

City of Pittsburg, Kansas  
Special Commission Meeting Agenda  
Wednesday, November 12, 2025  
5:30 p.m.

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**CITY OF PITTSBURG, KANSAS**  
**SPECIAL COMMISSION AGENDA**  
**Wednesday, November 12, 2025**  
**5:30 PM**

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A Special Meeting of the Pittsburg City Commission is called to be held at 5:30 p.m. on Wednesday, November 12<sup>th</sup>, 2025, in the City Commission Room, located in the Law Enforcement Center at 201 North Pine, specifically to: (1) Salute the Flag; (2) Recognize a Pittsburg Positive award recipient; (3) Proclaim Memorial Auditorium Day; (4) Proclaim James Triplett Day; (5) Receive Public Input; (6) Consider approval of the Consent agenda consisting of: (a) the October 28<sup>th</sup>, 2025, City Commission Meeting minutes, (b) Cereal Malt Beverage Licenses, and (c) the Appropriation Ordinance; (7) Receive a Special Presentation regarding the Housing Needs Assessment; (8) Consider the following items: (a) Ordinance No. S-1112, (b) the allocation of funding toward the Pittsburg State University Outdoor Track and Field Project, (c) the Streetlight Improvement Project, and (d) an amendment to the Master Services Agreement with LimeLight Marketing, LLC, for a new website, and (9) to recess into Executive Session to discuss the City Manager’s 2025 evaluation.

**CALL TO ORDER BY THE MAYOR:**

- a. Flag Salute Led by the Mayor
- b. Pittsburg Positive
- c. Proclamation – Memorial Auditorium Day
- d. Proclamation – James Triplett Day
- e. Public Input

**CONSENT AGENDA (ROLL CALL VOTE):**

- a. Approval of the October 28, 2025, City Commission Meeting minutes.
- b. Approval of the applications submitted by the City of Pittsburg (Four Oaks Golf Course and Lincoln Park), Walmart Inc. dba Walmart #72 (2710 North Broadway), Walmart Inc. dba Walmart #5791 (1011 East Centennial), Walmart Inc. dba Walmart #5791 fuel station (1015 East Centennial), Casey’s Retail Company dba Casey’s #3924 (2520 South Broadway), Casey’s Retail Company dba Casey’s #2961 (612 South Broadway), and Casey’s Retail Company dba Casey’s #2893 (2912 North Broadway), Dillons Companies, LLC, dba Dillons #108 (2600 North Broadway), Bo’s 1 Stop, Inc. dba Bo’s 1 Stop (1116 West 4<sup>th</sup> Street), and Rhodes Grocery, Inc. dba Ron’s Supermarket (310 East Centennial Drive) to sell Cereal Malt Beverages for the year 2026 and direct the City Clerk to issue the licenses.
- c. Approval of the Appropriation Ordinance for the period ending November 12, 2025, subject to the release of HUD expenditures when funds are received.

**CITY OF PITTSBURG, KANSAS  
SPECIAL COMMISSION AGENDA  
Wednesday, November 12, 2025  
5:30 PM**

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**SPECIAL PRESENTATION:**

- a. HOUSING NEEDS ASSESSMENT – Director of Housing and Community Development Kim Froman will highlight key findings and current priorities in the Housing Needs Assessment and provide an update on active housing initiatives. **Receive for File.**

**CONSIDER THE FOLLOWING:**

- a. ORDINANCE NO. S-1112 – Consider approval of Ordinance No. S-1112, authorizing the City of Pittsburg, Kansas, to issue its Taxable Industrial Revenue Bonds, Series 2025 (Washington School Project), in the aggregate principal amount of not to exceed \$6,000,000 for the purposes of (I), purchasing, acquiring, constructing, furnishing and equipping a commercial facility, and (Ii) paying certain costs of issuance thereof; and authorizing execution of bond documents relating to issuance, payment, and purchase of the 2025 bonds. **Approve or disapprove the Ordinance and, if approved, authorize the Mayor to sign the Ordinance on behalf of the City.**
- b. PITTSBURG STATE UNIVERSITY OUTDOOR TRACK AND FIELD PROJECT – Consider the recommendation of the Economic Development Advisory Committee (EDAC) to allocate \$1 million from the Revolving Loan Fund (RLF) to support the Pittsburg State University outdoor track and field project, with the funds to be paid over a ten-year period. **Approve or disapprove the recommendation and, if approved, authorize the Mayor to sign the necessary documents on behalf of the City.**
- c. STREETLIGHT IMPROVEMENT PROJECT – Consider staff recommendation to 1.) increase the lumens of existing street lights where possible, 2.) add additional lighting to 182 locations with existing poles nearby, and 3.) add an additional utility pole and light fixture to 140 locations, with the annual increase in the City street light fees to be approximately \$99,900. **Approve or disapprove the recommendation and, if approved, authorize the Mayor to sign the necessary documents on behalf of the City.**
- d. LIMELIGHT MARKETING, LLC – WEBSITE DEVELOPMENT – Consider staff recommendation to approve an amendment to the Master Services Agreement with LimeLight Marketing, LLC for the development, testing and deployment of a new city website, in the amount of \$154,000. **Approve or disapprove recommendation and, if approved, authorize the Mayor to sign the Statement of Work on behalf of the City.**

**CITY OF PITTSBURG, KANSAS**  
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**5:30 PM**

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**EXECUTIVE SESSION:**

- a. An Executive Session is necessary to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1), to discuss the City Manager's 2025 evaluation. **Motion to recess into Executive Session for 15 minutes to discuss the City Manager's 2025 evaluation pursuant to the non-elected personnel exception under K.S.A. 75-4319(b)(1) with the meeting to resume in the Commission Room in 15 minutes.**

**ADJOURNMENT**



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Daron Hall, City Manager

OFFICIAL MINUTES  
OF THE MEETING OF THE  
GOVERNING BODY OF THE  
CITY OF PITTSBURG, KANSAS  
October 28, 2025

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A Regular Session of the Board of Commissioners was held at 5:30 p.m. on Tuesday, October 28, 2025, in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, with Mayor Dawn McNay presiding and the following members present: Cheryl Brooks, Chuck Munsell, and Ron Seglie. Commissioner Hite was absent.

FLAG SALUTE - Mayor McNay led the flag salute.

INVOCATION – Dr. Michael Nagle, on behalf of the St. Peter’s Episcopal Church, provided an invocation.

PITTSBURG POSITIVE - Mayor McNay recognized Angela Meyer as a Pittsburg Positive recipient.

PUBLIC INPUT – Caitlin Markel, 3505 Lyons Court, spoke in favor of soccer fields in Pittsburg.

APPROVAL OF MINUTES – On motion of Munsell, seconded by Seglie, the Governing Body approved the October 14, 2025, City Commission Meeting minutes as presented. Motion carried. Absent: Hite.

APPROPRIATION ORDINANCE – On motion of Munsell, seconded by Seglie, the Governing Body approved the Appropriation Ordinance for the period ending October 28, 2025, subject to the release of HUD expenditures when funds are received with the following roll call vote: Yea: Brooks, McNay, Munsell and Seglie. Motion carried. Absent: Hite.

SPECIAL PRESENTATION – PITTSBURG STATE UNIVERSITY PRESIDENT – Pittsburg State University President Thomas Newsom introduced himself to the community. Absent: Hite.

ORDINANCE NO. G-1378 – On motion of Munsell, seconded by Brooks, the Governing Body approved Ordinance No. G-1378, amending Section 6-2 of the Pittsburg City Code to remove the prohibition on exempt premises from allowing persons under the age of 21 from entering or remaining on the premises while a dance is occurring on the premises, and authorized the Mayor to sign the Ordinance on behalf of the City. Motion carried. Absent: Hite.

ORDINANCE NO. G-1379 – On motion of Seglie, seconded by Brooks, the Governing Body approved Ordinance No. G-1379, amending Section 6-74 of the Pittsburg City Code to update the grounds upon which an applicant may be disqualified from receiving a cereal malt beverage license, and authorized the Mayor to sign the Ordinance on behalf of the City. Motion carried. Absent: Hite.

ORDINANCE NO. G-1380 – On motion of Seglie, seconded by Munsell, the Governing Body approved Ordinance No. G-1380, amending Section 6-205 of the Pittsburg City Code to remove the prohibition on license issuance for non-residents of Crawford County and the State of Kansas, and authorized the Mayor to sign the Ordinance on behalf of the City. Motion carried. Absent: Hite.

OFFICIAL MINUTES  
OF THE MEETING OF THE  
GOVERNING BODY OF THE  
CITY OF PITTSBURG, KANSAS  
October 28, 2025

NON-AGENDA REPORTS AND REQUESTS - DISPOSITION OF BIDS – DEBRIS REMOVAL – 616 NORTH BROADWAY – On motion of Munsell, seconded by Seglie, the Governing Body awarded the bid for the removal of debris from the building located at 616 North Broadway to Pitt Foundation, of Pittsburg, Kansas, in the amount of \$249,000. Motion carried. Absent: Hite.

EXECUTIVE SESSION - On motion of Brooks, seconded by Seglie, the Governing Body recessed into Executive Session for fifteen minutes for preliminary discussion regarding the acquisition of real property pursuant to K.S.A. 75-4319(b)(6), to discuss the potential acquisition of recreational property, with the meeting to resume in the City Commission Room in fifteen minutes. Motion carried.

The Governing Body recessed into Executive Session at 5:55 p.m.

The Governing Body reconvened into Regular Session at 6:09 p.m.

Mayor McNay announced that no decisions were made and no votes were taken during the Executive Session.

NOVEMBER CITY COMMISSION MEETING SCHEDULE - Mayor McNay noted that the only City Commission meeting to be held in November will take place on November 12<sup>th</sup>.

ADJOURNMENT - On motion of Seglie, seconded by Brooks, the Governing Body adjourned the meeting at 6:09 p.m. Motion carried.

