented an Ordinance entitled:

AN ORDINANCE AUTHORIZING THE CITY OF TONGANOXIE, KANSAS TO ISSUE ITS TAXABLE INDUSTRIAL REVENUE BONDS, SERIES 2020 (B&L VENTURES, LLC) FOR THE PURPOSE OF ACQUISITION, CONSTRUCTION, AND EQUIPPING OF A COMMERCIAL STOREFRONT WINDOW AND DOOR MANUFACTURING FACILITY; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.

Thereupon, Councilmember \_\_\_\_\_ moved that said Ordinance be passed. The motion was seconded by Councilmember \_\_\_\_\_. Said Ordinance was duly read and considered, and upon being put, the motion for the passage of said Ordinance was carried by the vote of the governing body, the vote being as follows:

Aye:

Nay:

Thereupon, the Mayor declared said Ordinance duly passed and the Ordinance was then duly numbered Ordinance No 1489 and was signed by the Mayor and the signature attested by the City Clerk.

\* \* \* \* \*

(Other Proceedings)

\* \* \* \* \*

**CERTIFICATE**

I certify that the foregoing Excerpt of Minutes is a true and correct excerpt of the proceedings of the governing body of the City of Tonganoxie, Kansas held on the date stated therein, and that the official minutes of such proceedings are on file in my office.

[SEAL]

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City Clerk

(Published in *The Tonganoxie Mirror* on September 16, 2020)

**SUMMARY OF ORDINANCE NO. 1489**

On September 8, 2020, the governing body of the City of Tonganoxie, Kansas passed an ordinance entitled:

AN ORDINANCE AUTHORIZING THE CITY OF TONGANOXIE, KANSAS TO ISSUE ITS TAXABLE INDUSTRIAL REVENUE BONDS, SERIES 2020 (B&L VENTURES, LLC) FOR THE PURPOSE OF ACQUISITION, CONSTRUCTION, AND EQUIPPING OF A COMMERCIAL STOREFRONT WINDOW AND DOOR MANUFACTURING FACILITY; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.

The Ordinance authorizes the Issuer to issue its Taxable Industrial Revenue Bonds, Series 2020 (B&L Ventures, LLC) in the aggregate principal amount of \$310,000 (the "Series 2020 Bonds"), for the purpose of paying the costs of the acquisition, construction, and equipping of a certain commercial facility to be used to manufacture commercial storefront windows and doors (the "Project"), as more fully described in the Bond Agreement and in the Lease authorized by the Ordinance. The Project will be leased by the Issuer to B&L Ventures, LLC, a Kansas limited liability company. In connection with the issuance of the Series 2020 Bonds, the Issuer approves a 10 year exemption from ad valorem property taxes for the Project, subject to certain payments in lieu of taxes.

A complete text of the Ordinance may be obtained or viewed free of charge at the office of the City Clerk, City Hall, 526 E. 4<sup>th</sup> Street, Tonganoxie, Kansas 66086. A reproduction of the Ordinance is available for not less than 7 days following the publication date of this Summary at [www.tonganoxie.org/government/codes-regulations](http://www.tonganoxie.org/government/codes-regulations).

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: September 8, 2020.

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City Attorney



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** September 8, 2020  
**To:** Honorable Mayor David Frese and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** Resolution 09-20-01: Authorizing Execution of the Cooperation Agreement Pursuant to the Kansas Local Residential Housing Finance Law with Sedgwick County, Kansas & Shawnee County, Kansas

**DISCUSSION:**

City staff were contacted by representatives involved with the Kansas Housing Assistance Program (KHAP) to inquire if the City Council would consider approval of a participation agreement and resolution that would allow the City of Tonganoxie to be considered a participating city with Sedgwick County, Kansas and Shawnee County, Kansas, which are the entities that are considered co-sponsors for the program. Other Leavenworth County communities that are currently participating jurisdictions include Lansing, Basehor, De Soto and Bonner Springs.

