

CITY OF HAYSVILLE

Agenda

February 8, 2010

CALL TO ORDER

ROLL CALL

INVOCATION BY: Jay Lewis, First Christian Church

PLEDGE OF ALLEGIANCE

SPECIAL ORDER OF BUSINESS

- A. Presentation from WAMPO

PRESENTATION AND APPROVAL OF MINUTES

- A. Minutes of January 25, 2010

ITEM #1 CITIZENS TO BE HEARD

- A. Sandy Harper, 340 W. 6th Re: Permission to use Riggs Park

ITEM #2 APPROVAL OF LICENSES AND BONDS

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Governing Body Announcements
- B. Memorandum from Director of Governmental Services Carol Neugent Re: New Hire, Camille Tullis
- C. Memorandum from Police Chief Mike McElroy Re: New Hire, Laura Hargrave
- D. Memorandum from Police Chief Mike McElroy Re: Transfer, Guy Mitchell

ITEM #5 OTHER BUSINESS

- A. Consideration of Agreement with HASBA
- B. Authorization for Park Board's Request for Restroom in Riggs Park

- C. Memorandum from Director of Governmental Services Carol Neugent Re: City Hall/Old Library Remodel
- D. Approval of 2010 Pool Manual
- E. Memorandum from City Clerk Beverly Rodgers Re: Disposal of Television Set

ITEM #6 OLD BUSINESS

ITEM #7 DEPARTMENT REPORTS

- A. City Clerk – Beverly Rodgers
- B. Governmental Services – Carol Neugent
- C. Police – Mike McElroy
- D. Public Works (Activity Report for January) – Randy Dorner
- E. Recreation (Activity Report for January) – Georgie Carter

ITEM #8 APPOINTMENTS

ITEM #9 OFF AGENDA CITIZENS TO BE HEARD

ITEM #10 EXECUTIVE SESSION

- A. Executive Session for Attorney/Client Privilege (Not to Exceed 20 Minutes)

ITEM #11 BILLS TO BE PAID

- A. Bills to be Paid for the First Half of February

ITEM #12 CONSENT AGENDA

ITEM #13 COUNCIL ITEMS

- A. Council Action Request Update
- B. Council Concerns Update
- C. New Council Concerns

ITEM #14 ADJOURNMENT

WICHITA AREA METROPOLITAN PLANNING ORGANIZATION

February 3, 2010

TO: Haysville City Council
FROM: Wichita Area Metropolitan Planning Organization (WAMPO)
RE: Metropolitan Transportation Plan (MTP) 2035 presentation.

The Wichita Area Metropolitan Planning Organization (WAMPO) will be giving a brief presentation on the progress of the Metropolitan Transportation Plan (MTP) 2035. This presentation will build off of the previous presentation WAMPO gave on the MTP 2035 in late 2008 / early 2009.

As a reminder, the MTP is an update of the current regional Long Range Transportation Plan (LRTP), which expires in August of 2010. The MTP 2035 will enable local agencies to use federal funding for transportation projects. Without this plan, regionally, we will lose out on millions of federal dollars that could be used to improve the efficiency, safety, and operations of our transportation system.

The plan will include a list of projects that will be eligible for federal transportation funds. However, this list cannot exceed the anticipated transportation revenue. The total cost for all of the projects that were submitted for inclusion in the plan exceeds that anticipated revenue. Because of this, different packages of projects (or scenarios) have been created that support the four goals and four short-term objectives of the plan.

The council will be supplied with a map of the projects that are in the Initial Scenario, as well as a handout that will include information on the alternative scenarios. During this presentation, WAMPO will give a general overview of all of the scenarios.

WAMPO is looking for input on which scenario you prefer. WAMPO is not expecting council members to pick a preferred scenario during the presentation due to the limited amount of time available; however we will be available to address any questions. More in depth information, including a list of projects for each scenario is posted on the WAMPO website (www.wampoks.org) along with a survey where you can select your preferred scenario and provide feedback.

We look forward to your input,

WAMPO Staff

Legend

Bridge

- Maintenance or Rehab Only
- Add Capacity
- ↗ Add Capacity
- ↗ Add Capacity - New Alignment or Missing Link

Road

- Maintenance or Rehab Only
- Intersection Improvement Only
- Add Capacity
- ↗ Maintenance or Rehab Only
- ↗ Intersection Improvement Only
- ↗ Add Capacity
- ↗ Add Capacity - New Alignment or Missing Link

Rail

- Add Capacity - New Alignment or Missing Link

Travel Demand/Systems Management

- Maintenance or Rehab Only

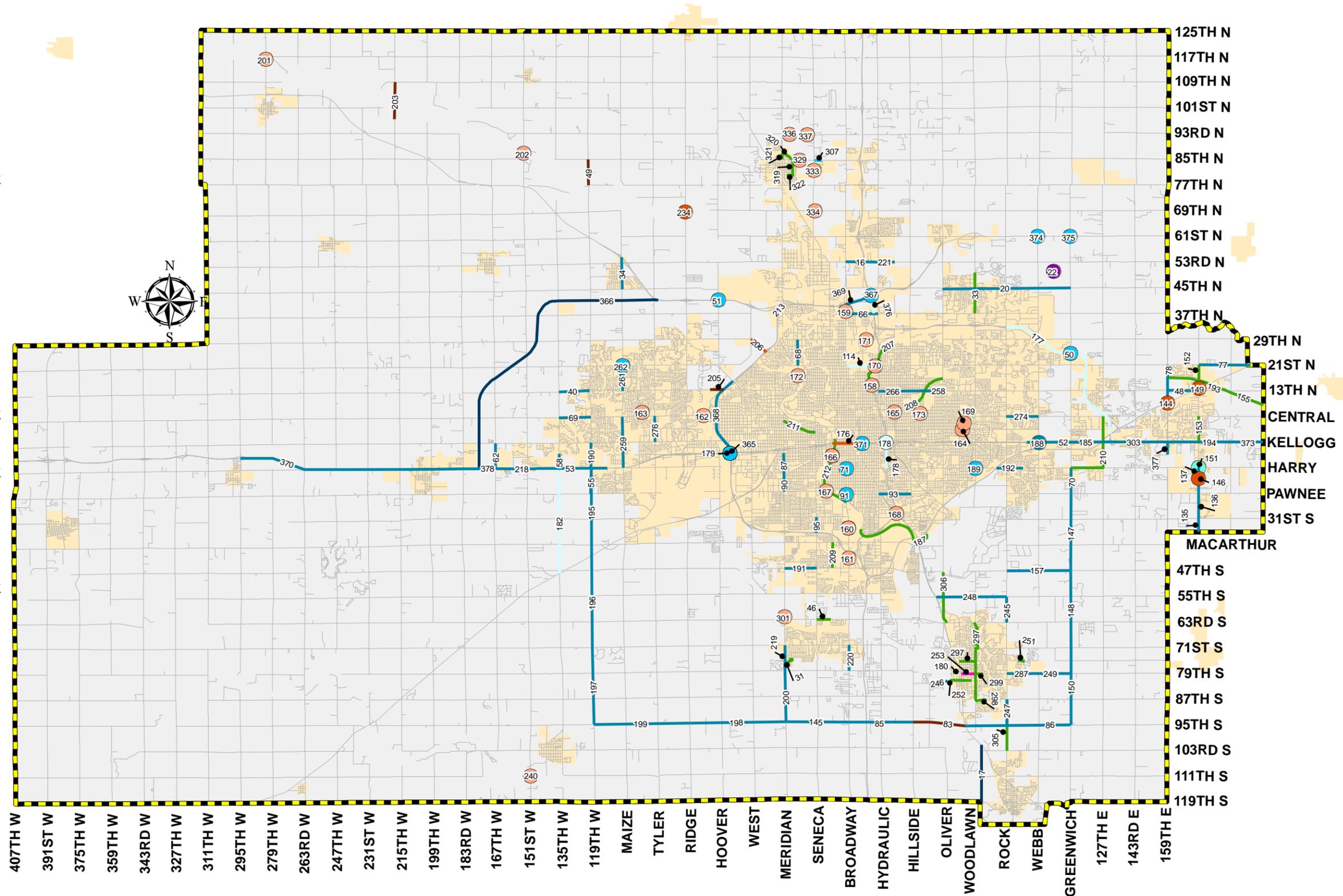
Bicycle/Pedestrian

- ↗ Add Capacity - New Alignment or Missing Link

Other

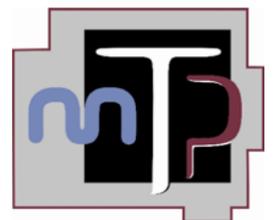
- ↗ Maintenance or Rehab Only
- WAMPO Boundary
- Roadways
- Cities

*Refer to the Project Listing for specific project details. Projects are referenced by project numbers.



Initial Project List

The following projects are system-wide projects that cannot be mapped:
 Bridge: 222, 225, 226
 Rail: 214, 215, 216, 217
 TD/SM: 228, 229, 254, 351
 Transit: 183, 255, 256, 257, 324, 331, 332, 345, 346, 347, 348, 349, 350
 Other: 300





Project Selection Process

A total of 298 projects were submitted for potential inclusion in the Metropolitan Transportation Plan (MTP) 2035. Since the cost of all of the projects submitted (\$4.2 billion) is greater than the available funding over the life of the plan (\$3.2 billion), not all of the projects can be included in the funded portion of the plan. In order to maintain fiscal constraint, packages of projects (or scenarios) were created. Each scenario attempts to focus on certain improvement projects.

How were projects chosen?