\_\_\_\_\_  
Dawn McNay, Mayor

ATTEST:

\_\_\_\_\_  
Tammy Nagel, City Clerk

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0175	REGISTER OF DEEDS							
0175	REGISTER OF DEEDS							
M-CHECK	REGISTER OF DEEDS	UNPOST	V 10/29/2025			187686		21.00CR
0175	REGISTER OF DEEDS							
0175	REGISTER OF DEEDS							
M-CHECK	REGISTER OF DEEDS	UNPOST	V 10/29/2025			187687		21.00CR
0175	REGISTER OF DEEDS							
0175	REGISTER OF DEEDS							
M-CHECK	REGISTER OF DEEDS	UNPOST	V 10/29/2025			191757		21.00CR
0175	REGISTER OF DEEDS							
0175	REGISTER OF DEEDS							
M-CHECK	REGISTER OF DEEDS	UNPOST	V 10/29/2025			191758		21.00CR
1	CRAFTON, SARAH	UNPOST						
1	CRAFTON, SARAH	UNPOST						
M-CHECK	CRAFTON, SARAH	UNPOST	V 11/05/2025			192071		20.00CR
C-CHECK	VOID CHECK		V 10/23/2025			198456		
C-CHECK	VOID CHECK		V 10/23/2025			198459		
C-CHECK	VOID CHECK		V 10/30/2025			198475		
C-CHECK	VOID CHECK		V 10/30/2025			198479		

** 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:	9 VOID DEBITS	0.00		
	VOID CREDITS	104.00CR	0.00	

TOTAL ERRORS: 0

VENDOR SET: 99 BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
		9	104.00CR	0.00	0.00
BANK:	TOTALS:	9	104.00CR	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3079	COMMERCE BANK	D	10/28/2025			000000		77,827.43
1478	KANSASLAND TIRE #1828	E	10/24/2025			027807		218.41
6524	ELLIOTT EQUIPMENT COMPANY	E	10/24/2025			027808		1,300.21
6528	GALE GROUP/CENGAGE	E	10/24/2025			027809		330.30
8237	BETTIS ASPHALT & CONST INC	E	10/24/2025			027810		986.64
8275	ADCOMP SYSYEMS INC	E	10/24/2025			027811		80.00
8467	WASTE CORPORATION OF KANSAS, L	E	10/24/2025			027812		200.00
8712	ALLEN, GIBBS, & HOULIK, LLC	E	10/24/2025			027813		30,431.94
8782	ED MILLER AUTO SUPPLY	E	10/24/2025			027814		662.00
8820	THE CHARLES MACHINE WORKS, INC	E	10/24/2025			027815		873.03
8842	CARDS KS LLC	E	10/24/2025			027816		1,266.76
0046	ETTINGERS OFFICE SUPPLY	E	10/24/2025			027817		532.69
0054	JOPLIN SUPPLY COMPANY	E	10/24/2025			027818		2,312.41
0087	FORMS ONE, LLC	E	10/24/2025			027819		255.00
0112	MARRONES INC	E	10/24/2025			027820		179.53
0133	JIM RADELL CONSTRUCTION COMPAN	E	10/24/2025			027821		10,399.91
0276	JOE SMITH COMPANY, INC.	E	10/24/2025			027822		388.52
0317	KUNSHEK CHAT & COAL CO, INC.	E	10/24/2025			027855		575.65
0335	CUSTOM AWARDS, LLC	E	10/24/2025			027856		25.00
0534	TYLER TECHNOLOGIES INC	E	10/24/2025			027857		4,650.00
0577	KANSAS GAS SERVICE	E	10/24/2025			027858		150.15
0746	CDL ELECTRIC COMPANY INC	E	10/24/2025			027859		502.13

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1030	FREDDY VAN'S INC	E	10/24/2025			027860		5,500.00
1733	BMI, INC	E	10/24/2025			027861		298.85
2035	O'BRIEN ROCK CO., INC.	E	10/24/2025			027862		812.75
2678	MID AMERICA ROOFING,	E	10/24/2025			027863		43,000.00
2707	THE LAWNSCAPE COMPANY, INC.	E	10/24/2025			027864		627.50
2767	BRENNTAG SOUTHWEST, INC	E	10/24/2025			027865		7,984.00
2825	STATE OF KANSAS	E	10/24/2025			027866		532.47
2960	PACE ANALYTICAL SERVICES LLC	E	10/24/2025			027867		4,586.40
3126	W.W. GRAINGER, INC	E	10/24/2025			027868		246.90
4307	HENRY KRAFT, INC.	E	10/24/2025			027869		133.82
5014	MID-AMERICA SANITATION INC.	E	10/24/2025			027870		810.49
5275	US LIME COMPANY-ST CLAIR	E	10/24/2025			027871		21,643.29
5855	STERICYCLE, INC.	E	10/24/2025			027872		130.79
6017	BOUND TO STAY BOUND BOOKS INC	E	10/24/2025			027873		18.88
6577	GREENSPRO INC	E	10/24/2025			027874		840.00
6807	ENVIRONMENTAL RESOURCE ASSOCIA	E	10/24/2025			027875		400.12
6936	HAWKINS INC	E	10/24/2025			027876		1,417.19
7023	BLEVINS ASPHALT CONSTRUCTION C	E	10/24/2025			027877		3,666.24
7427	OLSSON INC	E	10/24/2025			027878		200.25
7480	RODGER PETRAIT	E	10/24/2025			027879		125.00
7620	POMP'S TIRE SERVICE INC	E	10/24/2025			027880		2,377.14
8554	LACEY O'BRIEN	E	10/24/2025			027881		2,112.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8605	WOODRIVER ENERGY LLC	E	10/24/2025			027882		26.26
8732	BRANDON SPEAR	E	10/24/2025			027883		325.00
8879	DEREK MCNAUGHT	E	10/24/2025			027884		250.00
9149	WIEHE, SETH	E	10/24/2025			027885		200.00
9150	FREIBURGER, SETH	E	10/24/2025			027886		250.00
1478	KANSASLAND TIRE #1828	E	10/31/2025			027887		21.00
8782	ED MILLER AUTO SUPPLY	E	10/31/2025			027888		179.99
8836	PLACER LABS INC.	E	10/31/2025			027889		19,000.00
8882	FIRST RESPONDER OUTFITTERS, IN	E	10/31/2025			027890		662.55
0046	ETTINGERS OFFICE SUPPLY	E	10/31/2025			027891		782.13
0317	KUNSHEK CHAT & COAL CO, INC.	E	10/31/2025			027892		2,194.50
0412	NAN MCKAY & ASSOCIATES	E	10/31/2025			027893		419.00
0583	DICKINSON INDUSTRIES INC	E	10/31/2025			027894		600.00
0631	TRI-STATE BUILDING & SUPPLY CO	E	10/31/2025			027895		21,334.56
0823	TOUCHTON ELECTRIC INC	E	10/31/2025			027896		125.00
0866	AVFUEL CORPORATION	E	10/31/2025			027897		20,120.57
1165	NATIONAL BAND & TAG CO	E	10/31/2025			027898		4.37
3261	PITTSBURG AUTO GLASS	E	10/31/2025			027899		675.00
5049	CRH COFFEE INC	E	10/31/2025			027900		58.90
6558	VERMONT SYSTEMS INC	E	10/31/2025			027901		1,161.00
7151	QUADIENT FINANCE USA INC	E	10/31/2025			027902		1,300.00
7930	SANDERSON PIPE CORPORATION	E	10/31/2025			027903		10,500.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8147	CHEM-AQUA, INC.	E	10/31/2025			027904		499.33
8810	TRIPLE THREAT THREEATRICS	E	10/31/2025			027905		9,129.23
9151	ELITE LAND MANAGEMENT LLC	E	10/31/2025			027906		18,000.00
8236	NORTHGATE ASSOCIATES LLC	E	11/03/2025			027907		9,414.34
8775	PITTSBURG INVESTORS, LLC	E	11/03/2025			027908		12,447.77
1	WALSH, DILLON	V	1/14/2022			190406		30.00
1	WALSH, DILLON	UNPOST						
1	WALSH, DILLON	UNPOST						
M-CHECK	WALSH, DILLON	UNPOST	V	10/30/2025		190406		30.00CR
5673	KANSAS ASSOCIATION OF AIRPORTS	V	1/28/2022			190469		100.00
5673	KANSAS ASSOCIATION OF AIRPORTS							
5673	KANSAS ASSOCIATION OF AIRPORTS							
M-CHECK	KANSAS ASSOCIATION OF AIUNPOST	UNPOST	V	10/30/2025		190469		100.00CR
8505	PITTSBURG PUBLISHING COMPANY,	V	7/29/2022			191700		27.80
8505	PITTSBURG PUBLISHING COMPANY,							
8505	PITTSBURG PUBLISHING COMPANY,							
M-CHECK	PITTSBURG PUBLISHING COMUNPOST	UNPOST	V	10/30/2025		191700		27.80CR
7270	SECURITY 1ST TITLE, LLC	V	9/16/2022			192094		75.00
7270	SECURITY 1ST TITLE, LLC							
7270	SECURITY 1ST TITLE, LLC							
M-CHECK	SECURITY 1ST TITLE, LLC UNPOST	UNPOST	V	10/30/2025		192094		75.00CR
1	GRAY, JOHN	V	4/14/2023			193197		15.00
1	GRAY, JOHN	UNPOST						
1	GRAY, JOHN	UNPOST						
M-CHECK	GRAY, JOHN	UNPOST	V	10/30/2025		193197		15.00CR
0175	REGISTER OF DEEDS	V	5/24/2023			193425		20.00
0175	REGISTER OF DEEDS							
0175	REGISTER OF DEEDS							
M-CHECK	REGISTER OF DEEDS UNPOST	UNPOST	V	10/30/2025		193425		20.00CR

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0175	REGISTER OF DEEDS	V	5/24/2023			193426		20.00
0175	REGISTER OF DEEDS							
0175	REGISTER OF DEEDS							
M-CHECK	REGISTER OF DEEDS	UNPOST	V 10/30/2025			193426		20.00CR
1	LUARGAS, MAIRA	V	7/27/2023			194025		350.00
1	LUARGAS, MAIRA	UNPOST						
1	LUARGAS, MAIRA	UNPOST						
M-CHECK	LUARGAS, MAIRA	UNPOST	V 10/30/2025			194025		350.00CR
8755	CAROL GOOD	V	9/07/2023			194238		36.00
8755	CAROL GOOD							
8755	CAROL GOOD							
M-CHECK	CAROL GOOD	UNPOST	V 10/30/2025			194238		36.00CR
7270	SECURITY 1ST TITLE, LLC	V	9/07/2023			194256		300.00
7270	SECURITY 1ST TITLE, LLC							
7270	SECURITY 1ST TITLE, LLC							
M-CHECK	SECURITY 1ST TITLE, LLC	UNPOST	V 10/30/2025			194256		300.00CR
8511	JAMES A. BROCKHAUS	V	1/10/2024			194795		424.80
8511	JAMES A. BROCKHAUS							
8511	JAMES A. BROCKHAUS							
M-CHECK	JAMES A. BROCKHAUS	UNPOST	V 10/30/2025			194795		424.80CR
8685	TRAVIS WILSON	V	1/10/2024			194796		9.00
8685	TRAVIS WILSON							
8685	TRAVIS WILSON							
M-CHECK	TRAVIS WILSON	UNPOST	V 10/30/2025			194796		9.00CR
1	SPOONEMORE, CLINTON	V	4/25/2024			195297		150.00
1	SPOONEMORE, CLINTON	UNPOST						
1	SPOONEMORE, CLINTON	UNPOST						
M-CHECK	SPOONEMORE, CLINTON	UNPOST	V 10/30/2025			195297		150.00CR
1	KELSO, ANDREW	V	6/20/2024			195628		44.75