The Kansas Housing Assistance Program is unique among similar programs available in other states in that the program is administered at the county level instead of at the state level. The program is designed to offer assistance to low and moderate income borrowers in the form of a variety of 30 year fixed rate first mortgage options and optional down payment assistance. For example, aid can be provided in the form of grant assistance set as a percentage (up to 5% depending on loan type) of the overall note and the aid can be applied toward down payment or closing costs. The full amount of aid is recaptured if the aid recipient refinances or sells/disposes of the property within 3 years of the initial mortgage closing.

When initiated in the 1980s the KHAP financed mortgages and assistance with qualified mortgage bonds, but since the program was restarted in 2014 the approach has shifted to using mortgage-backed securities, which operate better in low interest environments and are less restrictive in that there is no eligibility restriction to only first time homebuyers. The two co-sponsors for the program (Sedgwick County, Kansas & Shawnee County, Kansas) contract with an investment banking firm, Stifel, Nicolaus & Company, Incorporated, to manage the program's day-to-day operations. No bond authority from the sponsors is currently utilized to fund the program and down payment assistance is funded by the value of the loans in the secondary mortgage market.

Current qualifications for applicants for KHAP assistance include qualifying credit score levels (640 or 660 depending on loan type), income limits (\$120,400 in Leavenworth County & other KC metro counties), purchase price limits (\$510,400), and property/home type restrictions determined according to loan type. More information about the program is available at:

<https://www.ehousingplus.com/available-programs/kansas/kansas-housing-assistance-program/>

**BUDGET IMPACT:**

No expenditures are anticipated now or in the future associated with being a participating jurisdiction in the KHAP.

**POLICY CONSIDERATION:**

Participation in this program will give low and moderate income homebuyers access to additional mortgage financing options.

**ACTION NEEDED:**

Make a motion to authorize Resolution 09-20-01, authorizing the execution of a cooperation agreement with Sedgwick County, Kansas & Shawnee County, Kansas, allowing the City of Tonganoxie to become a participating city within the Kansas Housing Assistance Program.

**ATTACHMENTS:**

Resolution 09-20-01 & Cooperation Agreement

**cc:** George Brajkovic, City Manager  
Anna Krstulic, City Attorney

**CITY OF TONGANOXIE, KANSAS**

**RESOLUTION NO. 09-20-01**

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS (THE "COOPERATING JURISDICTION") AUTHORIZING THE EXECUTION OF A COOPERATION AGREEMENT PURSUANT TO THE KANSAS LOCAL RESIDENTIAL HOUSING FINANCE LAW, K.S.A. 12-5219 ET SEQ., AS AMENDED, BETWEEN THE COOPERATING JURISDICTION AND SEDGWICK COUNTY, KANSAS AND SHAWNEE COUNTY, KANSAS (JOINTLY, THE "ISSUERS"), AUTHORIZING THE ISSUERS TO EXERCISE, ON BEHALF OF THE COOPERATING JURISDICTION, THE AUTHORITY AND POWERS CONFERRED BY THE KANSAS LOCAL RESIDENTIAL HOUSING FINANCE LAW.

WHEREAS, the Governing Bodies of the Issuers, in cooperation with one or more counties and cities of the State of Kansas (the "State"), desires to undertake a program to provide decent, safe and sanitary housing for persons of low and moderate income, all in accordance with the Kansas Local Residential Housing Finance Law, K.S.A. 12-5219 et seq., as amended (the "Act"); and

WHEREAS, the Governing Body of the City of Tonganoxie, Kansas, in cooperation with the Issuers, also desires to undertake a program to provide decent, safe and sanitary housing for persons of low and moderate income, all in accordance with the Act; and

WHEREAS, the Act provides that one or more cities and counties may join together and cooperate with one another in the exercise of any powers conferred under the Act, either jointly or otherwise, in accordance with and pursuant to a written agreement between or among such cooperating cities and counties; and

WHEREAS, the Cooperating Jurisdiction has not engaged in any act or executed any power authorized by the Act, or comparable acts or powers authorized or contemplated under the Constitution of the State, the Act or any law of the State, which impair the authority of the Cooperating Jurisdiction to enter into the Cooperation Agreement; and

WHEREAS, the adoption of this Resolution by the Cooperating Jurisdiction authorizing the execution of the Cooperation Agreement and the exercise thereof will not conflict with or constitute on the part of the Cooperating Jurisdiction a breach of or default under the laws of the State, including the Act, or any other agreement, indenture or instrument to which the Cooperating Jurisdiction is a party or by which the Cooperating Jurisdiction is bound.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS:

**Section 1.** The Cooperating Jurisdiction hereby agrees to join and cooperate with the Issuers in implementing and carrying out a residential housing finance plan pursuant to and in accordance with the Act and a Cooperation Agreement between the Cooperating Jurisdiction and the Issuers (the "Cooperation Agreement").