- Projects were **scored** by the MTP Project Advisory Committee (MTP-PAC) based on how well each project addressed the four short-term objectives of the MTP:
 - Improve safety
 - Provide the greatest benefit to the region
 - Reduce air pollution
 - Increase options for getting around
- Other Factors:
 - Local knowledge
 - Quality of service
 - Travel Demand Model
 - Economic development
 - Environment
 - Livability
 - Sustainability

Transit Changes

Significant changes are expected for the transit system and are included in all the scenarios listed below. These changes include:

- *Change from hub and spoke to a grid system*
- *Addition of commuter routes*
- *Expanded hours*
- *Addition of park & ride facilities*
- *More frequent buses*

4 Project Packages / Scenarios Created

<p style="text-align: center;">Initial Scenario</p> <p>Description: Projects selected primarily based off their scores given by the MTP-PAC and balancing project costs with anticipated revenue.</p> <p><i>Total cost for projects in this scenario: \$3.5 billion</i></p>	<p style="text-align: center;">Mega Projects</p> <p>Description: The purpose of this scenario was to focus spending on large scale projects.</p> <p>Changes from Initial Scenario:</p> <ul style="list-style-type: none"> • Six projects were removed. <p><i>Total cost for projects in this scenario: \$3.3 billion</i></p>
<p style="text-align: center;">Fix the Problems</p> <p>Description: The purpose of this scenario was to fix some of the transportation system problems that still existed in the initial scenario.</p> <p>Changes from Initial Scenario:</p> <ul style="list-style-type: none"> • One project removed; and • Three projects added. <p><i>Total cost for projects in this scenario: \$3.4 billion</i></p>	<p style="text-align: center;">Transit / Operations & Maintenance</p> <p>Description: The purpose of this scenario was to increase operations and maintenance funding, and tweak the transit system to see if ridership would increase.</p> <p>Changes from Initial Scenario:</p> <ul style="list-style-type: none"> • Addition of a free transit option (cost unknown); and • 58 projects with a volume to capacity ratio less than 0.15 were removed. <p><i>Total cost for projects in this scenario: \$1.9 billion</i></p>

For a complete list of projects that were added or removed from each scenario, visit our website www.wampoks.org



WE NEED YOUR INPUT



PICK YOUR FAVORITE PROJECT LIST (SCENARIO) AND PROVIDE FEEDBACK. VISIT OUR WEBSITE.

The Regular Council Meeting was called to order by Mayor Ken Hampton at 7:00 p.m. in the Haysville Municipal Building, 200 West Grand Avenue.

Roll was taken by Recording Secretary Jeana Morgan: Pierce here, Crum here, Bradshaw here, Kanaga here, Ewert here, Slocum here, and Conrady here. Councilperson Rob Wilkerson was absent.

Invocation was given by Lynn Sporleder, Haysville United Methodist Church.

Mayor Ken Hampton led everyone present in the Pledge of Allegiance.

Mayor Ken Hampton announced that an item needed to be added to the agenda. Hampton asked that a Post Annexation Hearing Discussion be added as item 5 – C.

Motion by Crum – Second by Pierce

Mr. Mayor, I'll go ahead and make a motion that under Item 5 we add Item C for an annexation discussion, a post annexation discussion.

Pierce yea, Crum yea, Bradshaw yea, Kanaga yea, Ewert yea, Slocum yea, and Conrady yea.

Motion declared carried.

Under Special Order of Business Mayor Ken Hampton presented the FCCLA Week Proclamation.

Joey Alligier, 169 Ranger, Haysville, Kansas and Ashley Bruner, 700 W. 59th St., Wichita, Kansas addressed the Governing Body regarding their Family, Career and Community Leaders of America (FCCLA) student organization. Alligier and Bruner requested Mayor Ken Hampton sign a proclamation proclaiming February 7, 2010 through February 13, 2010 as National FCCLA Week in Haysville. Mayor Ken Hampton read the proclamation he signed for the organization.

Under Special Order of Business Mayor Ken Hampton announced the Presentation of Service Awards.

Mayor Ken Hampton and President of Council Steve Crum presented 2009 service awards to the following employees: Chad Case, Rene Lamarche, Kevin Sexton and Georgie Carter for 10 years service; Scott Holton and Randy Dorner for 20 years service; Bud Anthis and Roy Jolivet for 25 years service; Mike McElroy and Kenneth Swart for 30 years service.

Mayor Ken Hampton presented a Public Hearing on Vacation Request – Lots 1-26, Block A, Pat Raleigh Matlock Addition.

Planning/Community Relations Coordinator Jeana Morgan advised Council that the Planning Commission was recommending approval of 23' of a 63' gas utility easement contingent upon an agreement with Westar Energy. Morgan stated that staff was recommending approval based upon an agreement with Westar Energy within 60 days.

REGULAR COUNCIL MEETING

JANUARY 25, 2010

PAGE 2

Motion by Crum – Second by Pierce

Mr. Mayor, I'll make a motion that we open a public hearing on a vacation request on 1-26, Block A, of the Matlock Addition.

Pierce yea, Crum yea, Bradshaw yea, Kanaga yea, Ewert yea, Slocum yea, and Conrady yea.

Motion declared carried.

Mayor Ken Hampton read through the public hearing script. There were no conflicts of interest and none of the Council Members had any outside contact regarding the case. Hampton asked for any correspondence the City had received. Morgan stated correspondence from Cox Communications, KG&E, a homeowner, and Westar Energy.

Motion by Crum – Second by Ewert

Mr. Mayor, I'd make a motion that we close the public hearing.

Pierce yea, Crum yea, Bradshaw yea, Kanaga yea, Ewert yea, Slocum yea, and Conrady yea.

Motion declared carried.

Motion by Crum – Second by Slocum

Mr. Mayor, I'd go ahead and make the motion that we approve this vacation with the stipulation that we work things out with Westar in the next sixty days.

Pierce yea, Crum yea, Bradshaw yea, Kanaga yea, Ewert yea, Slocum yea, and Conrady yea.

Motion declared carried.

Mayor Ken Hampton presented for approval the Minutes of January 11, 2010.

Motion by Bradshaw – Second by Pierce

Mr. Mayor, I make the motion that we approve the minutes from the Council Meeting of January 11, 2010.

Pierce yea, Crum abstain, Bradshaw yea, Kanaga yea, Ewert yea, Slocum yea, and Conrady yea.

Motion declared carried.

Mayor Ken Hampton reported there were no Citizens to be Heard on the Agenda.

Mayor Ken Hampton reported there were no Licenses and Bonds to be approved on the Agenda.

Mayor Ken Hampton presented the Introduction of Ordinances and Resolutions.

Mayor Ken Hampton presented for approval AN ORDINANCE ADOPTING THE RECODIFICATION OF ORDINANCES OF THE CITY OF HAYSVILLE, KANSAS, 2010 EDITION, PROVIDING FOR THE EFFECTIVE DATE THEREOF, PROVIDING FOR THE REPEAL OF CERTAIN OTHER ORDINANCES NOT INCLUDED THEREIN, SAVING CERTAIN ORDINANCES FROM REPEAL AND SAVING CERTAIN ACCRUED RIGHTS AND LIABILITIES.

Motion by Kanaga – Second by Crum

REGULAR COUNCIL MEETING

JANUARY 25, 2010

PAGE 3

Mr. Mayor, I'd make the motion that we approve this ordinance number 953, AN ORDINANCE ADOPTING THE RECODIFICATION OF ORDINANCES OF THE CITY OF HAYSVILLE, KANSAS, 2010 EDITION, PROVIDING FOR THE EFFECTIVE DATE THEREOF, PROVIDING FOR THE REPEAL OF CERTAIN OTHER ORDINANCES NOT INCLUDED THEREIN, SAVING CERTAIN ORDINANCES FROM REPEAL AND SAVING CERTAIN ACCRUED RIGHTS AND LIABILITIES.

Pierce yea, Crum yea, Bradshaw yea, Kanaga yea, Ewert yea, Slocum yea, and Conrady yea.
Motion declared carried.

Under Notices and Communications Mayor Ken Hampton asked for Governing Body Announcements.

Councilperson Steve Crum reminded everyone there was no Park Board or Tree Board meeting in January. Crum stated the next Park Board meeting would be Monday, February 1, 2010. Crum stated there would be no Tree Board meeting in February; their next meeting would be in March. Crum thanked Council for the card and flowers sent to him and apologized to citizens for being gone due to his having surgery and recuperating.

Councilperson Pat Ewert announced upcoming Senior Center events for the week.

Councilperson Steve Crum announced there would be a ham and beans dinner Saturday at the library hosted by the Friends of the Library. Crum stated he thought it was at 6:30 p.m., but anyone interested could contact the library.

Mayor Ken Hampton announced the Sedgwick County Fire Department Report and stated there had been no report submitted, nor was anyone present from the fire department.

Mayor Ken Hampton presented the Court Activity Report for December and Year End.

Under Other Business Mayor Ken Hampton presented for approval a Memorandum from City Clerk/Treasurer Beverly Rodgers Re: Arbitrage Rebate Proposal.

City Clerk/Treasurer Beverly Rodgers stated there were some bond issues that needed to have rebate calculations done. Rodgers stated \$9,000 would come from wastewater funds and \$10,500 from the general fund. Rodgers stated that would bring them up to date with all of their bond obligations with the IRS. Councilperson Keith Pierce asked why the City had not done these previously. Rodgers stated the City was unaware they needed to be doing it.

Motion by Crum – Second by Bradshaw

Mr. Mayor, if there's no more discussion I'll go ahead and make the motion that we go ahead and have Gilmore and Bell do this audit for a total of \$19,500., with \$9000 coming out of the wastewater funds and the \$10,500 that's remaining coming out of the general fund.

Pierce yea, Crum yea, Bradshaw yea, Kanaga yea, Ewert yea, Slocum yea, and Conrady yea.
Motion declared carried.

REGULAR COUNCIL MEETING

JANUARY 25, 2010

PAGE 4

Mayor Ken Hampton presented for approval the Consideration of Bids for Remodel Project.