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	KELSO, ANDREW	UNPOST						
1	KELSO, ANDREW	UNPOST						
M-CHECK	KELSO, ANDREW	UNPOST	V 10/30/2025			195628		44.75CR
0175	REGISTER OF DEEDS		V 8/08/2024			196012		20.00
0175	REGISTER OF DEEDS							
0175	REGISTER OF DEEDS							
M-CHECK	REGISTER OF DEEDS	UNPOST	V 10/30/2025			196012		20.00CR
1	TOTH, TRENT		V 8/08/2024			196017		25.00
1	TOTH, TRENT	UNPOST						
1	TOTH, TRENT	UNPOST						
M-CHECK	TOTH, TRENT	UNPOST	V 10/30/2025			196017		25.00CR
0516	AMERICAN CONCRETE CO INC	R	10/23/2025			198448		2,063.00
5966	BERRY COMPANIES, INC.	R	10/23/2025			198449		908.99
8278	GERSON BOCANEGRA	R	10/23/2025			198450		50.00
1616	CITY OF PITTSBURG	R	10/23/2025			198451		1,000.00
33516	CITY OF PITTSBURG	R	10/23/2025			198452		300.00
9072	CRYSTAL L THOMPSON	R	10/23/2025			198453		400.00
1	DUGAN, JACKIE	R	10/23/2025			198454		100.00
8791	ENTERPRISE FM TRUST	R	10/23/2025			198455		3,801.40
8430	EQUIPMENTSHARE.COM, INC	R	10/23/2025			198457		408.57
1108	EVERGY KANSAS CENTRAL INC	R	10/23/2025			198458		10,140.93
6703	GT DISTRIBUTORS INC	R	10/23/2025			198460		10,232.04
1	HULL, DESIREE	R	10/23/2025			198461		100.00
7680	IMA, INC.	R	10/23/2025			198462		9,375.00
0226	KDOR LIQUOR TAX	R	10/23/2025			198463		12.04

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	KING, KAITLYNN	R	10/23/2025			198464		220.00
8505	PITTSBURG PUBLISHING COMPANY,	R	10/23/2025			198465		94.91
3835	MSSU	R	10/23/2025			198466		600.00
6942	MULBERRY LIMESTONE QUARRY	R	10/23/2025			198467		168.19
7666	NUTTER ELECTRIC LLC	R	10/23/2025			198468		11,450.00
1	PEARSON, DEXTER	R	10/23/2025			198469		16,803.75
8715	USA BLUEBOOK	R	10/23/2025			198470		700.96
8844	100 NORTH PINE LLC	R	10/30/2025			198471		2,550.00
5561	AT&T MOBILITY	R	10/30/2025			198472		149.45
8755	CAROL GOOD	R	10/30/2025			198473		36.00
5759	COMMUNITY HEALTH CENTER OF SEK	R	10/30/2025			198474		1,120.00
4263	COX COMMUNICATIONS KANSAS LLC	R	10/30/2025			198476		184.58
0375	WICHITA WATER CONDITIONING	R	10/30/2025			198477		20.00
1108	EVERGY KANSAS CENTRAL INC	R	10/30/2025			198478		35,511.38
1	GRAY, JOHN	R	10/30/2025			198480		15.00
1	JOHNSON, REGINA	R	10/30/2025			198481		160.00
5673	KANSAS ASSOCIATION OF AIRPORTS	R	10/30/2025			198482		100.00
1	KELSO, ANDREW	R	10/30/2025			198483		44.75
1	LONGAN, DAVID	R	10/30/2025			198484		92.88
1	LUARGAS, MAIRA	R	10/30/2025			198485		350.00
8505	PITTSBURG PUBLISHING COMPANY,	R	10/30/2025			198486		47.80
3835	MSSU	R	10/30/2025			198487		600.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8511	JAMES A. BROCKHAUS	R	10/30/2025			198488		424.80
8685	TRAVIS WILSON	R	10/30/2025			198489		9.00
0175	REGISTER OF DEEDS	R	10/30/2025			198490		20.00
0175	REGISTER OF DEEDS	R	10/30/2025			198491		20.00
0175	REGISTER OF DEEDS	R	10/30/2025			198492		20.00
7270	SECURITY 1ST TITLE, LLC	R	10/30/2025			198493		375.00
1	SPOONEMORE, CLINTON	R	10/30/2025			198494		150.00
1	TOTH, TRENT	R	10/30/2025			198495		25.00
1	WALSH, DILLON	R	10/30/2025			198496		30.00
9072	CRYSTAL L THOMPSON	R	10/30/2025			198497		340.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	46	109,678.07	0.00	111,325.42
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	77,827.43	0.00	77,827.43
EFT:	70	283,464.86	0.00	283,464.86
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	16 VOID DEBITS	1,647.35		
	VOID CREDITS	1,647.35CR	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: 80144	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			133	472,617.71	0.00	472,617.71
BANK: 80144	TOTALS:		133	472,617.71	0.00	472,617.71
REPORT TOTALS:			133	472,617.71	0.00	472,617.71

Passed and Approved this 12th day of November, 2025.

\_\_\_\_\_  
 Dawn McNay, Mayor

Attest:

\_\_\_\_\_  
 Tammy Nagel, City Clerk

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**TO:** Daron Hall-City Manager, Tammy Nagel-City Clerk

**FROM:** Kim Froman-Director of Housing and Community Development

**DATE:** November 5, 2025

**SUBJECT:** Agenda item request: Special Presentation – 2025 Housing Needs Assessment

---

The City of Pittsburg, in collaboration with Novogradac and local stakeholders, has completed an updated Housing Needs Assessment for 2025. This comprehensive report will serve as a foundational resource for grant applications, funding strategies, incentive programs, and local organizational efforts aimed at advancing housing initiatives throughout Pittsburg and Crawford County.

To highlight key findings and current priorities, the Housing Department will provide a summary of the assessment and a brief update on active housing initiatives.

Please include on the agenda a special presentation by Kim Froman, Director of Housing and Community Development.

The full Housing Needs Assessment will be available for public review online and in the office of the City Clerk.

Contact me with any questions and thank you,

Kim Froman  
Director of Housing and Community Development  
City of Pittsburg  
620-230-5550

ORDINANCE NO. S-1112

OF THE

GOVERNING BODY

OF THE

CITY OF PITTSBURG, KANSAS

AUTHORIZING THE ISSUANCE OF

NOT TO EXCEED \$6,000,000  
CITY OF PITTSBURG, KANSAS  
TAXABLE INDUSTRIAL REVENUE BONDS  
SERIES 2025  
(WASHINGTON SCHOOL PROJECT)

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(Published in *The Morning Sun* on November 15, 2025)

ORDINANCE NO. S-1112

AN ORDINANCE AUTHORIZING THE CITY OF PITTSBURG, KANSAS TO ISSUE ITS TAXABLE INDUSTRIAL REVENUE BONDS, SERIES 2025 (WASHINGTON SCHOOL PROJECT), IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$6,000,000 FOR THE PURPOSES OF (I) PURCHASING, ACQUIRING, CONSTRUCTING, FURNISHING AND EQUIPPING A COMMERCIAL FACILITY, AND (ii) PAYING CERTAIN COSTS OF ISSUANCE THEREOF; AND AUTHORIZING EXECUTION OF BOND DOCUMENTS RELATING TO ISSUANCE, PAYMENT, AND PURCHASE OF THE 2025 BONDS.

WHEREAS, the governing body of the City of Pittsburg, Kansas (the “Issuer” or “City”) is authorized by K.S.A. 12-1740 *et seq.*, as amended (the “Act”), to purchase, acquire, construct, improve, furnish, equip, and install certain facilities (as defined in the Act) for agricultural, commercial, hospital, industrial, natural resources, recreational development, and manufacturing purposes, and to enter into lease and lease-purchase agreements with any person, firm or corporation for said facilities, and to issue revenue bonds for the purpose of paying the cost of any such facilities; and

WHEREAS, the Issuer has found and here confirms its findings that it is desirable in order to promote, stimulate and develop the general economic welfare, health and prosperity of the Issuer and the State of Kansas that the Issuer issue its Taxable Industrial Revenue Bonds, Series 2025 (Washington School Project) in the aggregate principal amount of not to exceed \$6,000,000 (the “2025 Bonds”), for the purposes of (i) purchasing, acquiring, constructing, furnishing, and equipping a commercial facility in the City, (the “Project”), and (ii) paying certain costs of issuance of the 2025 Bonds; and

WHEREAS, the Project shall be leased by the Issuer to Washington School, LLC, a Kansas limited liability company (the “Tenant”), pursuant to a Lease Agreement, dated as of November 15, 2025 (the “Lease”), by and between the Issuer and the Tenant; and

WHEREAS, the Tenant has an existing interest in the Project which will be leased to the Issuer pursuant to a Site Lease Agreement, dated as of November 15, 2025 (the “Site Lease”); and

WHEREAS, the 2025 Bonds and the interest thereon are not an indebtedness of the Issuer within the meaning of any constitutional provision or statutory limitation, shall not constitute nor give rise to a pecuniary liability of the Issuer, nor shall any 2025 Bond or the interest thereon be a charge against the general credit or taxing powers of the Issuer, but shall be payable solely from certain fees, rentals, revenues and other amounts derived by the Issuer pursuant to the Lease and, under certain circumstances, from the proceeds of the 2025 Bonds and insurance and condemnation awards; and

WHEREAS, the Issuer further finds in connection with issuance of the 2025 Bonds that it is necessary to authorize the execution and delivery of various Bond Documents, as described in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF PITTSBURG, KANSAS AS FOLLOWS:

Section 1. Definition of Terms. All terms and phrases not otherwise defined herein shall have the respective meanings set forth in the recitals above, the Indenture, and the Lease (each as defined and authorized by this Ordinance).

Section 2. Authority for Project. The governing body of the Issuer declares that the Project (as defined above) will promote the welfare of the Issuer. The Issuer is authorized to cause the Project to be purchased, acquired, constructed, furnished, and equipped, all in the manner and as more particularly described in the Indenture and in the Lease.

Section 3. Authorization and Security for the 2025 Bonds. The 2025 Bonds are authorized and directed to be for the purpose of financing the costs of (i) purchasing, acquiring, constructing, furnishing, and equipping the Project, and (ii) paying certain costs of issuance of the 2025 Bonds.

The 2025 Bonds shall be issued in the form and subject to terms prescribed in the Indenture shall be subject to the provisions, covenants and agreements set forth in the Indenture. The 2025 Bonds shall be on a parity with, and equal to, one another and with any Additional Bonds which may be issued within the meaning and pursuant to the terms and provisions of the Indenture. The 2025 Bonds and any Additional Bonds (herein the “Bonds”) are special limited obligations of the Issuer payable solely from certain revenues derived by the Issuer pursuant to the Lease and the Project shall be pledged and assigned to the Trustee (as hereinafter defined) as security for the 2025 Bonds, all as defined herein and further described in the Indenture. The 2025 Bonds shall not be general obligations of or constitute a pledge of the faith and credit of the Issuer within the meaning of any constitutional or statutory provision and shall not be payable in any manner from tax revenues.