**Section 2.** The Mayor and the City Clerk are hereby authorized to execute the Cooperation Agreement in substantially the form attached hereto as **Exhibit A**.

**Section 3.** All prior actions of the Cooperating Jurisdiction in cooperation with the Issuers, including any prior cooperation agreements entered into between the Cooperating Jurisdiction and the Issuers related to programs to provide decent, safe and sanitary housing for persons of low and moderate income in accordance with the Act, are hereby ratified, affirmed and approved.

**Section 4.** The Mayor and the City Clerk are hereby authorized to take such other actions, and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the provisions of this Resolution and to carry out, comply with and perform the duties of the Cooperating Jurisdiction with respect to the Cooperation Agreement, all as necessary to carry out and give effect to the transactions contemplated by this Resolution.

ADOPTED THIS 8th DAY OF SEPTEMBER, 2020.

**CITY OF TONGANOXIE, KANSAS**

By: \_\_\_\_\_  
David Frese, Mayor

(Seal)

ATTEST:

\_\_\_\_\_  
Daniel Porter, Acting City Clerk

[Tonganoxie]

**SEDGWICK COUNTY, KANSAS AND SHAWNEE COUNTY, KANSAS  
AND  
CITY OF TONGANOXIE, KANSAS**

**COOPERATION AGREEMENT**

COOPERATION AGREEMENT PURSUANT TO THE KANSAS LOCAL RESIDENTIAL HOUSING FINANCE LAW, K.S.A. 12-5219 ET SEQ., AS AMENDED, BETWEEN SEDGWICK COUNTY, KANSAS AND SHAWNEE COUNTY, KANSAS (JOINTLY, THE "ISSUERS"), AND THE CITY OF TONGANOXIE, KANSAS (THE "COOPERATING JURISDICTION"), AUTHORIZING THE ISSUERS TO EXERCISE, ON BEHALF OF THE COOPERATING JURISDICTION, THE AUTHORITY AND POWERS CONFERRED BY THE KANSAS LOCAL RESIDENTIAL HOUSING FINANCE LAW.

WHEREAS, the Governing Bodies of the Issuers, in cooperation with one or more counties and cities of the State of Kansas (the "State"), desire to undertake a program to provide decent, safe and sanitary housing for persons of low and moderate income, all in accordance with the Kansas Local Residential Housing Finance Law, K.S.A. 12-5219 et seq., as amended (the "Act"); and

WHEREAS, the Governing Body of the City of Tonganoxie, Kansas, in cooperation with the Issuers, also desires to undertake a program to provide decent, safe and sanitary housing for persons of low and moderate income, all in accordance with the Act; and

WHEREAS, the Act provides that one or more cities and counties may join together and cooperate with one another in the exercise of any powers conferred under the Act, either jointly or otherwise, in accordance with and pursuant to a written agreement between or among such cooperating cities and counties; and

WHEREAS, neither the Issuers nor the Cooperating Jurisdiction have engaged in any act or executed any power authorized by the Act, or comparable acts or powers authorized or contemplated under the Act or any other law of the State, which would impair the authority of either to perform this Cooperation Agreement; and

WHEREAS, the adoption of the resolution by the Issuers and the resolution by the Cooperating Jurisdiction authorizing the execution of this Cooperation Agreement and the exercise thereof will not conflict with or constitute on the part of said jurisdictions a breach of or default under the laws of the State, including the Act, or any other agreement, indenture or instrument to which either is a party or by which either is bound; and

WHEREAS, the execution and delivery of this Cooperation Agreement by the Issuers and the Cooperating Jurisdiction have been authorized by resolutions duly adopted by the Governing Bodies of the Issuers and the Cooperating Jurisdiction.