Director of Governmental Services Carol Neugent presented the bid results for the remodel project. Neugent asked that Council approve the bid from Crown Construction for phase 1 and 1a. Neugent advised that with other costs included, the project was at approximately \$1.6 million but that staff was confident in getting the numbers down to the \$1.5 million. Councilperson Keith Pierce asked how much money was being spent on the remodel, not included in the bond amount. Neugent stated it was approximately \$123,676., mostly to equip the communications room. Police Chief Mike McElroy stated the funds had been collected by deferring maintenance over the past several years in anticipation of a remodel.

Motion by Crum – Second by Pierce

Mr. Mayor, if there's no more discussion, I'll go ahead and make the motion that we approve the bid from Crown Commercial for phase 1 and phase 1a for \$1,329,309.

Pierce yea, Crum yea, Bradshaw yea, Kanaga yea, Ewert yea, Slocum yea, and Conrady yea.

Motion declared carried.

Mayor Ken Hampton presented the Post Annexation Discussion.

Director of Governmental Services Carol Neugent distributed a notice of finding that would be presented at the following Sedgwick County Commissioners Meeting. Neugent explained the post annexation hearing which staff had been involved in regarding what is typically referred to as the Mostellar Annexation. Neugent advised the Commissioners had determined the City had not fulfilled the requirements of the Service Plan. Neugent asked for guidance from the Council on the issue. The general consensus of Council was to have staff continue discussions with the County.

Motion by Bradshaw – Second by Ewert

I would make the motion that we ask staff to continue discussions with County Commission to move forward with our annexation as it was previously done.

Pierce yea, Crum yea, Bradshaw yea, Kanaga yea, Ewert yea, Slocum yea, and Conrady yea.

Motion declared carried.

There was no Old Business on the Agenda

Mayor Ken Hampton asked for Department Reports.

City Clerk/Treasurer Beverly Rodgers presented the City Clerk Activity Report for December and Year End.

Director of Governmental Services Carol Neugent presented the Governmental Services Activity Report for December and Year End.

Police Chief Mike McElroy presented the Police Department Activity Report for December and Year End. McElroy announced the City had received the KMIT Gold Star Award for 2009.

REGULAR COUNCIL MEETING
JANUARY 25, 2010
PAGE 5

Public Works Director Randal Dorner reported on results from the Christmas Tree Drop Off site.

Recreation Director Georgie Carter had nothing to report.

Under Appointments Mayor Ken Hampton reported there were no appointments.

Mayor Ken Hampton asked for any Off Agenda Citizens to be Heard.

There were none.

There was no Executive Session scheduled on the Agenda.

Mayor Ken Hampton presented for approval the Bills to be Paid for the Last Half of January.

Motion by Kanaga – Second by Ewert

Mr. Mayor, I'd make the motion we pay the bills for the last half of January.

Pierce yea, Crum yea, Bradshaw yea, Kanaga yea, Ewert yea, Slocum yea, and Conrady yea.

Motion declared carried.

There was nothing under Consent Agenda.

Mayor Ken Hampton asked for any Council Action Request Update, Council Concerns Update or New Council Concerns.

Mayor Ken Hampton asked Public Works Director Randal Dorner to report on Councilperson Slocum's concern from the last Council meeting about the red donation boxes. Dorner reported they had narrowed it down to four different items they could look at. Dorner said they discussed it with the City of Wichita who have regulations in place. Dorner said staff had come to the conclusion they met the requirements of a temporary portable business and that gives them three months to be at that location. Dorner stated they need to be behind the building setback, so they will have to move a couple of their red boxes back from the present location.

Councilperson Sandy Bradshaw stated lights in the parking lot were not on. Bradshaw said there were two sets of lights that were not on this time or the last time either. Public Works Director Randal Dorner said he would check it out.

Councilperson Steve Crum stated he saw on a website where a local company had put an advertisement on Youtube. Crum said we try to get people to advertise our community and putting it on the internet is the way to do it. Crum said maybe the City should think outside the box and get something out there on Youtube. Mayor Ken Hampton stated that video was definitely something outside the box.

REGULAR COUNCIL MEETING

JANUARY 25, 2010

PAGE 6

Mayor Ken Hampton asked for adjournment.

Motion by Pierce – Second by Ewert

Mr. Mayor and Council, I move that we adjourn tonight's meeting.

Pierce yea, Crum yea, Bradshaw yea, Kanaga yea, Ewert yea, Slocum yea, and Conrady yea.

Motion declared carried.

The Regular Council Meeting adjourned at 7:48 p.m.

Beverly Rodgers, City Clerk

MEMORANDUM

TO: Janie Cox, Human Resources Manager
FROM: Carol C. Neugent, Director of Governmental Services
SUBJECT: Camille Tullis – New Hire
DATE: February 3, 2010

Camille Tullis has been hired for the position of Administrative Secretary (Governmental Services) effective February 8, 2010. Ms. Tullis will begin at Step 1 for this position.

cc: Notices and Communications

HAYSVILLE POLICE DEPARTMENT

TO: MAYOR HAMPTON & COUNCIL
FROM: CHIEF M. MCELROY
SUBJECT: LAURA HARGRAVE
DATE: FEBRUARY 2, 2010
CC: CAROL NEUGENT & PAYROLL

Laura Hargrave has been hired for the position of Records Clerk, effective February 8, 2010. Laura will begin at Step 1 for this position.

Voice (316) 529-5939 Fax (316) 529-5910

mmcelroy@haysville-ks.com

HAYSVILLE POLICE DEPARTMENT

TO: MAYOR HAMPTON & COUNCIL
FROM: CHIEF M. MCELROY
SUBJECT: GUY MITCHELL
DATE: FEBRUARY 2, 2010
CC: CAROL NEUGENT & PAYROLL

Master Communications Officer Guy Mitchell has been transferred from the position of Master Communications Officer to the position of Police Officer. This transfer is effective February 7, 2010. Officer Mitchell will begin at Step 1 for the Police Officer position.

Voice (316) 529-5939 Fax (316) 529-5910

mmcelroy@haysville-ks.com



CITY OF HAYSVILLE, KANSAS

RECREATION DEPARTMENT - 7106 S BROADWAY/ P.O. BOX 404
HAYSVILLE, KANSAS 67060 – (316) 529-5922 (316) 529-5923 – FAX

MEMORANDUM

TO: Mayor Ken Hampton
Council Members

FROM: Georgie Carter, Recreation Director

DATE: February 8, 2010

RE: Contract Agreement with Haysville Amateur Softball & Baseball League

Attached is the contract agreement between the City of Haysville and the Haysville Amateur Softball & Baseball League (HASBA) for the use of Plagens-Carpenter Sports Complex for the 2010 summer. Changes are italicized and highlighted in red for easy reference; this contract has been signed by HASBA. This is before you for your consideration.



CITY OF HAYSVILLE, KANSAS

RECREATION DEPARTMENT – 7106 S BROADWAY/ P.O. BOX 404
HAYSVILLE, KANSAS 67060 – (316) 529-5922 (316) 529-5923 – FAX

AGREEMENT

This Agreement is made and entered into as of this _____ day of _____, **2010**, by and between the **City of Haysville, Kansas (City)**, and the **Haysville Amateur Softball & Baseball Association (HASBA)**.

WHEREAS, the **City** owns and operates a developing Sports Complex commonly known as Plagens-Carpenter Sports Complex (Sports Complex) located at 665 West 63rd Street South, Haysville, KS; and

WHEREAS, Sports Complex has a championship baseball field commonly known as Vulcan Field, a championship softball field commonly known as Field Two, a combination field commonly known as Field Three, and a softball field commonly known as Field Four; and

WHEREAS, **HASBA** desires to obtain the right to use Vulcan Field, Fields Two, Three and Four for junior league games and tournaments and the **City** is willing to permit such use upon the terms and conditions provided for herein.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the **City** and **HASBA** agree as follows:

- I. City agrees to and does hereby allow HASBA use of Vulcan, Fields Two, Three and Four and necessary appurtenances thereto, for Haysville Amateur Softball & Baseball Association games and tournaments, commencing on **May 1, 2010** and terminating on **July 31, 2010** pursuant to the HASBA schedule of games (to be attached when available in Exhibit 2).
 - A. Fields will be available to **HASBA** no later than 6:00 pm on each scheduled game day.
 - B. There shall be no practices or practice games on the baseball or softball fields other than those specifically negotiated with and agreed to by the **City**. **HASBA will be allowed no more than two practices a week for the older boy's division (13 & older) pending availability. Only one key will be checked out to the HASBA board; they will be responsible for unlocking/locking the gate, supervision of the facility, taking care of the infield, this will include: smoothing pitching mounds, raking home plate and the base paths at the conclusion of each practice.**

- C. Any and all **HASBA** games cancelled due to inclement weather or poor field conditions shall be rescheduled through and approved by **City's** Recreation Director or Assistant Recreation Director.
- II. **HASBA** agrees to abide by the Plagens-Carpenter Sports Complex Rules and Regulations (attached hereto as Exhibit 1) established by **City**, and to ensure that players, guests, invitees and other persons associated with **HASBA** games and activities conducted at Sports Complex abide by the same, including the following:
- A. There shall be no games played involving local youth teams under age 16, prior to 1:00 p.m. on Sundays throughout the duration of this Agreement.
 - B. **HASBA** shall replace divots and smooth pitching mounds and home plate areas at the conclusion of each game.
 - C. **HASBA** shall provide a board member to supervise the facility on all game nights and tournaments.
 - D. No vehicles will be allowed to pass through the front gates. All vehicles shall be parked in the parking lot. Vehicles may NOT use the access road to the fields.
 - E. **HASBA** shall pick up trash in and around the sports complex and parking lot after use of Sports Complex.
 - F. No alcoholic beverages are allowed on **City** property, including parking lots.
- III. **City** will provide mowing, watering and grading of the Sports Complex fields and **City** staff will be in charge of field maintenance for all games conducted at Sports Complex.
- IV. **HASBA** shall furnish a Certificate of Insurance evidencing coverage for any damage caused by **HASBA**, or **HASBA's** agents, servants, employees, guests, invitees, and/or individuals participating in the event(s) described herein. Such Certificate of Insurance shall name "City of Haysville, Kansas, and its officers, employees, agents and volunteers" as additional insured's and shall be in the amount of \$500,000.00 combined single limit per occurrence for bodily injury, personal injury, and property damage. Said Certificate shall be submitted to the Recreation Department, to the attention of Georgie Carter, Recreation Director, 7106 S Broadway, Haysville, Kansas, 67060. Said Certificate shall also contain a clause granting a minimum of ten (10) calendar days prior notice to **City** before any material change or cancellation of insurance is effective. Failure of **HASBA** to provide **City** an approved Certificate of Insurance **prior to use of fields** shall cancel and make void this agreement.
- V. **HASBA** shall reimburse **City** for any cost associated with damage to the Sports Complex fields and/or facility that exceed normal or routine maintenance requirements.
- VI. **City** will provide trash service and receptacles for the sports complex.
- VII. **City** shall remove and abate immediately all nuisances that are potentially of a hazardous character and shall address issues of unsightliness in a timely manner.