Section 4. Authorization of Bond Documents. The Issuer is authorized to enter into and deliver the following documents (the “Bond Documents”):

A. A Trust Indenture, dated as of November 15, 2025 (the “Indenture”), by and between the Issuer and Security Bank of Kansas City, Kansas City, Kansas, as Trustee (the “Trustee”), for the purpose of issuing and securing the 2025 Bonds as described therein and under which the Issuer pledges and assigns to the Trustee, for the benefit of the holders of the 2025 Bonds, the Trust Estate created by the Indenture; and

B. A Lease Agreement, dated as of November 15, 2025 (the “Lease”), by and between the Issuer, as lessor, and the Tenant, as lessee, pursuant to which the Issuer causes the Project to be acquired, constructed, equipped, furnished, and leased to the Tenant in

consideration of payments of Basic Rent, Additional Rent and other charges provided for therein; and

C. A Site Lease Agreement, dated as of November 15, 2025 (the “Site Lease”), by and between the Tenant, as lessor, and the Issuer as lessee, in which the Tenant leases its interests in the Project Site and the Project to the Issuer; and

D. A Bond Purchase Agreement, dated as of November 15, 2025 (the “Bond Purchase Agreement”), by and among the Issuer, the Purchaser and the Tenant, providing that the 2025 Bonds shall be issued and sold to Washington School, LLC, as purchaser (the “Purchaser”), subject to satisfaction of all conditions precedent to issuance of the 2025 Bonds and upon the terms and subject to the provisions and conditions of the Bond Purchase Agreement; and

E. An Agreement for Payment in Lieu of Taxes, dated November 15, 2025 (the “PILOT Agreement”), between the Issuer and the Tenant and requiring certain payments in lieu of taxes from the Tenant during the term of the 2025 Bonds; and

F. All other documents, certificates, and instruments necessary to issue and secure the 2025 Bonds as described herein and comply with and carry out the intent of this Ordinance and the other Bond Documents described above, as determined by the Issuer, upon advice of counsel.

Section 5. Authorization of Form of Documents. The Issuer is authorized to enter into and deliver the following documents (the “Bond Documents”):

A. Guaranty Agreement, dated as of November 15, 2025, by the Tenant in favor of the Trustee; and

B. Direct Pay Agreement, dated as of November 15, 2025 (the “Direct Pay Agreement”), by and among the Purchaser, the Trustee, and the Tenant.

Section 6. Execution of 2025 Bonds and Bond Documents. The Mayor is authorized and directed to execute each of the 2025 Bonds and deliver them to the Trustee for authentication on behalf of and as the act and deed of the Issuer as provided in the Indenture. The Mayor is further authorized and directed to execute and deliver the 2025 Bonds and Bond Documents on behalf of and as the act and deed of the Issuer, in substantially the form presented with this Ordinance, with such minor corrections or amendments as are approved by the Mayor, in consultation with Bond Counsel, with such approval evidenced by his/her execution thereof, and all other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the purposes and intent of this Ordinance. The City Clerk or Deputy City Clerk is authorized and directed to attest the execution of the 2025 Bonds and the Bond Documents, and all other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance.

Section 7. Pledge of the Project. The Issuer pledges the Project, and its net earnings from the Project to the payment of the 2025 Bonds in accordance with K.S.A. 12-1744. The lien created by such pledge shall be discharged when all of the 2025 Bonds and any Additional Bonds issued under the Indenture are deemed paid within the meaning of the Indenture.

Section 8. Further Authority. The Issuer shall, and the officers, agents and employees of the Issuer are further authorized and directed to, take such action and prepare or execute such other documents, certificates and instruments, as may be necessary or desirable to carry out and comply with the provisions of this Ordinance and to carry out, comply with and perform the duties of the Issuer with respect to the 2025 Bonds and the Bond Documents, all as necessary to carry out and give effect to the transactions contemplated by this Ordinance and the Bond Documents.

Section 9. Effective Date. This Ordinance shall take effect and be in full force from and after its adoption by the governing body of the Issuer and publication once in the official newspaper of the Issuer.

*[Remainder of Page Intentionally Left Blank]*

PASSED, ADOPTED AND APPROVED by the governing body of the City of Pittsburg, Kansas on the 12<sup>th</sup> day of November, 2025.

CITY OF PITTSBURG, KANSAS

[seal]

By \_\_\_\_\_  
Dawn McNay, Mayor

ATTEST:

By \_\_\_\_\_  
Tammy Nagel, City Clerk



## Memorandum

**TO:** Daron Hall, City Manager

**FROM:** Blake Benson, Economic Development Director

**DATE:** November 6, 2025

**SUBJECT:** November 12, 2025 Agenda Item  
Pittsburg State University outdoor track and field project

---

To continue the momentum and economic impact created by the Plaster indoor track facility, Pittsburg State University has begun construction on a new outdoor track and field facility. The current track at Carnie Smith Stadium is too small and outdated to host many regional and national track events. The first phase of the new facility will feature an eight-lane track and field base, adequate lighting, fencing, storage buildings, practice area, and seating for up to 1,700 spectators. It is hoped this phase will be completed in time to host the MIAA outdoor meet in spring 2026. Future phases will add other amenities.

The improvements being considered would allow the facility to host up to 14 potential multi-day events over the next five years. Pittsburg State officials estimate this means up to 36,000 attendees spending an average of \$88 per day for three to seven days. Further, Pittsburg State estimates that hosting these meets could potentially generate up to \$137,000 in production and import taxes, creating 37 jobs with a combined income of \$1 million, and increasing local sales by \$3.4 million.

The project is estimated to cost \$10 million. Pittsburg State has secured \$7 million in private funding, but has requested \$1 million from the Revolving Loan Fund to help complete the project. If approved, this would be paid over a ten-year period. The university plans to approach Crawford County with the same request at a later date given the substantial number of visitors the facility would attract.

The Economic Development Advisory Committee (EDAC) considered this request at their November 5 meeting and recommended approval of the request.

Please place this item on the agenda for the City Commission meeting scheduled for Wednesday, November 12, 2025. Action being requested is approval or denial of the EDAC recommendation to allocate \$1 million from the Revolving Loan Fund to support the Pittsburg State University outdoor track and field project, with the funds to be paid over a ten-year period.

## Blake Benson

---

**From:** City of Pittsburg <website.internal@pittks.org>  
**Sent:** Thursday, October 30, 2025 2:46 PM  
**To:** Blake Benson; bbenson710@yahoo.com  
**Subject:** New Application for RLF Submitted

### General Information

#### 1. Name of Applicant Firm

Pittsburg State University

#### 2. Date of Request

10/30/2025

### Contact Information

#### 3. Firm Address

1701 S. Broadway  
Pittsburg, Kansas 66762  
United States  
[Map It](#)

#### Firm Phone Number

(620) 875-1513

#### Email Address

[jjohnson@pittstate.edu](mailto:jjohnson@pittstate.edu)

#### 4. Names, addresses and email addresses of the principal officers, directors and members of the applicant

Dr. Thomas Newsom, President  
Jim Johnson, VP for Athletics

#### 5. Name, address, phone number and email address for applicant's attorney

Jamie Cook, Pitt State General Counsel

### Project Details

#### 6. Estimated total project value (provide detailed breakdown of expected costs)

\$10-12M

#### 7. Amount being requested (should not exceed 10% of the total project cost)

\$1M

#### 8. Address of proposed project

1701 S. Broadway  
Pittsburg, KS 66762  
[Map It](#)

#### 9. Estimated project completion date

03/01/2026

#### 10. Estimated job creation and expected average wage of jobs created

See handout

**11. Other sources of funding (secured vs. pending)**

Entire project will be funded through private gifts and donations.

**12. Summary of project, including construction to occur, future use of property, unusual demands for water/wastewater service and police/fire protection, etc.**

The facility will be a dedicated collegiate outdoor track and field facility. The initial phase includes all track and field practice and competition components; seating for 1700 spectators; various storage buildings; lighting; fencing; and a video board.

**13. Name, address, and phone numbers of general contractor, subcontractors, and architect/engineer.**

Mammoth Construction.

**14. Describe the organizational structure of applicant (proprietorship, partnership, limited liability company, corporation, etc.). Note relationship to a parent company.**

Public educational institution.

# Pitt State

## TRACK & FIELD

### Building for a growing legacy

Construction of new dedicated 8-lane competition-ready outdoor track and field facility at Pittsburg State University is a testament to the continued momentum surrounding our track and field program, which has earned nine national championships in the last four seasons of indoor and outdoor competition.

The facility is adjacent to the Robert W. Plaster Center, which houses the program’s indoor facility and has hosted the NCAA Division II National Indoor Championships five times since its completion in 2015.

The new outdoor facility completes the program’s complex of facilities, which also includes a shared 10,000-sq foot strength and conditioning room, onsite physical therapy and athletic training clinics, athlete locker rooms, a state-of-the-art lecture hall, and coach offices. The new facility also means Carnie Smith Stadium is now a dedicated football facility.

Pitt State’s national profile in track and field, combined with comprehensive facilities and a vibrant surrounding city, enables the university and community partners to bring major events to Pittsburg that will provide lasting impact to the local economy.

Construction of the essential competitive elements is underway and will be completed in time for the 2026 outdoor season.

## LIGHTS & SEATING

However, Pitt State and Pittsburg cannot realize the complex’s full potential without the lighting and adequate spectator seating required to host major conference, regional, and national championships.

### PROJECTED EVENTS OVER 5 YEARS

Event	Timing	Days	People
Collegiate invitational #1	March	1	1,875
Collegiate invitational #2	April	1	1,875
Tune-up	April	1	1,000
MIAA Championships Hosting May 2026	May	2	1,875
Last-chance meet	May	1	1,000
NCAA DII Championships	May	3	3,750
High school invitational	April	1	3,125
High school regional	May	1	1,250
AAU District Jr. Olympics	June	3	5,000
AAU Regional Jr. Olympics	June	4	2,188
AAU National Jr. Olympics	July	7	1,250
USATF District Jr. Olympics	June	1	1,250
USATF Regional Jr. Olympics	July	4	3,125
USATF National Jr. Olympics	July	7	7,500

The 14 meets listed here are large multi-day events that bring with them **significant economic impact** to Crawford County over the next five years.

**Over 36,000 total attendees, including athletes, staff, and spectators will spend an average of nearly \$88 each.**

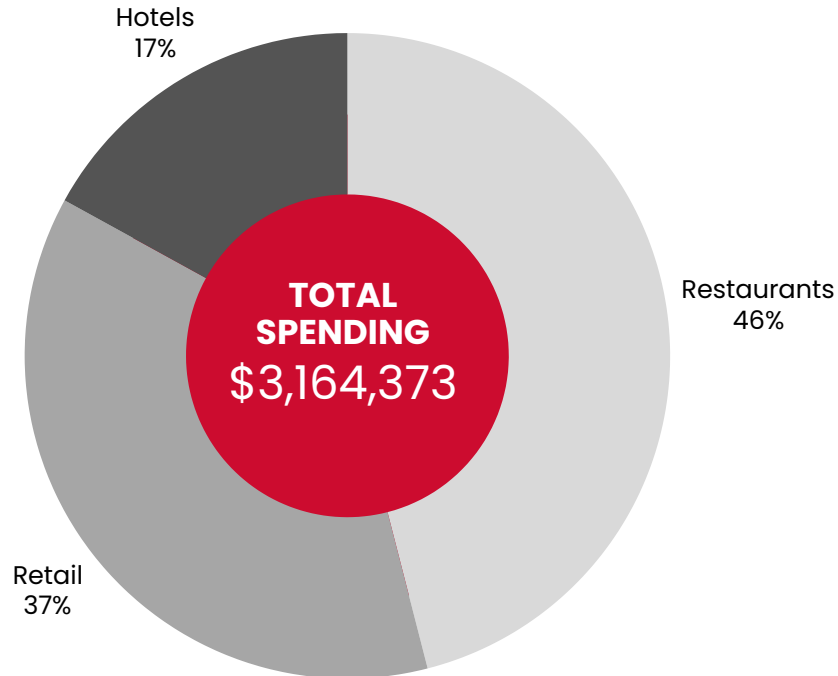
Large regional and national meets are 3-7 days in length. CHALLENGE: Overall economic impact is limited by the number of hotel rooms in Pittsburg.