NOW, THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN THE ISSUERS AND THE COOPERATING JURISDICTION AS FOLLOWS:

**Section 1.** The Cooperating Jurisdiction hereby agrees to join and cooperate with the Issuers in implementing and carrying out a residential housing finance plan (the "Program") pursuant to and in accordance with the Act and this Cooperation Agreement, including the issuance by the Issuers, either by themselves or jointly with other issuing jurisdictions, of one or more series of single family mortgage revenue bonds (the "Bonds") and the making of mortgage loans within the corporate limits of the Cooperating Jurisdiction. Execution of this Cooperation Agreement by the Cooperating Jurisdiction imposes no financial obligation or liabilities against the Cooperating Jurisdiction.

**Section 2.** The Issuers and the Cooperating Jurisdiction hereby collectively declare that all cooperation agreements by and between the Issuers and other cooperating cities and counties of the State and all cooperation agreements by and between the Cooperating Jurisdiction and other cooperating cities and counties of the State in connection with the Program are hereby ratified and confirmed in all respects, and that such other cooperating cities and counties which enter into such cooperation agreements with the Issuers (or with other issuing jurisdictions which are cooperating with the Issuers) shall be part of the Program.

**Section 3.** The transaction described herein may be conducted and related documents may be sent, received or stored by electronic means. Copies, telecopies, facsimiles, electronic files and other reproductions of original executed documents shall be deemed to be authentic and valid counterparts of such original documents for all purposes, including the filing of any claim, action or suit in the appropriate court of law.

EXECUTED AND DELIVERED THIS 8th DAY OF SEPTEMBER, 2020.

**CITY OF TONGANOXIE, KANSAS**

By: \_\_\_\_\_  
David Frese, Mayor

(Seal)

ATTEST:

\_\_\_\_\_  
Daniel Porter, Acting City Clerk

**SEDGWICK COUNTY, KANSAS**

(Seal)

By: \_\_\_\_\_  
Chairman, Board of  
County Commissioners

ATTEST:

\_\_\_\_\_  
County Clerk

**SHAWNEE COUNTY, KANSAS**

(Seal)

By: \_\_\_\_\_  
Chairman, Board of  
County Commissioners

ATTEST:

\_\_\_\_\_  
County Clerk



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** September 8, 2020  
**To:** Honorable Mayor David Frese and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** Consider Approval to Purchase Salt for Snow and Ice Control

**DISCUSSION:**

With the approach of cold weather conditions, the City needs to replenish its rock salt supply. In a similar fashion to previous years, Public Works staff utilized the bids from Leavenworth County's 2020 salt bid to select a vendor for the purchase of salt. The low bidder was Independent Salt Company at a price of \$60.13 per ton.

Staff is requesting approval from the City Council to purchase 183 tons of rock salt at \$60.13 per ton, for a cost not to exceed \$11,000. Based on variables like shipping load capacity it is anticipated that the final amount of the order billed to the City might total 5-10 tons less than the maximum proposed purchase amount.

**BUDGET IMPACT:**

The maximum expenditure authorization requested is able to be completed within the budget in the General Fund in 2020. The amount of salt purchased in 2019 was less than in a typical year due to an issue with year-end 2018 invoicing by the vendor at the time, so it is critical that the City purchase supplies in a timely fashion to be prepared for the winter season.

**ACTION NEEDED:**

Make a motion to authorize the purchase of salt supplies in 2020 for a total maximum cost of \$11,000.

**ATTACHMENTS:**

2020 Leavenworth County Salt Bid Tabulation

**cc:** George Brajkovic, City Manager  
Kent Heskett, Public Works Director



**COUNTY OF LEAVENWORTH**  
**Department of Public Works**



*Leavenworth County Department of Public Works*  
 23690 187<sup>th</sup> Street  
 Leavenworth, KS 66048

August 6, 2020

Independent Salt Company  
 Attn: Chris Tully  
 PO Box 36  
 Kanapolis, KS 67454

RE: Salt Bids for Leavenworth County

We are pleased to announce that Independent Salt Company has been awarded the bid for Leavenworth County.