- VIII. **HASBA** agrees to indemnify and hold harmless **City**, its agents, servants, employees or invitees, from and against any and all claims of every kind or character for injuries and/or damages to persons and/or property arising out of or in connection with the use and occupancy of said Sports Complex, and not caused by **City** negligence. **HASBA** agrees to pay any costs of defense associated with claims brought against **City** arising from, or related to, this Agreement and/or the activities covered hereunder, including reasonable attorney's fees. **City** shall give to **HASBA** notice of any claim made or litigation instituted which directly or indirectly contingently or otherwise in any way affects or might affect **HASBA**. **HASBA** shall have the right to compromise and participate in the defense of the same to the extent of their own interests.
- IX. **HASBA** agrees to such other requirements as may be desirable to promote the best usage of facilities as requested by the **City** including:
- A. **HASBA** shall provide an end of season report specifying the number of youths participating in each age group and also specifying the numbers of participants who are Haysville residents, USD 261 residents, or nonresidents, no later than *September 15, 2010*.
- B. **HASBA** shall provide a financial statement to the **City** for the previous season detailing the expenditures and revenues of **HASBA** prior to utilizing **Sports Complex**.
- C. **HASBA** shall provide the **City** with a copy of their current by-laws at the time of the submission of their financial statement.
- D. All requested items shall be submitted to the Recreation Department, and may be mailed to the attention of Georgie Carter, Recreation Director, 7106 S Broadway, Haysville, Kansas, 67060.
- X. **HASBA** agrees to pay twenty-five dollars (\$25.00) per hour per field for fields two and four and forty dollars (\$40.00) per hour per field for fields one and three for usage of the Sports Complex's lights.
- A. Said total accumulated fee is payable to the **City** at the conclusion of the **HASBA** season, but no later than *September 15, 2010*.
- B. Monitoring of use of lights will be by Recreation Department staff.
- XI. **HASBA** agrees to pay *thirty dollars (\$30.00)* per field for each day used to cover the costs of field maintenance. Said total accumulated fee is payable to the **City** at the conclusion of the **HASBA** season, but no later than *September 15, 2010*.
- XII. **HASBA** agrees to pay *one dollar & twenty five cents per hour (\$1.25)* (with maximum of *\$12.50 day*) for usage fees to cover cost for the entire complex. Said total accumulated fee is payable to the **City** at the conclusion of the **HASBA** season, but no later than *September 15, 2010*.
- XIII. This agreement may be canceled and/or terminated at any time by mutual agreement, or by either party upon giving thirty (30) days prior written notice of the cancellation to the other party.

- XIV. This agreement may be modified, changed, or amended only as may be mutually agreed in writing between **City** and **HASBA**.
- XV. It is understood that this agreement supersedes and cancels any and all prior existing arrangement(s) between the parties hereto and their predecessors concerning the uses provided for herein. If any covenant, condition or provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such covenant, condition or provision shall in no way affect any other covenant, condition or provision herein contained; provided, however, that the invalidity of any such covenant, condition, or provision does not materially prejudice either **HASBA** or **City** in the respective rights and obligations contained in the valid covenants, conditions, or provisions in this agreement.
- XVI. It is understood and agreed that **HASBA** shall not sell, sign or transfer any of its rights or privileges granted hereunder without the prior written consent of **City**.

IN WITNESS WHEREOF, **City** and **HASBA** have executed this Agreement as of the day and year first above written.

GOVERNING BODY OF HAYSVILLE, KANSAS

ATTEST:

KEN HAMPTON, Mayor

BEVERLY RODGERS, City Clerk

**HAYSVILLE AMATEUR SOFTBALL & BASEBALL
ASSOCIATION**

President (Authorized Signature)

EXHIBIT 1

Plagens-Carpenter Sports Complex - Rules and Regulations

1. League schedules must be turned in to the Recreation Director or Assistant Recreation Director as soon as possible or at least a week prior to the start of the season. League games will not be allowed to start without league schedules on file.
2. Tournament schedules must be turned in to the Recreation Director or Assistant Recreation Director by 6:00 pm two days prior to the tournament date.
3. Any organization/individual using any baseball and/or softball field shall supply a certificate of insurance liability of \$500,000 covering sanctioned activities and naming the City and its employees, volunteers, agents and representatives as additional insured's. A copy of your insurance will need to be on file prior to the usage of the fields.
4. **The organization will replace divots and smooth the pitching mounds and home plate areas at the conclusion of each game.**
5. The City reserves the right to postpone or cancel any games and/or tournaments due to inclement weather conditions.
6. No vehicles will be allowed to pass through the front gates.
7. No alcoholic beverages are allowed on city property; this includes the parking lot.
8. There shall be no games played involving local youth teams under age 16 prior to 1:00 pm on Sundays.
9. No practices, practice games or walk-on usage allowed at any time on the diamonds **unless prior approval from the Recreation Director is obtained.**
10. Deliberately hitting into fences is not allowed.
11. Facility users must provide adequate personnel to supervise their activities.
12. The field supervisor will be responsible for turning the field lights on and off. They will also be responsible for closing and locking all doors at the end of the night.
13. **Facility users are responsible for picking up the trash in and around the sports complex and the entire parking lot.**



CITY OF HAYSVILLE, KANSAS

RECREATION DEPARTMENT - 7106 S BROADWAY/ P.O. BOX 404
HAYSVILLE, KANSAS 67060 – (316) 529-5922 (316) 529-5923 – FAX

TO: The Honorable Ken Hampton
City Council Members

FROM: Randy Dorner, Public Works Director
Georgie Carter, Recreation Director

SUBJECT: Riggs Park Restroom Remodel and Addition

DATE: February 3, 2010

At the February 1 Park board meeting they approved \$19,500 to be spent on the remodel and addition to the North restroom in Riggs park.

Attached are the bid sheets for a portion of the project from Hampton and Sons Construction Inc. for \$10,818 and Caro Construction for \$12,228. Other construction companies were contacted but were not interested in submitting a proposal for the project.

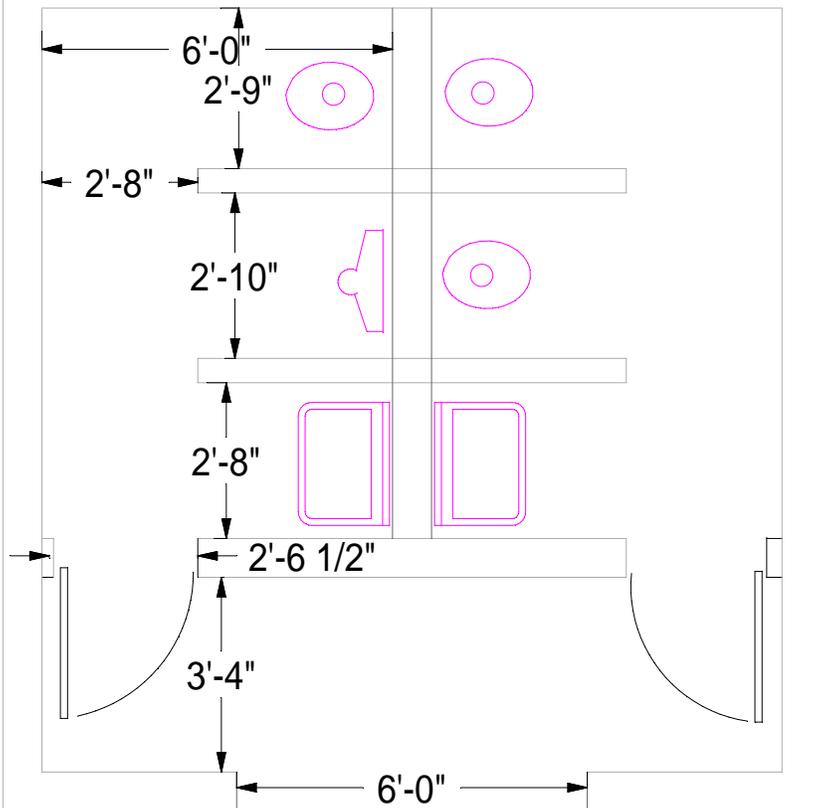
At the October Park board meeting the board had come up with a list of possible park projects they wanted us to research the cost of. The remodel of the Riggs park restrooms was one of their top priorities. To accommodate ADA compliance along with baby changing stations the building would have had to be completely demolished and rebuilt to a larger size.

From there the board looked at adding on to the building to accommodate year round restrooms, similar to what was built in the Historic District next to the Farm and Art Market.