**Local sales taxes are low, but use taxes will still go up significantly.**

Economic activity related to full use of the outdoor track would generate nearly \$137,000 in production and import taxes.

**37 jobs would be created due to the spending that takes place as a result of full use of the outdoor track**

Thirty-one jobs would be created from direct spending. An additional four jobs would be created in the local supplier industries, and another two would be created from local spending generated by employee spending on goods and services. These 37 jobs generate over \$1 million in individual income.



**Value-added production and total output both increase if the new outdoor track hosts a full slate of meets.**

Proprietors' income and taxes (value added) will increase by over \$1.7 million and sales (output) by over \$3.4 million.

	Jobs	Labor Income	Value Added	Output
<b>Direct</b>	31	\$720,755	\$1,260,157	\$2,361,950
<b>Indirect</b>	4	\$187,573	\$294,459	\$649,026
<b>Induced</b>	2	\$105,993	\$220,118	\$397,796
<b>TOTAL</b>	<b>37</b>	<b>\$1,014,321</b>	<b>\$1,774,733</b>	<b>\$3,408,773</b>



BRENT NARGES  
Chief of Police

# PITTSBURG Beard-Shanks Law Enforcement Center

## POLICE DEPARTMENT

201 North Pine Street  
Pittsburg, Kansas 66762  
(620) 235-0400

To: City Manager Daron Hall  
Chief of Police Brent Narges

From: Major Detective Adan Nance

Date: 11/04/2025

Subject: Pittsburg City Commission Agenda item, for the November 12<sup>th</sup>, 2025, meeting, re:  
City Streetlight Improvement Project

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In February of this year Pittsburg City Leadership embarked on a project to evaluate and improve the current city streetlight infrastructure. Improved streetlighting is a proven, cost-effective method to increase both real and perceived safety, reduce crime, and encourage greater community engagement in public spaces. Studies show that improved lighting deters criminal activity, reduces accidents, and promotes a sense of security. Current lighting infrastructure in certain areas of the city was believed to be outdated, inconsistent, or insufficient for today's safety expectations.

The Pittsburg Police Department spearheaded this project with guidance from other city leadership, and the first step was to conduct a lighting assessment survey to identify gaps of streetlight coverage and prioritize high-need areas while also ensuring placement to be consistent to enhance visibility on sidewalks, crosswalks, and gathering areas without contributing to unnecessary light pollution.

The overall expected outcomes of this project include increased safety and security for residents and visitors, reduced crime and traffic-related incidents in poorly lit areas, strengthened community confidence in public safety efforts, and to increase the overall quality of life for Pittsburg residents, business owners and guests.

Members of the Criminal Investigation Division took lead in the evaluation and survey portion of the project. The overall goal of the survey was to evaluate the current streetlighting with the city and identify areas where there could be improvements. There was a multi prong approach to the survey which included an evaluation of the current infrastructure and identifying areas where trees needed trimmed to allow for better streetlight coverage, areas where existing areas could be brighter by either increasing the existing light lumens, by adding lights to areas where there are existing poles, and lastly areas where there are no poles, but increased lighting is necessary.

The survey took approximately two months to complete. The results of the survey identified approximately 459 recommendations within the city. Consideration was taken in reference to planned



BRENT NARGES  
Chief of Police

# PITTSBURG Beard-Shanks Law Enforcement Center

## POLICE DEPARTMENT

201 North Pine Street  
Pittsburg, Kansas 66762  
(620) 235-0400

future city projects, downtown lighting, and historical police reported incidents. Of the 459 recommendations, there were 90 locations that were identified as needing trees trimmed around existing street lighting fixtures. There were a total of 47 locations where brightening the existing street light fixtures were recommended. There were 182 locations where additional lighting was recommended and there was a utility pole nearby for a new fixture. There was a total of 140 locations where additional lighting was recommended and there were **no** existing poles available.

Findings of the survey were presented to commission during a Commission working day in May. I also spoke during a May Downtown Advisory Board meeting. During that meeting they expressed additional lighting efforts they had ongoing as well as suggesting additional lighting in the downtown alleyways.

There were several meetings with city leadership to discuss the survey results and the next steps in proceeding forward with the project. In the discussions it was decided to have City employees address the identified areas where trees needed trimmed around existing light fixtures.

The first recommendation city leadership made was to increase the lumens of existing streetlights where possible. This involves turning the light fixtures from a low setting (LED LS) to the high setting (LED-HS), increasing each light fixture from 4800 Lumens to 7800. This increase is approximately a \$3,473.16 monthly increase in city streetlight fee or a \$41,677.92 annual increase.

The next recommendation of this project would be to add additional lighting to 182 locations with existing poles nearby. Adding each new light fixture to an existing pole would be an additional \$12.02 per pole monthly increase. Adding these 182 light fixtures to existing poles would be approximately a \$2,187.64 monthly increase in city streetlight fee or a \$26,251.68 annual increase.

The final recommendation of the project would be to add an additional utility pole and light fixture to 140 locations. Adding a new utility pole and light fixture would cost approximately \$19.03\* per month per location. Adding a new utility pole and light fixture to 140 locations would be a \$2,664.20 monthly increase or a \$31,970.40 annual increase.

*-All estimates are using current fuel prices, which adjust quarterly. These numbers are also assuming Evergy has the ability to waive the extra charges for the line extension to accommodate new lights, which will be considered site by site, there are a lot of variables that will need to be considered.*



BRENT NARGES  
Chief of Police

# PITTSBURG

---

## POLICE DEPARTMENT

Beard-Shanks Law Enforcement Center

201 North Pine Street  
Pittsburg, Kansas 66762

(620) 235-0400

The total cost of adjusting all current low level city lighting fixtures to the high setting, adding 182 new lighting fixtures, and adding 140 new utility poles with light fixtures would be approximately a \$99,900.00 annual increase in city street lighting fees.

At the completion of the project, an evaluation of the impact of the changes will be conducted. A second survey will be conducted to find additional areas where lighting could be improved.

I respectfully request that you place this item on the agenda for the upcoming City Commission meeting to update the Commission of the project. If you have any questions or require further details, please do not hesitate to contact me.

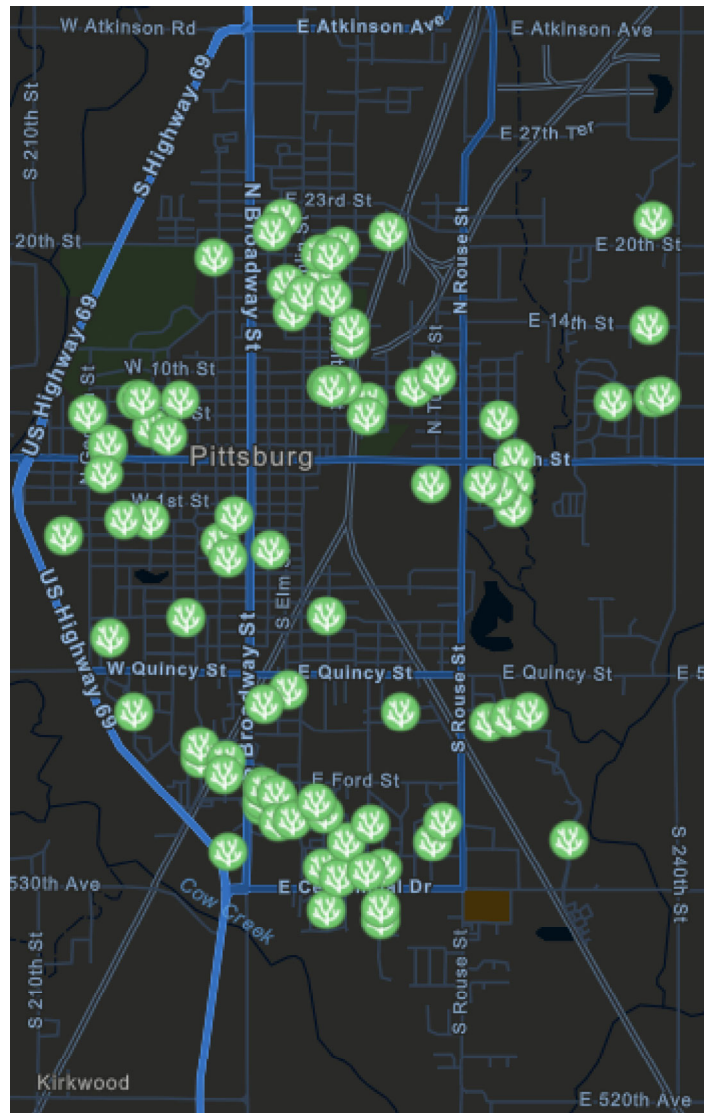
Thank you for your continued support and consideration of this important request.