On Tuesday, July 28, 2020 bids were opened for 3,000 tons of medium rock salt (with the option to purchase more if necessary) for Leavenworth County. In addition, the City of Tonganoxie, City of Basehor and City of Leavenworth and the City of Lansing are added as bulk bids. Each municipality would make arrangements and purchase their requested amount of rock salt directly from Independent Salt Co. The following is a bid tabulation of the bids received:

2020 Salt Bid Tabulation

<u>Vendor</u>	<u>Bid Price per ton</u>	<u>Bid Alternate per ton</u>
Cargill Salt	No bid	No Bid
Central Salt, LLC	\$61.03	\$61.03
Compass Minerals	No bid	No bid
Hutchinson Salt Co.	No bid	No bid
Morton Salt, Inc.	No bid	No bid
Independent Salt	\$60.13	\$60.13

We are pleased that Independent Salt Company was awarded the bid, and look forward to working with you this upcoming winter. If you have any questions or concerns, please feel free to contact either myself or Vincent Grier, Rd & Br Superintendent at 913-727-1800.

Sincerely,

Bill Noll  
 Infrastructure and Construction Services Director



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** September 8, 2020  
**To:** Honorable Mayor David Frese and Members of the City Council  
**FROM:** George Brajkovic, City Manager  
**SUBJECT:** Consider Establishment of Allocation/Review Committee for Tonganoxie Business Grant Program

**DISCUSSION:**

Small business grants were a significant portion of the programming/direct aid section of the City of Tonganoxie CARES Act Spending Plan that was approved by the City Council on July 20, 2020 and subsequently submitted to Leavenworth County. \$387,310, or 37% of the total eligible funding for the City, was allocated to supporting business retention in response to the economic impacts created by the COVID-19 pandemic.

On September 1, 2020 the program guidelines, timeline, application, and application instructions were released and made available on the City's website. In order to meet the tight timeframe restricting the use of the available funding, the application deadline was set as 5 PM on September 9, 2020. Upon reaching the deadline, the City's contracted grant administrator and City staff plan to work closely with an Allocation/Review Committee to help the Committee review the submitted materials against the program criteria and limitation & guidance established with the federal legislation. When the Committee formulates a recommendation it will be presented to the City Council on September 21, 2020.

Staff recommend that the City Council consider establishing a Committee comprised of two members of the City Council and one to three other members of the community. If the Committee is too large it may be difficult to complete necessary reviews in such a small window of time.

It is important to consider that any member of the community or City Council that participate in the Committee would be ineligible to apply for grant funding assistance through the program.

**BUDGET IMPACT:**

No financial impact is anticipated to the City of Tonganoxie as a result of the establishment of the Allocation/Review Committee.

**ACTION NEEDED:**

Make a motion to appoint (INSERT NAMES HERE) to the Tonganoxie Business Grant Program Allocation/Review Committee with the directive to review grant applications & support as well as recommend appropriate expenditures of the available funds in accordance with the rules and regulations set forth by the CARES Act adopted in Congress on March 25, 2020.

**ATTACHMENTS:**

Tonganoxie Business Grant Program Information, Application, Application Instructions, and Timeline  
City of Tonganoxie CARES Act Spending Plan

**cc:** Dan Porter, Assistant City Manager

## Tonganoxie Business Grant Program

**Proposal:** The Tonganoxie City Council has allocated up to \$387,310 of the CARES Relief Aid for the purposes of Business Retention in response to the economic impacts of the COVID-19 Pandemic. This proposal outlines the use for the funds as well as a committee that will help to develop applications and support as well as review and recommend appropriate expenditures of the funds that would be in accordance with the rules and regulations set forth by the CARES Act adopted in Congress on March 25, 2020.

Businesses and organizations that are located and operate within the city limits of Tonganoxie will be encouraged to identify and apply for funding that was established through the dedication of resources in the Leavenworth County CARES Act allocation.

### **Business Grant Program:**

Direct grants should be made available to businesses or non-profits that can demonstrate a significant need for financial support to help maintain their business or community service operations with impacts related to COVID-19. Businesses or organizations that apply for these grants should be able to identify either:

- (1) A year over year loss of revenue of 15% or more to be eligible. These grants should be used to cover qualified expenditures of the businesses or organizations as outlined in the CARES Act and would be limited to a maximum award of up to \$30,000 per business or organization.