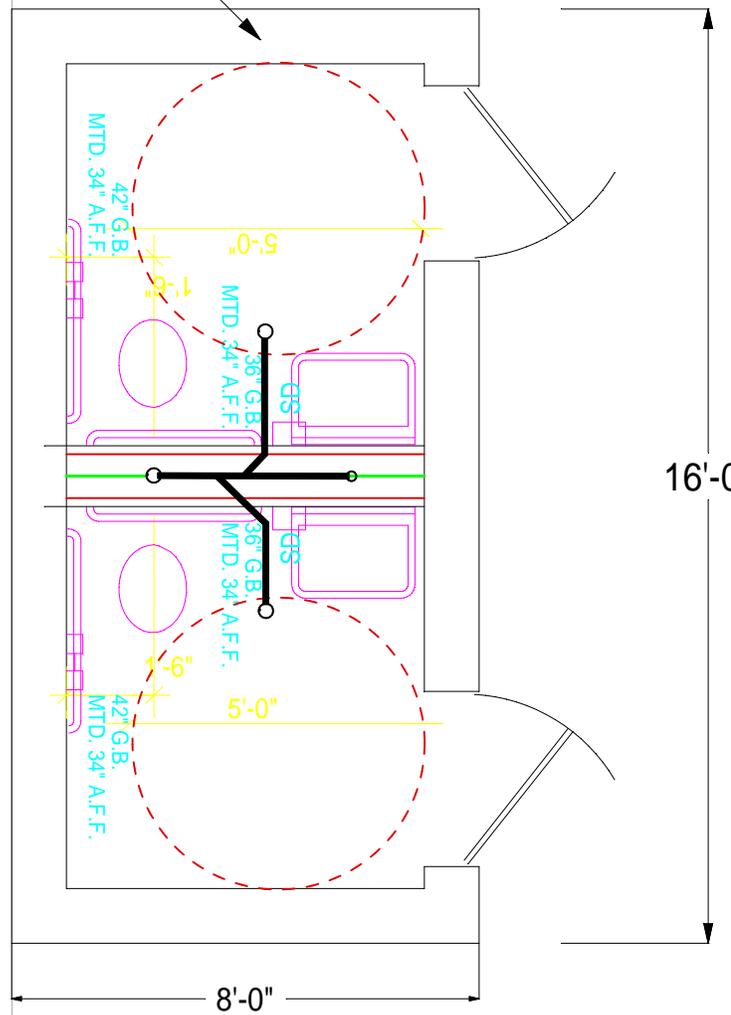
The Park Board is recommending the proposed total cost of \$19,500 (see attachment) to remodel and add an additional to the Riggs park restroom. This would be deducted from the Park board line item Special Parks Improvement Reserve.

This is before you for your consideration.

Existing Restrooms



Proposed Restrooms



MEMORANDUM

TO: The Honorable Ken Hampton, Mayor
Haysville City Councilmembers

FROM: Carol C. Neugent, Director of Governmental Services

SUBJECT: Phase I City Hall/Library Remodel Architect Contract

DATE: February 3, 2010

It has come to my attention that the memorandum presented at the February 23, 2009 Council meeting for the Phase I City Hall/Library Remodel design contract with Law Kingdon contained a typo. The memo stated that the contract amount was \$14,250.00. The correct amount should have been \$14,350.00. Because of this, Council approved an amount not to exceed \$14,250.00.

At the June 22, 2009 Council meeting Council approved payment to Law Kingdon in the amount of \$14,350.00 under bills to be paid.

In order to correct this error I would request that Council consider a motion to correct the amount stated for the Phase I contract from \$14,250.00 to \$14,350.00.

Thank you for your attention to this matter. If you should have any questions please do not hesitate to give me a call.

Supporting documentation is attached.

MEMORANDUM

from the desk of the City Clerk

To: The Honorable Mayor Ken Hampton
& City Council Members

From: Beverly Rodgers, City Clerk/Treasurer

Date: January 27, 2010

Subject: City Hall/Library Remodel

In the February 23, 2009 Council packets, you received a memorandum from Carol Neugent, Director of Governmental Services regarding the City Hall/Library Remodel. In that memorandum, Carol stated "It is Staff's recommendation that the firm of Law Kingdon Architecture be selected as the Architect for the City Hall/Library Remodel project with a Phase 1 not to exceed amount of \$14,250.00". Council's motion that evening was to approve staff's recommendation and stated the amount of \$14,250.00.

In reviewing the amounts paid to the architect, checking the contract and discussing this with Carol, I found that this was a typo in the memorandum, as the amount should have read \$14,350.00. Attached is the page from Law Kingdon's contract showing the amount for Phase 1 as \$14,350.00 and the excerpt of minutes from February 23, 2009 showing the motion.

Would you please consider a motion to correct the amount for Phase 1 not to exceed \$14,350.00?

Thank you.


Beverly Rodgers

VI. PROJECT BUDGET

The total budget for this project has yet to be determined. The budget will be prepared and finalized upon completion of Phase I. This budget number will guide the remaining phases.

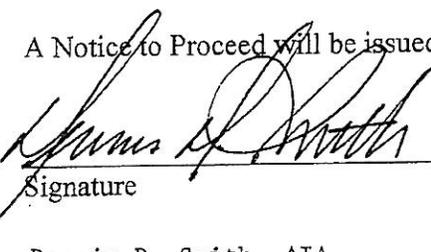
SIGNATURE(S)

The undersigned agrees to enter into an agreement with the City of Haysville, Kansas to provide the services described by this Request for Proposal for the following Phase I cost:

Phase I: \$14,350

Phase II – IV Costs will be negotiated between the City of Haysville and the selected Firm upon the completion of Phase I and approval of the Governing Body.

A Notice to Proceed will be issued by the City to the selected Firm for each Phase of the Project.


Signature

2/6/09
Date

Dennis D. Smith, AIA
Print Name

President
Title

LawKingdon Architecture
Company Name

345 Riverview, Suite 200
Company Address

Wichita, Kansas 67203
City, State Zip

316.268.0230
Telephone Number

316.268.0205
Fax Number

dsmith@law-kingdon.com
Email

48-0757137
Federal Tax ID Number

The above individual is authorized to sign on behalf of the firm submitting the proposal. This bid is valid for 90 days form the date of the above signature.

Note: Please include this completed form in your proposal.

Regular Council Meeting

February 23, 2009

Page 6

Kingdon, Smith, Rangel and Neugent explained details of the project and answered questions from Council.

Motion by Pierce – Second by Wilkerson

I would make a motion that we approve staff's recommendation that the firm of Law Kingdon Architecture be selected to proceed through Phase 1 of the City Hall/Library remodel project with a cost not to exceed \$14,250.00

Kanaga yea, Ewert yea, Slocum yea, Holub yea, Pierce yea, Wilkerson yea, Crum yea, Hampton yea.

Motion declared carried.

Mayor Bruce Armstrong presented for approval the Consideration of Changes to the Personnel Manual.

Director of Governmental Services Carol Neugent stated the changes were to clean up some of the language and bring the City into compliance with current laws.

Motion by Hampton – Second by Slocum

Mr. Mayor I'll make a motion that we accept the consideration of the changes to the personnel manual as presented.

Kanaga yea, Ewert yea, Slocum yea, Holub yea, Pierce yea, Wilkerson yea, Crum yea, Hampton yea.

Motion declared carried.

Mayor Bruce Armstrong presented for approval the Consideration of Memorandum from City Clerk/Treasurer Beverly Rodgers Re: Property Liability Insurance RFP.

City Clerk/Treasurer Beverly Rodgers reported that department heads recommended IMA as insurance broker for the City. Councilperson Ken Hampton asked questions about services provided and contractual terms with IMA. Tony Madrigal, Madrigal and Welch explained his past with Haysville and gave reasons why the City should continue with Madrigal and Welch. Blake Wells and John Kullman represented IMA of Kansas and explained services that would be provided and other reasons they should be chosen.

Mayor Armstrong stated the Request for Proposal was for choosing a broker and IMA did not have time to search for other companies, so if Council approved IMA the City would stay with Employers Mutual this year.

Motion by Hampton – Second by Wilkerson

I'll go ahead and make a motion that we stay with Madrigal and Welch for our property and liability insurance.

Kanaga yea, Ewert yea, Slocum yea, Holub yea, Pierce nay, Wilkerson yea, Crum nay, Hampton yea.

Motion declared carried.

M E M O R A N D U M

TO: The Honorable Bruce Armstrong, Mayor
Haysville City Councilmembers

FROM: Carol C. Neugent, Director of Governmental Services
Mike McElroy, Chief of Police
Beverly Rodgers, City Clerk
Greg Keith, Municipal Judge
Randy Dorner, Public Works Director

SUBJECT: Architect – City Hall/Library Remodel

DATE: February 13, 2009

It is Staff's recommendation that the firm of Law/Kingdon Architecture be selected as the Architect for the City Hall/Library Remodel project with a Phase I not to exceed amount of \$14,250.00.

Five firms were initially invited to attend preselection interviews. The firms were selected based on their experience with Municipal/Law Enforcement projects. Those five firms were:

Law/Kingdon Architecture, Wichita, KS
McCluggage Van Sickle & Perry, Wichita, KS
PGAV Architects, Westwood, KS
Treanor Architects, Topeka, KS
Wilson Estes Police Architects, Mission, KS

Of the five firms, four firms scheduled preselection interviews. McCluggage Van Sickle & Perry declined the invitation.

Following the preselection interview the four firms received a Request for Proposal. All four firms submitted Proposals. Based on their Proposal two firms were selected as finalists with Law/Kingdon being ranked first and PGAV Architects ranked second.

A second interview was scheduled with Law/Kingdon. The interview committee unanimously agreed to recommend Law/Kingdon.