\_\_\_\_\_  
Major Adan Nance

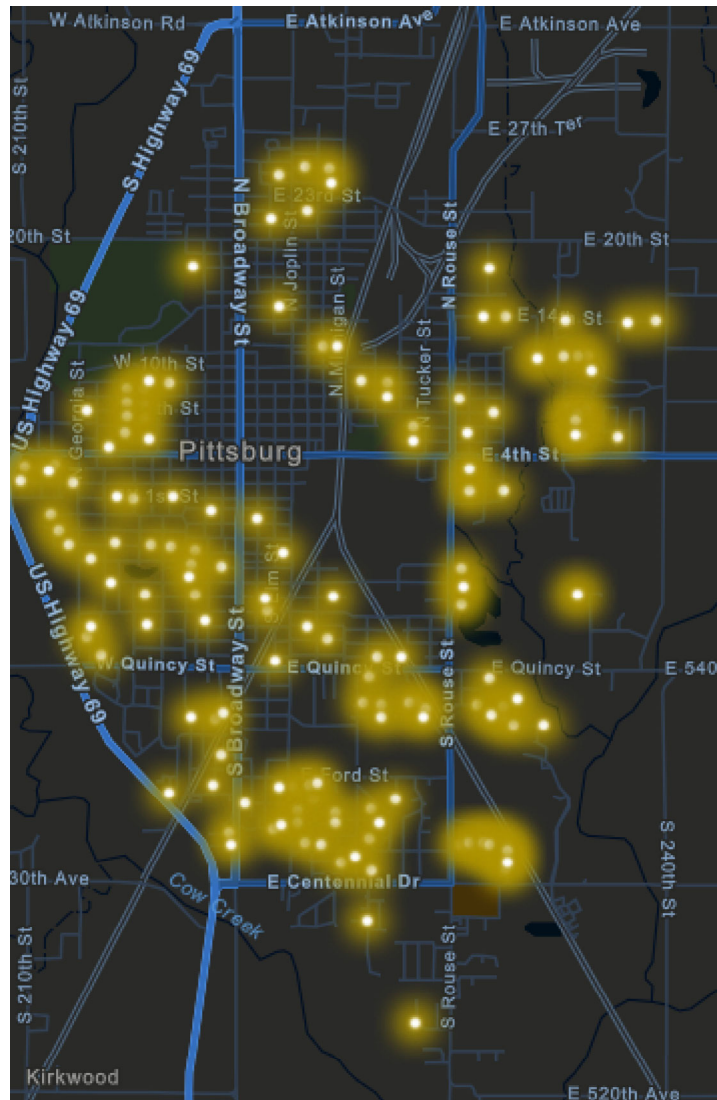
11/04/2025

\_\_\_\_\_  
Date

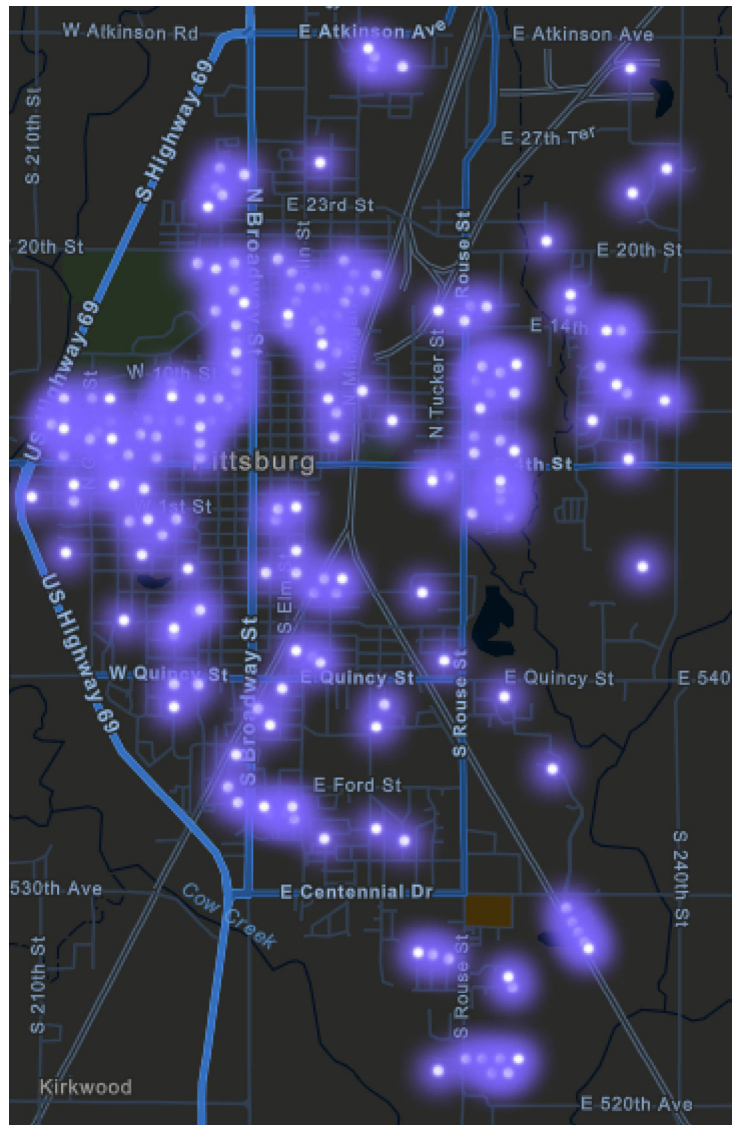
### Tree Trimming Locations



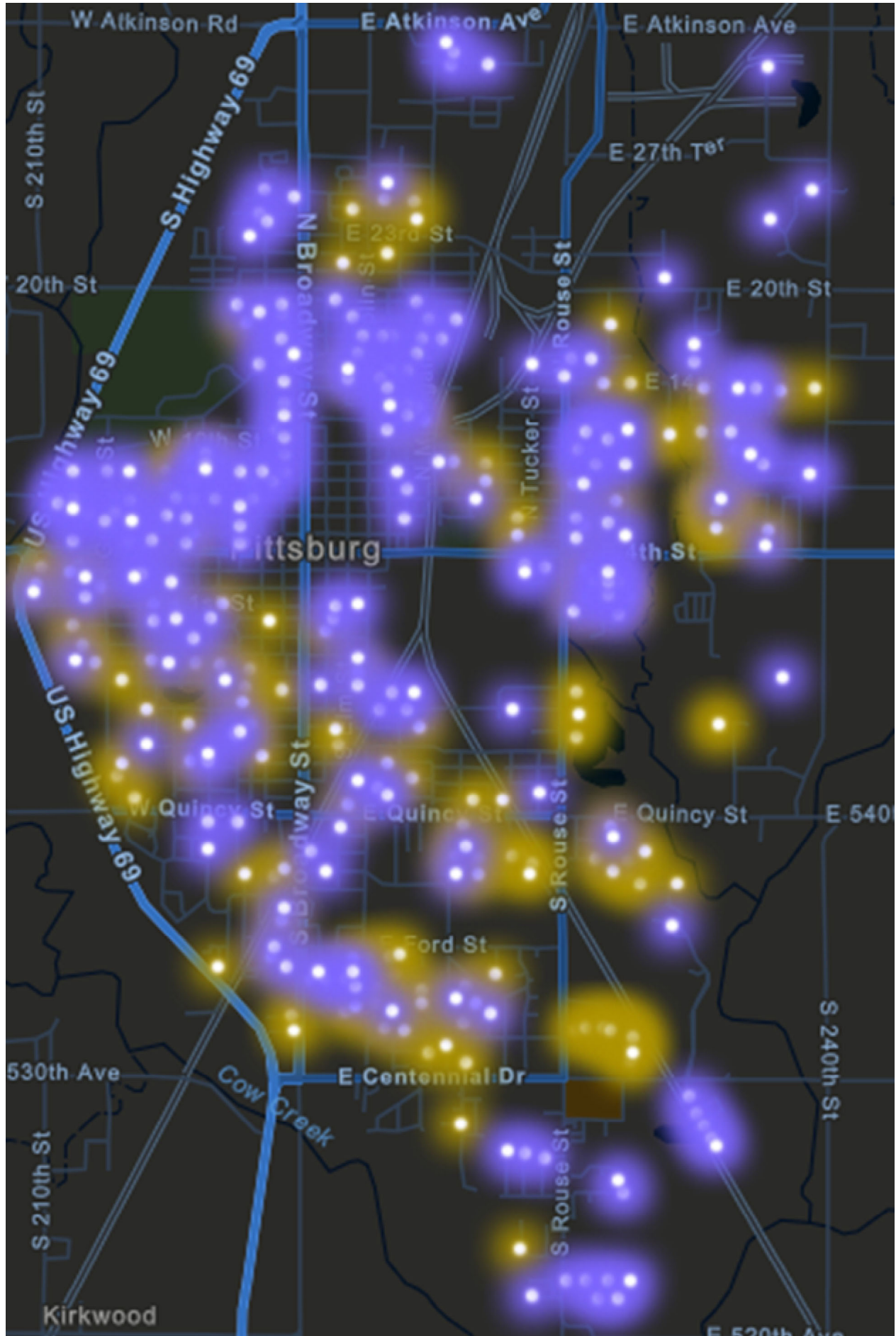
### Locations Without Existing Poles



### Locations With Existing Poles



All Additional Lighting



## **SOW to Perform Services for: City of Pittsburg**

Project Name: Website Development

Written by: Kasey Gaddy | LimeLight Marketing

Prepared for: Stephanie Potter

10/16/2025

### **Services Performed By:**

LimeLight Marketing LLC  
111 North Broadway, Suite A  
Pittsburg, KS 66762

### **Services Performed For:**

City of Pittsburg  
201 W. 4th St.  
Pittsburg, KS 66762

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## **OVERVIEW**

This Statement of Work (SOW) is issued pursuant to the Master Services Agreement between City of Pittsburg (“Client” or “Company”) and LimeLight Marketing LLC (“Agency” or “Contractor”). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail for the purposes of this SOW only.

This SOW (hereinafter called the “SOW”), effective on the date of acceptance deemed by the date signed by both parties, is entered into by and between Agency and Client and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistency between the terms of the body of this SOW and the terms of the Exhibit(s) herein, the terms of the body of this SOW shall prevail.

## **BACKGROUND & APPROACH**

The City of Pittsburg is preparing to launch a redesigned website to improve usability, accessibility, and content organization. The current website, originally designed and launched by LimeLight Marketing in 2017, was the agency’s first comprehensive site build and has since evolved into a large and complex digital presence. As the site has grown, the navigation and content structure have become increasingly difficult to manage, both for users and internal teams.

To better serve their community, the City is seeking a refreshed design and streamlined navigation that prioritizes ease of use and ensures information is accessible and reliable for all users. The primary audiences for the website will be:

1. Citizens – for quick access to services, updates, and community resources
2. Business Owners – for permits, incentives, and development support
3. City Staff and Officials – for internal workflows and public communications

## **ENGAGEMENT DETAILS**

This scope of work includes the creative and technical aspects of a new website built on WordPress, where LimeLight provides strategy, design, development, and consultation and the City staff performs content migration.

The project will include 7 key phases:

1. Discovery
2. Information Architecture
3. Wireframes
4. Design
5. Development
6. Launch Preparation
7. Post Launch Hypercare-Warranty

In the Design phase of the project, LimeLight will present three (3) distinct creative concepts for the new website. Once a direction is selected, we will move into the design and development phases, which include creating unique page layouts and form templates tailored to the City's content and user needs.

The new website will be developed to meet WCAG 2.2 ADA compliance standards, ensuring accessibility for all users, including those using assistive technologies.

Content migration will be managed by the City of Pittsburg, with LimeLight providing consultation and oversight throughout the process. Specific expectations include:

- **Migration Timeline:** The City will be responsible for completing content migration within the timeline jointly agreed upon during project planning. LimeLight will provide a recommended migration schedule tied to development milestones.
- **Consultation Support:** LimeLight will provide guidance on content structure, formatting standards, and technical requirements to ensure a smooth transition.
- **Review and QA:** LimeLight will conduct periodic spot checks of migrated content for quality assurance, focused on formatting, broken links, ADA compliance, and structural integrity. Major QA is the City's responsibility; LimeLight will escalate any systemic issues identified.
- **Scope Limitations:** LimeLight's role for content migration is advisory and review-based; full content editing, rewriting, or bulk migration tasks are not included in this scope.

Additionally, LimeLight will recommend and present an Email Service Platform (ESP) such as Constant Contacts as the City's new email marketing platform, offering a more robust and flexible solution compared to the current email integration used in the existing website. Implementation of the ESP is not included in this Statement of Work, but can be added upon request.

## SCOPE OF WORK

Item	Details
<b>Discovery</b>	
Client Project Kickoff	Assumes up to one (1) meeting to kick-off the project and start the project requirements gathering.  Assumes the meeting is led by the LimeLight team.