Or

- (2) Restricted by previous orders in 2020 (state, county, city, etc.). These grants should be used to cover qualified expenses as outlined by the CARES Act and each business or organization would be limited to an award of up to \$30,000.

**Eligible Business/Organization:** Must be located within Tonganoxie city limits, must be in good standing with Kansas Secretary of State as verified by BESS check and must have been in operation as of March 1, 2020.

An Allocation Review Committee will be established to review applications and make recommendations to the City Council on grant awards.

**Eligible Expenses:** Typical working capital including, but not limited to wages, rent, utilities, inventory, advertising, insurance, etc. Expenses are eligible only if incurred between 3/1/20 and 10/1/20. Receipts, paid invoices or cancelled checks will be required for proof of eligible spending.

# Tonganoxie CARES Act Business Grant Application

(see attached instructions before filling out)

<b>COMPANY INFORMATION</b>			
Legal Name of Business:	Type of Business:		
Primary Contact Person:	Mobile Phone:		
Email:	Business Phone:		
Website:	Social Media:		
Business Address:	Number of Owners:		
Home Address of Owner:	DUNS #:		
Business Structure (LLC, Sole Proprietorship, Inc.):		Is the business located in the same city as the mailing address above? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Business Established:		Does the applying business have a related operating or holding company? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Gross Revenue for previous 12 months:			
Cost of Goods sold for previous 12 months:			
Voluntary Demographics	<b>GENDER</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>VETERAN</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>RACE/ETHNICITY:</b> <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native & White <input type="checkbox"/> Asian & White <input type="checkbox"/> Black/African American & White <input type="checkbox"/> American Indian/Alaskan Native & Black/African American <input type="checkbox"/> Other Multi Racial <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic
Total Working Capital Need: _____ per month or per year?			
List any and all other funding you are currently seeking, including but not limited to, bank loans, SBA loans, public or private loans, grant funding, etc.	<input type="checkbox"/> SBA	<input type="checkbox"/> CDBG-CV	<input type="checkbox"/> Network Kansas/HIRE
	<input type="checkbox"/> Chamber of Commerce	<input type="checkbox"/> Main Street	<input type="checkbox"/> Community Foundation
	<input type="checkbox"/> Paycheck Protection	<input type="checkbox"/> EIDL	<input type="checkbox"/> Banker/Financing
	<input type="checkbox"/> Other:		
<b>If you received or are seeking any other funding sources, please complete attached Funding Source Checklist</b>			
# of Employees: Full-time: _____		Part-time: _____	
Total Monthly Payroll: _____			
Does the business owner have a tax liability in arrears with the Kansas Department of Revenue or the IRS?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	

<p>Please provide a description of the services provided by your business:</p>	
<p>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.)</p>	
<p>Describe how the use of the CDBG grant fund enhances the ability of this business to survive.</p>	
<p>What types of working capital will the funds be used for (e.g. utilities, payroll, inventory)?</p>	

Submit completed applications to: **info@tonganoxie.org & brettw.gas@outlook.com**

Grant information is available at:  
<https://www.tonganoxie.org/business/coronavirus-relief-funding-small-business-grants>

Application support is available through the grant administrator, Brett Waggoner of Governmental Assistance Services at (785)760-2148 or email [brettw.gas@outlook.com](mailto:brettw.gas@outlook.com).

## **Instruction for Filling out the Tonganoxie CARES Act**

### **Business Grant Application**

Submit Completed Applications to: [info@tonganoxie.org](mailto:info@tonganoxie.org) & [brettw.gas@outlook.com](mailto:brettw.gas@outlook.com)

Legal Name of Business – business name as filed with state

Type of Business – general business category

Primary Contact Person – who is responsible for this paperwork and available to answer questions regarding the application?

Mobile Phone – of Primary Contact Person above

Email – Official business email address OR email address of Primary Contact Person above

Business Phone – official business phone listing (if available)

Website – if available

Social Media – list handles for Facebook, Instagram, Twitter, etc. (optional)

Business address – where does your business entity do most of its business?