Prices submitted for Phase I of the City Hall/Library Remodel are as follows:

Law/Kingdon*	\$14,250.00
PGAV	\$26,330.00
Treanor	\$16,500.00
Wilson Estes**	\$395,000.00

Attached is a copy of the RFP that was mailed to each of the firms. A copy of the Project Approach for Law/Kingdon is also attached.

*Law/Kingdon originally included a price of \$57,250.00 plus reimbursables, which included work outside of the Phase I scope. This figure was clarified with Law/Kingdon and a new price proposal was submitted.

**Wilson Estes submitted a price for the entire project. Because this firm was not considered as a finalist staff did not contact Wilson Estes for clarification.



CITY OF HAYSVILLE, KANSAS

RECREATION DEPARTMENT - 7106 S BROADWAY/ P.O. BOX 404
HAYSVILLE, KANSAS 67060 – (316) 529-5922 (316) 529-5923 – FAX

MEMORANDUM

TO: The Honorable Ken Hampton, Mayor
Haysville City Council Members

FROM: Georgie Carter, Recreation Director

DATE: February 3, 2010

RE: Pool Manual

Enclosed in your packet is the revised 2010 pool manual. All revisions have been highlighted in red for quick reference. This is before you for your consideration.

Dewey Gunzelman Memorial Swimming Pool Staff Manual 2010



City of Haysville
Recreation Department
www.haysville-ks.com

IMPORTANT PHONE NUMBERS

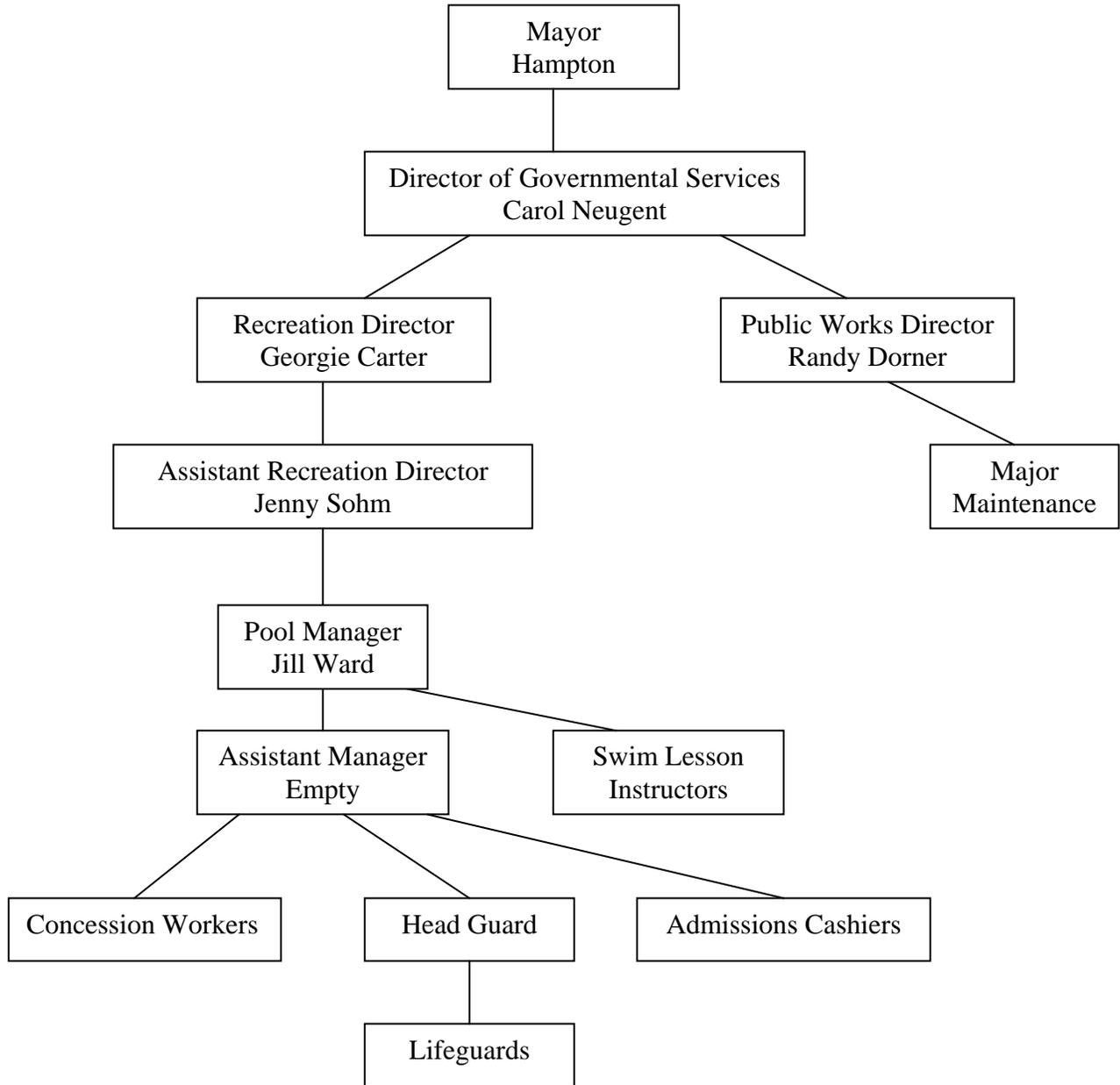
EMERGENCIES Police, Ambulance, Fire, Chemical Spill	911
HAYSVILLE RECREATION DEPARTMENT Georgie Carter, Recreation Director Jenny Sohm, Assistant Recreation Director	529-5922
CITY BUILDING Carol Neugent, Director of Governmental Services Beverly Rodgers, City Clerk Janie Cox, Payroll/Employee Benefits Specialist	529-5900
POLICE DEPARTMENT – Non-Emergency Number Mike McElroy, Chief of Police Bruce Powers, Captain	529-5911
PUBLIC WORKS DEPARTMENT Randy Dorner, Public Works Director Roy Jolivet, Assistant Public Works Director Kenny Swart, Water Supervisor Kirby Manny, Park Supervisor Dave Harper, Wastewater Supervisor	529-5940 292-0060 – Pager 292-0128 – Pager 292-4012 – Pager 292-0908 – Pager
POOL MANAGER Jill Ward	522-8583
AMERICAN RED CROSS Midway Chapter - Health and Safety Office	268-9029

TABLE OF CONTENTS

I.	Channel of Authority	4
	General Information for Personnel	5-10
	Pool Season Dates and Times	5
	Work Schedule	5
	Work Absences	5-6
	Professional Conduct	6
	Uniform/Dress Code	6
	Breaks	6
	Safety Breaks	6
	In-Services	6
	Blood-Borne Pathogens	6-7
	Visitors and Personal Phone Calls While on Duty	7
	Cell Phones, Personal Electronic Devices	7
	Paychecks	7
	Workman's Compensation	7
	Harassment	7
	Insubordination	7-8
	Third Party Intervention	8
	Nepotism	8-9
	Drug Testing	9
	Rainy Day Procedures	9
	Thunder and Lightning	9
	Refunds	9
	No Smoking Policy	9-10
	Concessions	10
	Incentive	10
	Procedure for Money Bags/Receipts	10-11
III.	Fees	11
	Admission Prices	11
	Facility Rental	11
	Birthday Package	11
IV.	Swim Lessons and Classes	12-14
	Learn to Swim Program	12
	Levels I-VI	12
	Tiny Tots	13
	Water Babies	13
	Guard Start	13
	Procedures for Swim Lessons	14
V.	Policies and Regulations	15-19
	Handling Extreme Behavior	15

	Suspension Guidelines	15-16
	Staff Discipline Policy	16
	Pool Rules	17-18
	Waterslide Rules	18
	Diving Board Rules	18
	Splash Pad Rules	19
VI.	Pool Emergency Procedures	20-21
	All Types of Emergencies and Accidents	20
	Life-Threatening Emergencies	20
	Non Life-Threatening Emergencies	20
	Whistle Signals	21
	Fecal Accidents	21
VII.	Responsibilities of Pool Employees	22
	Job Descriptions	23
	Pool Manager	24-25
	Assistant Manager	26
	Head Lifeguard	27
	Lifeguard	28
	Swim Lesson Instructor	29
	Admissions Cashier	30
	Concession Stand Worker	31
VIII.	Pool Care and Maintenance	32-33
	Pool Care	32
	Maintenance	32-33
	Daily Procedures	33
IX.	Reminders for Lifeguards	34-35
X.	CPR Procedures	36
XI.	Heat Emergencies	37
XII.	Acknowledgment and Receipt of Book	38

I. CHANNEL OF AUTHORITY



II. GENERAL INFORMATION FOR PERSONNEL

Pool Season Dates & Times

The Dewey Gunzelman Memorial Swimming Pool will open for the 2010 season on Saturday, May 29th and close on Sunday, August 15th. The regular pool hours are 1:00 - 7:00 pm daily, unless otherwise posted.

The splash pad will be open in the off-season April 15 - May 28 and August 16 through the third weekend in October (weather pending) from 9 am - 10 pm daily.

Once the pool opens on Saturday, May 29 the splash pad will be open free to the public from 9 am to 1:00 pm. Weekdays when the pool opens at 1:00 pm entrance to the splash pad will be through the pool and a daily fee must be paid to access the splash pad during the hours of 1:00 - 7:00 pm. When the pool closes at 7:00 pm the splash pad will reopen free to the public until 10:00 pm and be accessible from gates outside the pool. On weekends the splash pad will be open free to the public from 9 am - 10:00 pm.

Work Schedule

The Pool Manager shall establish the working schedule for all pool employees. The work week shall run from Sunday through Saturday. Employees are responsible for picking up a schedule from the Pool Manager's office. Schedules will be ready for pick-up, no later than the Friday prior to the work week.

The Pool Manager must receive request for days off two weeks prior to the work week in which time off is desired. Such requests will be handled on a first-come, first served basis. Request MUST be in writing and handed directly to the Pool Manager or Assistant Manager.