<p>Client stakeholder meetings / Discovery &amp; Development of Personas</p> <p>Deliverable: Documented personas</p>	<p>Assumes up to two (2) meetings with stakeholders to conduct interviews to be used as input for the requirements of the website. Define personas that will interact with the website.</p> <p>Assumes the interviews will be prepped, executed, then reviewed to produce documentation to inform goals and specifications for the website.</p>
<p>Write technical specifications</p> <p>Deliverable: Spreadsheet with plugins to be used or changed and information about each plugin</p>	<p>Assumes creation of a full set of technical specifications for the new site, including plugins to be used, custom functions to be written, and other implementation details.</p>
<p><b>Information Architecture</b></p>	
<p>Analytics review &amp; heat map analysis</p> <p>Deliverable: Documentation around decisions and findings</p>	<p>Assumes review of Google Analytics and heat map analysis to guide recommendations on site map and user experience.</p>
<p>Create sitemap</p> <p>Deliverable: Visual of sitemap</p>	<p>Assumes creation of sitemap to inform overall website architecture.</p> <p>Assumes 2 rounds of revisions</p>
<p>Create transition map - from old sitemap to new</p> <p>Deliverable: Spreadsheet mapping content from the existing site to the new site with redirects</p>	<p>Assumes creation of a transition mapping document in a spreadsheet format that maps existing pages on current site to new pages, and redirects where needed to assist with content migration.</p> <p>Assumes 1 round of revisions</p>
<p>Create navigation concepts based on Personas' behaviors</p> <p>Deliverable: Visual design of the navigation</p>	<p>Assumes creation of navigation concepts based on sitemap to assist with visualizing how personas will interact with website architecture.</p> <p>Assumes 2 rounds of revisions</p>

<b>Wireframes</b>	
Wireframes - Header Navigation / Menu	<p>Assumes custom Wireframes of header navigation menu and site search.</p> <p>Assumes 2 rounds of revisions with final being determined after navigation testing is completed</p>
Wireframes - Footer	<p>Assumes custom Wireframes of footer navigation.</p> <p>Assumes the inclusion of the following elements:</p> <ul style="list-style-type: none"> <li>- E-mail sign up</li> <li>- Footer links</li> <li>- Contact information</li> <li>- Social icons (FB, Instagram, Pinterest, Twitter, TikTok)</li> <li>- Privacy Policy</li> <li>- Terms &amp; Conditions</li> </ul> <p>Assumes 2 rounds of revisions</p>
Wireframes - Home Page	<p>Assumes custom Wireframes of the home page with up to eight (8) sections.</p> <p>Assumes the inclusion of the following elements:</p> <ul style="list-style-type: none"> <li>- 3 unique sections (based on brand values and opportunities)</li> <li>- 5 essential sections to cover basic functional needs:               <ul style="list-style-type: none"> <li>-- 1. Hero (left, right, center variations, static image or autoloop video, white colorway and dark colorway)</li> <li>-- 2. Details on key City Services / Departments</li> <li>-- 3. Image and text grid (2 up or 3 up variation)</li> <li>-- 4. Image and text (left and right variations)</li> <li>-- 5. About us / history content</li> </ul> </li> </ul> <p>Assumes up to 2 rounds of revisions</p>
Wireframe - Content Templates / Component Library	<p>Assumes custom Wireframes of ten (10) content page templates: E.g. history page, careers page, about us or additional content page.</p>

<p>Deliverable: Wireframe for 10 pages</p>	<p>Assumes the global sections library can be used on all landing pages and will include:</p> <ul style="list-style-type: none"> <li>- 8 sections from home page</li> <li>- 4 new sections</li> </ul> <p>Assumes up to 2 rounds of revisions</p>
<p>User Testing based on Personas</p> <p>Deliverable: Documentation on user testing findings</p>	<p>Assumes user testing of navigation and basic site elements.</p> <p>Assumes 5 desktop and 5 mobile testers.</p> <p>Assumes feedback from testing will be presented to project stakeholders and result in one (1) round of revisions to wireframes.</p>
<p><b>Design</b></p>	
<p>Design - Creative concepting</p> <p>Deliverable: 3 concepts of design using existing branding</p>	<p>Assumes the creation of 3 conceptual design directions with different applications of branding based on existing brand guidelines, references and assets, in order to establish a unified design direction.</p> <p>Assumes up to one (1) rounds of revisions.</p>
<p>Design - Define pattern library / style guide</p>	<p>Assumes creation of the Pattern Library to define typography, form elements, buttons, icons, and colors.</p> <p>Assume this will be used by Client team during the build.</p>
<p>Design - Header Navigation / Menu</p>	<p>Assumes custom design of header navigation and mega menu.</p> <p>Assumes up to two (2) rounds of design revisions.</p>
<p>Design - Footer</p>	<p>Assumes custom design of footer navigation.</p> <p>Assumes the inclusion of the following elements:</p> <ul style="list-style-type: none"> <li>- E-mail sign up</li> <li>- Footer links</li> <li>- Contact information</li> <li>- Social icons (FB, Instagram, Pinterest, Twitter, TikTok)</li> <li>- Privacy Policy</li> </ul>

	<p>- Terms and Conditions</p> <p>Assumes up to two (2) rounds of design revisions.</p>
<p>Design - Page Templates / Global Component Library</p>	<p>Assumes custom design of ten (10) content page templates: E.g. City Services Page, Careers Page, Department Page, Form Design or Additional Content Pages.</p> <p>Assumes a unique (11th) template will be created for Memorial Auditorium.</p> <p>Assumes a unique (12th) template will be created for Downtown.</p> <p>Assumes the global sections library can be used on all landing pages and will include:</p> <ul style="list-style-type: none"> <li>- 8 sections from Homepage</li> <li>- 4 new sections</li> </ul> <p>Assumes up to two (2) rounds of design revisions for the four (4) new sections.</p> <p>Assumes that the content and assets presented by LimeLight are placeholder example designs to guide the Client team. Assumes no creation of the assets and text content.</p>
<p>Design - Homepage</p>	<p>Assumes custom design of Homepage with up to eight (8) sections.</p> <p>Assumes the inclusion of the following elements:</p> <p>Assumes the inclusion of the following elements:</p> <ul style="list-style-type: none"> <li>- 3 unique sections (based on brand values and opportunities)</li> <li>- 5 essential sections to cover basic functional needs: <ul style="list-style-type: none"> <li>-- 1. Hero (left, right, center variations, static image or autoloop video, white colorway and dark colorway)</li> <li>-- 2. Details on key City Services / Departments</li> <li>-- 3. Image and text grid (2 up or 3 up variation)</li> <li>-- 4. Image and text (left and right variations)</li> <li>-- 5. About us / history content</li> </ul> </li> </ul> <p>Assumes up to two (2) rounds of design revisions.</p> <p>Assumes that LimeLight will handle the home page content and visual design assets, whereas the City will handle those on the other pages of the site.</p>

<p>Design - Blog/News: Listing Page</p>	<p>Assumes custom design of Blog &amp; News Listing Page templates.</p> <p>Assumes the inclusion of the following elements:</p> <ul style="list-style-type: none"> <li>- Blog/News navigation</li> <li>- Featured blog/news article(s)</li> <li>- Full list of blog/news articles</li> <li>- Pagination or lazy load</li> <li>- Ability to subscribe to blog/news</li> </ul> <p>Assumes up to two (2) rounds of design revisions.</p>
<p>Design - Blog/News: Article Page</p>	<p>Assumes custom design of Blog / News Article Page template.</p> <p>Assumes the inclusion of the following elements:</p> <ul style="list-style-type: none"> <li>- Hero</li> <li>- Date</li> <li>- Tags</li> <li>- Article title</li> <li>- Article body</li> <li>- Article images</li> <li>- Links</li> <li>- Videos</li> <li>- Ability to subscribe to blog / news</li> </ul> <p>Note: You cannot use the global component library within the blog / news template.</p> <p>Assumes up to two (2) rounds of design revisions.</p>
<p>Design - Image Size Guide</p>	<p>Assumes delivery of image size guide documentation to be utilized by the Client team as they create assets for the new site and perform content migration</p>
<p><b>Development</b></p>	
<p>Development - Configure environment</p>	<p>Assume to configure WordPress staging and production environments.</p>

	<p>Assume to configure the store to support single language (English).</p>
<p>Development - Set up theme deployment/workflow/git</p>	<p>Assumes the setup of the Github, project repository, deployment workflows, build pipelines, and repository sync.</p> <p>Assume to utilize Github actions for theme deployment.</p> <p>Assumes setup of LimeLight's storefront base theme.</p>
<p>Style Guide / Pattern Library Development</p>	<p>Assumes the development of a pattern library template.</p> <p>Assumes the usage of the site's pattern library across the site in order to implement approved designs.</p> <p>Assumes Style Guide defines typography, form elements, buttons, typography, icons, and colors.</p>
<p>Development - Header Navigation / Menus</p>	<p>Assumes frontend customization based on the approved designs including flyout navigational menus, and mobile-specific navigational elements.</p> <p>Assumes all navigational elements and flyouts will use the same layout/structure.</p> <p>Assumes navigational hierarchy is the same for mobile and desktop.</p>
<p>Development - Footer Navigation</p>	<p>Assumes frontend customization based on the approved designs.</p> <p>Assumes the inclusion of Social Links and Legal Pages Links.</p>
<p>Development - Footer Navigation: Email Sign-Up</p>	<p>Assumes frontend customization based on the approved designs.</p> <p>Assumes newsletter form integration with WordPress.</p>
<p>Development - Search Result Page: Results</p>	<p>Assumes frontend styling based on the approved style guide.</p> <p>Assumes no addition or removal of functionality from the base template.</p>
<p>Development - Contact Us Template and Contact Form</p>	<p>Assumes configuration of the Contact Us page using the global component library and up to two (2) sections from the component library.</p> <p>Assumes use of WordPress Gravity Forms Plugin</p>

	Assumes inquiries may be routed to up to different email addresses depending on nature of inquiry (e.g. legal vs media inquiry, etc)
Development - Basic Text Content Page Templates	<p>Assumes frontend styling of the CMS Page templates based on the approved Style Guide.</p> <p>Assumes 10 templates will be built.</p> <p>Assumes the following rich text editor options: headings, paragraphs, numbered list, bullet list, inline elements (hyperlink, bold, italic, underline, strikethrough), media (Image + Video), cards, hero banners.</p> <p>Assumes Client to use WordPress Admin to add needed content.</p>
Development - 404 Page Styling	Assumes frontend styling based on the approved style guide.
Development - Blog/News: Listing Page	<p>Assumes frontend styling based on the approved style guide.</p> <p>Assumes no addition or removal of functionality from the WordPress OOTB functionality.</p> <p>Assumes that the Client will use WordPress Admin to update the content.</p>
Development - Blog/News: Article Page	<p>Assumes frontend styling based on the approved style guide.</p> <p>Assumes no addition or removal of functionality from the WordPress OOTB functionality.</p> <p>Assumes that the Client will use WordPress Admin to update the content.</p>
Development - Email Service Provider Hookup	Assumes connection to Client ESP in order to facilitate sends of transactional emails from the website.
Development - Cookie Banner (GDPR)	Assumes setup of GDPR compliant cookie banner using a 3rd party plugin.
Development - Import Media Releases / Jobs / Calendar of Events	Assumes import of all existing media releases, jobs, and calendar of events from current website so Client does not have to re-add them all manually.