Home address of owner – list one address of majority owner or all home addresses of equal owners

# Of Owners – how many owners have interest in your business?

DUNS # - use your DUNS # if you have one; IRS EIN is acceptable; use individual SSN if you don't have an EIN or DUNS # available at <https://www.dnb.com/duns-number.html>

Business Structure – is your business a sole proprietorship, LLC, LLP, etc.?

Is the business located in the same city as the mailing address above? If no, what City is your business located in?

Date business established – date your business officially began

Does the applying business have a related operating or holding company? If yes, list the holding company's name.

Gross Revenue for Previous 12 months – list your company's previous 12 month gross revenues, as reported in your most recent tax filing

Cost of Goods Sold in Previous 12 months - list your company's previous 12 month cost of goods sold, as reported in your most recent tax filing

Voluntary Demographics – answers are not required here and are optional

Total Working Capital Need – list total amount of funding needed to maintain operations. Grant funds may not cover this entire amount, but this will help illustrate the total need in the event that additional funds become available. Specify whether this number is monthly or annually.

List other funding you are currently seeking – check all boxes that apply; seeking or receiving funding from these other sources does not necessarily preclude your business from receiving CDBG funds. Complete the attached Funding Source Checklist to provide additional required information.

# of Employees - list all full-time and part-time employees separately

Total Monthly Payroll - list your average monthly payroll

Tax liability? – answer yes, no or unknown

Page 2 questions are all self-explanatory. Answer each to the best of your ability. Answers are required for each question.

## Funding Source Checklist

Name of Business: \_\_\_\_\_

**As required by CARES Act guidance, a duplication of benefits is not permitted. These grants funds may not be used to pay for expenses already reimbursed by the other Federal Assistance programs listed below. If your business has received funding from the sources below, you may not use these Tonganoxie grant funds to pay for the exact same expenses. For questions regarding eligible expenses, please call the grant administrator at (785)760-2148 or email [brettw.gas@outlook.com](mailto:brettw.gas@outlook.com)**

### Other Federal Assistance Received:

Please mark each program you have received funding from and provide specific information on what the funds were used for. Application will not be considered without this information.

\_\_\_ SBA Payment Protection Program (PPP)

- Amount Received: \_\_\_\_\_
  - What were funds used for (please be specific): \_\_\_\_\_
- 

\_\_\_ SBA Economic Injury Disaster Loan (EIDL)

- Amount Received: \_\_\_\_\_
  - What were funds used for (please be specific): \_\_\_\_\_
- 

\_\_\_ SBA Express Bridge Loan

- Amount Received: \_\_\_\_\_
  - What were funds used for (please be specific): \_\_\_\_\_
- 

\_\_\_ SBA Debt Relief Program

- Amount Received: \_\_\_\_\_
  - What were funds used for (please be specific): \_\_\_\_\_
- 

\_\_\_ Other Federal Program Assistance

- Name of Program: \_\_\_\_\_
  - Amount Received: \_\_\_\_\_
  - What were funds used for (please be specific): \_\_\_\_\_
- 

**Please sign next page**

I understand the requirements for this grant program and certify under penalty of perjury that the information provided in this application and all supporting documents is correct. The grant will be required to be repaid if false information has been provided.

---

Signature of Business Owner



**TONGANOXIE SMALL BUSINESS GRANTS  
TIMELINE  
8/18/2020**

Notice of Aid from LV County	8/12/20
Grant Admin Contract Approved	8/17/20
Set Program Parameters	8/18/20 to 08/31/20
<b>Applications Go Live (Open 8 days)</b>	<b>09/01/20</b>
Formation of Allocation/Review Committee	<b>9/8/2020</b>
<b>Application Deadline</b>	<b>5 PM on 9/9/20</b>
Committee Review & Determination (7 days)	9/10/20 to 9/17/20
City Council Review & Concurrence	9/21/20
Award Announcements	9/22/20
Gather Appropriate Documentation (	9/22/20 to 9/25/20
Send Subrecipient Reimbursement Report to LV County	9/25/20
Checks to businesses (estimated)	10/9/20
Completion of all payments	10/30/20