Anyone wishing to trade hours with another employee must make that request directly to the Pool Manager. Both parties will be expected to contact the manager either by phone or in person to confirm that this arrangement is acceptable to both persons involved. The Pool Manager or Assistant Manager will NOT find someone to work for you. If you are unable to find someone to fill in for your shift, you will be expected to work.

If pool usage or participation is low, then staff will be asked to leave by pool management to reduce payroll.

Work Absences

1. **Sickness:** If due to illness, an employee cannot report for work, that employee will be expected to call in at least two (2) hours prior to his/her shift. This is very important as arrangements will have to be made for another employee to staff this position. Except in the case of an emergency, no one shall be absent from the pool during assigned hours without expressed permission from the Pool Manager or Assistant Manager.
2. **Vacations:** All pool personnel hired for the summer are part-time seasonal workers. As such, employees are not eligible for any paid vacation time. All employees are expected to work

until the pool closes unless special arrangements are made with the Pool Manager or Assistant Manager.

Professional Conduct

Your professional conduct will directly reflect upon the Haysville Recreation Department. We expect you to report ready to work at your scheduled time. You are to remain mindful of your coverage area at all times. You are to be polite and courteous to patrons. Profane language and gestures toward patrons or each other is strictly forbidden. Please remember the public can see and hear you at all times! No one but Recreation Department staff is allowed in the office.

Uniform/Dress Code

Standard uniform must be worn at all times while on duty. Lifeguards will be provided one uniform from the City. If a lifeguard terminates employment before the end of the season, the cost of the swimsuit will be deducted from their paycheck. Concession Stand and Cashiers will be provided three (3) staff shirts to wear while on duty. If a concession/cashier employee terminates employment before the end of the season, the cost of the shirts will be deducted from their paycheck.

No shirts with profanity, alcohol sayings or other derogatory statements can be worn while on duty or break. No visible body jewelry may be worn while on duty.

Breaks

You will be given a break from assigned duties approximately every hour to hour and a half. This is your time to cool off, get some water and take a break away from the public.

Safety Breaks

A ten (10) minute safety break may be given daily on the hour. The pool will be cleared of all patrons under the age of 18. The reasoning for this break is to keep patrons from becoming fatigued and to give lifeguards a short break in order to prevent monotony. Adult lap swimming will be available at this time.

In-Services

The management team will hold monthly in-services that are mandatory to attend. If you are unable to attend, it is imperative that you meet with one of the management team members and set a time to learn about the material you missed.

Blood-Borne Pathogens

All pool personnel shall attend a City of Haysville Blood Borne Pathogens course. You will be given specific training on protecting yourself from blood-borne pathogens. This training includes how to handle incidents that involve blood or other potentially infectious materials. When giving first aid or cleaning, you always need to wear protective equipment such as rubber gloves that will be provided for you. Never touch your face or eyes with soiled hands. Always wash equipment/objects that have been soiled by blood with a chlorine bleach solution. Throw away soiled gloves and gauze pads in a separate trash can labeled for biohazard material. Always wash your hands with anti-bacterial soap after cleaning or providing first aid – even if you wore gloves. Also, be careful in handling sharp objects that you may be asked to dispose of

such as knives, needles or broken glass. If you believe, that in the course of providing first aid or cleaning that an exposure has occurred, contact the Pool Manager by the next work shift and take note of the possible exposure on an incident report form.

Visitors & Personal Phone Calls While on Duty

Visitors during working hours decrease the efficiency and usefulness of staff. Personal visits to your job by friends or family must be limited to emergency situations only. You are not allowed to receive phone calls while on duty, a message will be taken and when you are on break, you may return the call.

Cell Phones, Personal Electronic Devices

The use of personal cell phones and other electronic devices are prohibited while on duty. Use of such items may be used while on your scheduled breaks.

Paychecks

The Recreation Director or Pool Manager will pick up paychecks at City Hall every other Friday and distribute them to the pool staff. Employees shall not try to pick up their checks at City Hall. Employees are the only ones authorized to pick up their paychecks, no one else. If an employee needs their final paycheck for the season mailed to them, a written request must be made and turned in to the Pool Manager prior to their last day of employment.

Workman's Compensation

All municipal employees are covered by Worker's Compensation Insurance. This includes part-time and temporary employees as well as all regular full-time employees. Every on-the-job injury shall be reported to the Pool Manager or Assistant Manager and an Incident Report shall be completed by the employee and sent immediately to the Recreation Director.

Any medical care needed for on-the-job injuries shall be provided by the doctor designated by the City. The City shall not be billed for any medical care not provided or authorized by the City's doctor.

Harassment

Any uninvited behavior, verbal or physical, toward another employee or patron will not be tolerated. If at any time you feel uncomfortable due to a co-worker's or patron's actions, you should report the harassment to the management team or the Recreation Director. See Part-Time Employee Manual for more information.

Insubordination

Insubordination is broadly defined as an unwillingness to submit to authority either through an open refusal to obey an order or through a failure to carry one out. Examples of insubordination (or attempts to undermine managerial authority) include the following:

- Actively challenging or criticizing a superior's orders.
- Interfering with management.
- Showing open disrespect toward a supervisor.
- Showing open disrespect toward an appointed or elected official.
- Making threats or using coercion or physical violence.

- Using abusive language or making malicious or threatening statements.
- Ignoring instructions.

Insubordination of any kind will not be tolerated. Acts of insubordination may result in disciplinary action, up to and including termination.

Third Party Intervention

It shall be the policy of the City not to discuss specific and/or individual personnel matters with third parties. Only the individual involved, and/or their Legal Counsel, and appropriate supervisors shall take part in specific personnel discussions and/or decisions. The individual employee may invite a family member or friend to be present at such a personnel discussion, but, except for minors, only lawfully recognized advocates, or the employee him/herself shall be permitted to advocate on behalf of the individual employee. Minor employees shall be accompanied by a legal guardian. Personnel files are considered confidential and shall only be made available for inspection and reproduction by the specific employee, appropriate supervisors, legal counsel, or through appropriate subpoena. This restriction, however, does not apply to those individuals who are responsible for maintaining the City's personnel files system.

Nepotism

It is the policy of the City not to hire persons for any type of employment within departments who are members of the immediate family of other City full-time employees within the same department.

Immediate family members of the Governing Body will not be hired for any type of employment within any department in the city except for non-supervisory seasonal positions.

Immediate family and household members includes an employee's parents, step-parents, spouse, former spouse, children, step-children, sibling, grandparents, grandchildren, mother or father-in-law and brothers or sisters-in-law, son-in-law, daughter-in-law, people who reside together or who have resided together in the last three years, and people who have a child in common regardless of whether they have been married or have lived together. Family or household member also includes a man and woman if the woman is pregnant and the man is alleged to be the father, until such time that a determination is definitively made regarding the parentage of the born or unborn child.

If two employees within the same department marry or otherwise obtain a relationship whereby they become members of each other's immediate family, one of the employees will be transferred to another department, if possible, without loss of pay or benefits. The establishment of such relationship, however, shall not be the basis for termination of employment.

If an immediate family member of a current city employee is elected to an office within the Governing Body the current city employee shall not be terminated. The newly elected Governing Body member, however, shall sign a conflict of interest statement and shall be prohibited from decisions directly affecting the related employee.

Any employees who are employed in contradiction to this policy upon its date of adoption (July 24, 2007) shall not be required to transfer or be subject to termination. All future employment decisions in regards to any such employee shall be in accordance with this policy.

Drug Testing

The City of Haysville is committed to providing a safe, efficient and productive environment for all employees and patrons. Using or being under the influence of drugs and alcohol on the job may pose serious safety and health risks. To help insure a safe and healthy working environment, all job applicants who have been tendered a qualified offer of employment for any part-time position will be required to provide body substance samples (such as urine and/or breath) to determine the illicit or illegal use of drugs and alcohol.

Rainy Day Procedures

The pool will open if the outside temperature reaches 75 degrees Fahrenheit or above. The pool will close due to rain, lightning, hail and/or tornadoes. The decision to open/remain open will be up to the pool manager and the Recreation Director.

In the event that the pool does not open due to inclement weather or in the case where the pool closes early due to inclement weather, the pool will not re-open that day, except for lessons weather permitting. Staff must be minimized if the pool remains open during poor weather.

If the pool does not open or closes early, the Pool Manager shall then put a message on the answering machine for the public to access. The Manager or designated staff will then notify the City Building and Activity Center personnel of the closing, whenever this is possible. An announcement can be found on the answering machine by calling 529-5924. Refunds will not be given if the pool closes due to weather conditions.

Thunder & Lightning

At the first sign of lightning, no matter how far away, the pool shall be cleared. All patrons must move to a location away from the water and open areas, preferably inside. If after fifteen (15) minutes no additional lightning strikes have been witnessed, the pool may be reopened. For every additional lightning strike witnessed wait fifteen (15) more minutes before allowing patrons to reenter the pool. The Pool Manager or designated person in charge will make the final determination on clearing of the pool and closing for the day if necessary. **REMEMBER:** Lightning can strike many miles away from storm clouds even when it is sunny.

Refunds

If bad weather seems imminent, the cashier should inform customers that money will not be refunded in the case of bad weather.

No Smoking Policy

Absolutely no smoking is allowed on the pool premises and entrance. Pool staff should courteously advise pool patrons and non-pool individuals of the policy and ask them to smoke in the parking lot or the walking path. Explain that the ash and debris from smoking poses a health hazard to bare skin and feet and the smoke affects swimmers' breathing. If a smoker doesn't adhere to the policy, they will not be allowed to enter or re-enter the pool. Pool staff is not

allowed to smoke while on the pool property. Smoking at work, if under age 18, will be grounds for immediate dismissal.