Development - Memorial Auditorium Templates/Nav	Assumes development of Memorial Auditorium specific template/nav based on approved designs.
Development - Downtown Page Template/Nav	Assumes development of Downtown-specific template/nav based on approved designs.
ADA Review	Assumes full ADA compliance review & scan of website and remediations of any issues found.
<b>Launch Preparation</b>	
Pre-Launch Checklist	Assume creation of the Pre-Launch Checklist and Pre-Launch consultation with the Client.
Content Guide  Deliverable: Guide of how to build pages and interact on the website	Assumes creation of the Content Guide for the Client before the start of the UAT.
Business User Training  Deliverable: Recorded video of training from sessions	Assumes 2 training sessions provided by LimeLight to the Client team.  Assume one of the training sessions will focus on the customizations developed by LimeLight.
Launch Plan	Assume the creation of the Launch Plan and planning all Launch activities with the Client.  Assumes the participation in the launch day activities.

## **USER ACCEPTANCE TESTING**

LimeLight Marketing will provide the developed website on staging for a period of four (4) weeks of User Acceptance Testing ("UAT"), or as defined by the project timeline. During this period:

1. Client will log all bugs into the mutually agreed-upon bug-tracking tool within 24 hours of discovery.
2. Each bug report must include:
  - Detailed steps to reproduce the issue
  - Expected behavior
  - Actual behavior
  - Screenshots or recordings where applicable
  - Browser/device information if relevant
3. LimeLight Marketing will triage and address bugs according to the priority definitions below.
4. The UAT period explicitly excludes:
  - New feature requests
  - Significant Design modifications requiring extensive development (these would be changes to previously approved designs for preference and not functionality)
  - Integration changes
  - Content updates
  - Training requests
5. LimeLight Marketing will run an additional accessibility scan after UAT has been completed.

## **WARRANTY PERIOD ("HYPERCARE")**

For four (4) weeks following the initial production site launch ("Warranty Period"), LimeLight Marketing will provide Hypercare support under the following terms:

1. **Coverage Scope:**
  - All Blocker and Priority 1 (P1) issues as defined below.
  - Issues must be reproducible and verified as defects in the delivered work.
  - Support available during standard business hours (9am-5pm CST, Monday-Friday.)

## 2. Warranty Exclusions:

- Issues caused by third-party services outside our control
- Client-initiated changes to code or configuration
- Performance issues due to client infrastructure
- Browser versions released after launch date
- Issues not reported within the Warranty Period
- Issues caused by data quality in migrated content
- Security issues caused by client-installed plugins or modifications

If out-of-scope issues surface during the Warranty period will communicate this with the Client and gain agreement on a plan for resolution including a separate scope of work or logging the issue on a backlog to future resolution.

<b>Blocker</b>	<b>Priority 1 (P1)</b>
<ul style="list-style-type: none"> <li>● Site outage</li> <li>● Order flow or vital business process is broken</li> <li>● Security issues</li> <li>● A major loss of revenue to Client if pushed live</li> <li>● A major impact on Client's reputation</li> </ul>	<ul style="list-style-type: none"> <li>● Critical business, user interface, or end-user functionality is broken. This may include but not be limited to the following:               <ul style="list-style-type: none"> <li>○ Pricing or project are not loading on the website</li> <li>○ Admin user cannot operate the backend</li> <li>○ User registration process is not working</li> <li>○ Search not returning results across a significant amount of use cases</li> <li>○ The checkout process will not accept transactions</li> </ul> </li> </ul>

## PROJECT MANAGEMENT

### Resource Allocation

LimeLight Marketing will assign a dedicated project team to ensure the successful completion of the website redesign. This team will include key personnel with expertise in design, development, and project management. The specific roles and responsibilities of the team members are as follows:

- **Account Manager:** Responsible for managing client expectations, ensuring client satisfaction, and providing strategic guidance throughout the project. They will work closely with the Project Manager and the Client to address concerns, review deliverables, and ensure that the project aligns with the Client's broader business goals. The Account Manager will also handle any escalations or issues that arise during the project.
- **Project Manager:** Oversees the overall progress of the project, ensuring milestones are met, and handles client communications. The Project Manager will serve as the main point of contact for the client and ensure that all deliverables are met on time.
- **Lead Designer:** Responsible for designing the website layout, including wireframes, user experience (UX), user interface (UI) design, and visual assets.
- **Lead Developer:** Handles all technical aspects of the website, including backend development, functionality, and integrations.

### Project Status Calls

To keep all parties aligned and ensure the project progresses smoothly, LimeLight will schedule weekly or bi-weekly project status meetings. These meetings serve to:

- Provide updates on project milestones and timelines
- Discuss any roadblocks or issues encountered
- Review completed work and gather client feedback
- Adjust the project plan as necessary to stay on track

The weekly status calls will be scheduled at a time that works for both parties and typically last 30 to 45 minutes. The Project Manager will send a recap of meeting notes and actions within 1 business day of the status meeting.

### Project Communication

Basecamp will be used as the primary platform for all project communications, document sharing, and task management. LimeLight Marketing will create a dedicated project space on Basecamp where both the Client and agency teams can collaborate. This will include:

- Task Management: Tasks will be assigned, tracked, and completed within Basecamp, ensuring accountability and visibility on project progress.
- Message Board: All project-related discussions and updates will be documented on the message board, providing a central location for team communication.
- File Sharing: All design files, technical specifications, and other project-related documents will be shared via Basecamp for easy access and collaboration.

Through the use of Basecamp, LimeLight Marketing and the Client can ensure transparent and efficient communication throughout the entire project lifecycle.

## **INVESTMENT DETAILS**

### Website Development

The total investment for Website Development is \$154,000.

Client has shared that funding approval for the project will be available starting January 2026. If Client wishes to activate the project sooner, LimeLight is open to discussing options for working in phases or offering deferred billing.

The Payment Plan for this work is as follows:

- Unless there is an agreement to defer billing for an early kickoff, which LimeLight is offering, we will bill this work on the following payment plan.
- The total project cost will be divided by eight (8) equal monthly payments. The first invoice is due upon contract signing to schedule project kickoff. All

following payments are due each month thereafter upon 30 day terms, with the final payment due at site launch.

## OUT OF SCOPE COSTS

*The following costs are applicable only when expressly agreed upon by the Client and will require a new agreement.*

- Photography
- Videography
- Content migration
- Copywriting
- Custom Illustration Work
- Logo Design or Brand Identity Work
- Any additional marketing services (SEO, content strategy, Paid Media, other marketing automation platforms)
- Custom analytics implementations
- Multi-language or multi-currency setup

## TIMELINE

- This work has been scoped and estimated with the expectation that the project be completed within 8 months of project kickoff.
  - Anticipated timeline breakdown:
    - Month 1: Discovery & Requirements, Information Architecture
    - Month 2: Wireframes, User Testing
    - Month 3: Visual Design
    - Month 4-6: Development & QA
    - Month 7: Content Migration (City to complete)
    - Month 8: Launch

- If the project requires LimeLight resources to be assigned to the project past the noted timeline to complete the scope of work, LimeLight will proactively communicate with Client and additional fees will be quoted to support the project for a longer duration of time.

## TERMS

- Quoted pricing expires three (3) months from the date of receipt.

## CANCELLATION

In the event of a cancellation by the Client, LimeLight Marketing requires the Client to commit to paying for the work completed and the resources dedicated to the project up until the point of cancellation. The following progressive payment structure ensures that payments are distributed evenly throughout the project, while recognizing the opportunity cost to the Agency in the event of a cancellation:

1. **Payment Commitment Schedule:** The Client will make 8 equal payments on a monthly basis, with the first invoice due before project kickoff.
2. **Cancellation Terms Based on Timing:**
  - If the Client cancels after kickoff but before the completion, the Client will owe 50% of the total project cost, or the full amount of work already completed, whichever is larger.
3. **Invoicing for Time Lost:** In case of cancellation, LimeLight Marketing will provide an invoice for the total due per the above terms. These invoices will be due within 30 days of receipt.

By signing this agreement, the Client agrees to the progressive payment structure and acknowledges that cancellations occurring later in the project will result in higher fees, reflecting the opportunity cost and resource investment incurred by LimeLight Marketing.

## APPROVAL

Work undertaken in this project will be in line with the terms and defined in the Master Service Agreement.

By signing this document you represent to us that you are a duly authorized representative of your organization and upon its behalf agree to be legally bound by its terms and conditions. You hereby accept and authorize the commencement and payment for the project described above.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month, and year first written below..

### Client Information

Printed Name

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Signature

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Title

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Date

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### LimeLight Marketing Information

Printed Name

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Signature

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Title

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Date

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## APPENDIX:

### CLIENT RESPONSIBILITIES

Client Availability and POC: Client key decision makers and project team are made available as required throughout the project lifecycle. Designate the Client's Single Point of Contact (POC) who will interact with the Agency on all issues. Client POC is responsible for all Client-owned/-managed/-contracted services that will be integrated with Client's application.

Feedback Cadence: The Client's representative(s) will provide feedback within seven (7) business days of request. Feedback given later may result in an increase in cost and/or an extension to the timeline. All feedback provided to the Agency needs to be consolidated prior to delivery to the Agency and is considered final.

Timely Review & Approval: Ensure timely responses to the queries and clarification requests from the Agency. Provide timely approvals on all Deliverables as required to achieve the anticipated project duration. All deliverables are deemed accepted if no feedback is received from the Client within seven (7) business days. Delays in feedback may result in adjustments to the timeline or costs, as necessary.

Assets and Access: Provide brand guidelines and assets if applicable to the Services. The Agency requires access to available information, collateral, user information, website analysis, and any existing documentation that is deemed current and relevant. Client will be responsible for providing the Agency with pre-approved electronic files of documents and subject matter as reasonably required, and ensure the Agency team has all necessary rights and licenses to such assets. The Client must provide the Agency timely access to Client systems including VPN access, build environment, development licenses, and any other systems required to complete the Services defined in this SOW.

Requirements Delivery: The Client will communicate in writing any business requirements, coding requirements; naming conventions, technical and browser requirements, or other technical standards that the Agency is expected to adhere to prior to the commencement of Services, upon request.

Exclusions: Activities outside of the Engagement Scope may result in the creation of a Project Change Request (PCR) and require additional cost and time.

## **PAYMENT AND FEE SCHEDULE**

The fees to be paid are described below. Any out-of-pocket expenses incurred by the Agency will be reimbursed by the Client as described herein and in the MSA.

## **INVOICES**

Invoices will be sent at the beginning of each month in advance of services, with payment due in thirty (30) days. Additional hours incurred during a month will be included on the next month's invoice.

Standard Agency invoicing via email is assumed to be acceptable.