Concessions

No one is allowed to take any concession item without immediately paying for the item. Pool staff will receive a discount for concessions during or immediately following their shift, prices will be posted for staff. Failure to pay for concessions is grounds for immediate suspension.

During times when it is particularly busy, guards may be required to assist in the concession area. Guards should never be asked to work in the concession during their scheduled break time.

Incentive

During the pool season (June, July & August) employees are entitled to a free single membership to the Haysville Activity Center. Employees that sign up for a single membership at the HAC will be subject to having the value of that membership added to their gross wages on their W-2s. The value of a single membership is \$40, so your gross wage would increase by \$40 at year end. Only those who actually sign up for the membership will have the value added to their W-2.

Procedures for Money Bags/Receipts

Pool receipts and money bags should be turned in daily to City Hall.

When a receipt is voided the white and yellow copies should be stapled together and placed in the daily bag, do not throw them away. The pink copy should remain in the receipt book. A brief explanation should be written on the receipt as to why it was voided. The pool manager or head life guard should initial all voided receipts. (Examples: Voided because customer changed mind, wrong amount was written, duplicate receipt was written - see receipt #___, etc.)

An End of Day Money Form should be completed daily by the staff person working both the front desk and concessions. There is a section at the bottom that should be initialed by the person completing the form. The pool manager or head life guard should then check the forms and initial them and list the receipt # used for that day's deposit.

The pool manager or head life guard is responsible for completing two separate receipts each day (one for the total admissions and one for the total concessions). They should write on the receipt "admissions" or "concessions" for account deposited into.

The Daily Track Sheet should be sent to City Hall every day inside the pool bag along with the tape from the cash register. The accounting office will make a copy of the Daily Track Sheet to keep for their records and then send the original to the Recreation Director.

If the pool is closed a Daily Track Sheet should be sent to City Hall the following day showing that the pool was closed. There will be a daily sign in sheet to be signed by every person entering the pool each day, large daycare/latchkey groups will just write the organization name with a total number of students.

IV. SWIM LESSONS AND CLASSES

Swim Lesson Program

Level I	<u>Water Exploration</u> - The objective is to help swimmers feel comfortable and enjoy the water safely. Swimmers are taught elementary aspects of swimming such as face submerging, floating, kicking and breathing.
Level II	<u>Primary Skills</u> - The objective is to give swimmers success with the fundamental skills. Swimmers begin to develop independent movement in the water by establishing primary skills such as floating, gliding and kicking.
Level III	<u>Stroke Readiness</u> - The objective is to coordinate the primary skills of the front and back crawl. Skills such as deep water work, treading water and diving from side are introduced.
Level IV	<u>Stroke Development</u> - The objective is to increase swimmer's endurance by swimming familiar strokes. The breaststroke and sidestroke are introduced.
Level V	<u>Stroke Refinement</u> - The objective is to coordinate and refine key swimming strokes. Skills such as surface dives, turns and the butterfly are introduced.
Level VI	<u>Skill Proficiency</u> - The objective is to polish strokes so swimmers swim with more ease, efficiency, power and smoothness over greater distances.

Learn to Swim – Levels I-VI

Session 1 June 7 - 17

Session 2 June 21 - July 1

Session 3 July 5 - 15

Session 4 July 19 - 29

- Days: Classes held Monday - Thursday (Fridays will be used for make up days)
- Times: 9:45 am - 10:30 am (*Only available during session 3 and 4*)
10:45 am - 11:30 am
11:45 am - 12:30 pm
7:15 pm - 8:00 pm
- Ages: 5 years old & older
- Fee: \$25/Student
- Registration Deadline: Saturday before session begins
- Min # of Participants: 8/Level

Tiny Tots

Introduce your toddler to the water with our creative instructors. Tots work on getting comfortable in the water, blowing bubbles and playing games. Tiny tots are taught in the intermediate pool with some orientation to the larger pool. Parent participation is not required.

Session 1	June 7 - 17
Session 2	June 21 - July 1
Session 3	July 5 - 15
Session 4	July 19 - 29

- Days: Classes held Monday - Thursday (Fridays will be used for make up days)
- Times: 11:45 am - 12:15 pm
6:45 pm - 7:15 pm
7:15 pm - 7:45 pm
- Ages: 3 - 5 year olds
- Fee: \$25/Student
- Registration Deadline: Saturday before session begins
- Min # of Participants: 8

Water Babies

A spin off from Tiny Tots! Infants ages 6 months up to 4 years old who may not be comfortable without mom or dad in the water. Children must be accompanied by an adult 16 years or older. Parents will work with kids in the water on orientation and swimming readiness.

Session 3	July 5 - 15
Session 4	July 19 - 29

- Days: Classes held Monday - Thursday (Fridays will be used for make up days)
- Times: 6:45 pm - 7:15 pm
- Ages: 6 month - 4 years old
- Fee: \$25/Student
- Registration Deadline: Saturday before session begins
- Min # of Participants: 8

Guard Start

This program is designed to guide youth to the Life guarding program by building a foundation of knowledge, attitudes and skills for future lifeguards. This foundation consists of five categories: Prevention, Fitness, Response, Leadership and Professionalism. This program is an effective transition from upper-level Learn to swim programs to the Lifeguard program.

On Request - Contact Pool Manager

- Days: TBA
- Ages: 5th grade & older
- Fee: \$25/Student

Procedures for Swim Lessons

First day, after introduction, instructors take their class to a work area and go over pool rules, where to wait each day and what to expect. Teach basic safety. Learn student's names and interests. Instructors will test their students to determine if they are in the right class.

1. ALWAYS, report to work at least fifteen (15) minutes before your class is to begin.
2. Stretch out and warm up before class – no wasting time – in water within five (5) minutes.
3. The INSTRUCTOR should be in the water with the class. Demonstrate each skill before having the students do it.
 - a. Beginner Level Classes I - III – Instructor should remain in the water during instruction.
 - b. Intermediate and Above Classes IV - VI – Instructor should demonstrate skill and then exit the water to observe.
4. NO FINAL TESTING OF STUDENTS until the day indicated on the class outline. Until that time instructors teach the students swimming skills.
5. Review and follow the teaching outline for classes.
6. Emphasize continuing instruction and improvement – even if a skill has been covered and can be performed by all students.
7. If a student is having difficulty you should not devote all class time to that student – give students who have mastered the skill something else to work on while working with students having difficulty or let aides work with students who are behind.
8. Each instructor will maintain a course record for each student to be given to the Lessons Coordinator.
9. Swimming instructor aides will be assigned to instructors. The aides are directly responsible to the instructor and the Manager. The instructor must take time to brief the aide on what he or she will be doing that day.
10. Avoid conversation with parents during lessons. Be courteous and offer to visit after class. Do not argue with parents. Refer all questions to the Pool Manager.
11. Parents must remain in the observation area (outside the gate on the east side) during class. Observers should not come onto the deck during class.

V. POLICIES AND REGULATIONS

Handling Extreme Behavior

Any time an injury or ejection occurs or when the police are called, an incident report will need to be filled out – with all pertinent information.

The Recreation Director must receive incident reports within 24 hours.

Guards may have a patron sit out of the water for up to fifteen (15) minutes for discipline purposes, if the patron is under 16 years of age. Patrons can be sat out twice; any time that behavior would result in a patron sitting out a third time that person will be removed from the pool by the manager on duty for the remainder of the day.

Pool Manager or Assistant Manager has the authority to suspend an individual for up to three (3) days, provided that the suspension guidelines have been followed and documented. If conduct warrants a suspension over three (3) days, the Pool Manager has the Recreation Director's approval to suspend that individual for up to two (2) weeks.

The Pool Manager and/or Recreation Director have the authority to suspend an individual for the remainder of the season.

If a suspended person refuses to leave, call the police at 529-5911, and avoid further contact until police arrive.

If an individual fails to give an accurate name, address and phone number that you can verify, the person is suspended until the appropriate information is provided.

Suspension Guidelines

Conduct Warranting Suspension:

1. Breaks three (3) or more rules during the same day.
Suspension for the remainder of the day.
2. Breaks rules on more than one visit.
Suspension for the day after ONE (1) warning.
3. Causes a minor disturbance – i.e. uses loud, profane language without threats.
Suspension for one (1) day.
4. Acts in a way, which may result in injury – i.e., holding someone under water.
Suspension for one (1) day.
5. Flagrant action on more than one visit.
Suspension for three (3) days.
6. Threatens or attempts to injure someone.
Suspension for two (2) weeks.
7. Shows outward disrespect – ignores guard instructions or makes inappropriate remarks concerning staff, facility or other patrons.
Suspension for one (1) day – phone call to parents if patron is under 16.

8. Police Involvement – whenever police are called to handle a disturbance.
Suspension for two (2) weeks & he/she must send a written request for reinstatement & meet with Recreation Director & Pool Manager before return.
9. Failure to provide correct name, address and phone number.
Age 17 & Over – Suspension indefinitely until written request for reinstatement is received which includes requested information.
Age 16 & Under – Suspension indefinitely until Pool Manager speaks with parent/guardian.

Staff Discipline Policy

SERIOUS OFFENSES, ESPECIALLY THOSE ENDANGERING THE LIVES OF PATRONS, WILL BE DISCIPLINED AT THE DISCRETION OF THE POOL MANAGER AND/OR RECREATION DIRECTOR AND CAN BE GROUNDS FOR IMMEDIATE DISMISSAL.

PLEASE TAKE YOUR JOB SERIOUSLY!

Breaking the rules of the pool or failure to perform guard duties at a satisfactory level will result in the initiation of the following Discipline Outline. You, as a pool employee, are expected to act in a professional manner at ALL times. Your manual lists all of the pool rules, it is your responsibility to KNOW, ENFORCE and FOLLOW them.

- 1st Offense: Performance Notice / Expectation Clarification – Verbal
Assistant Manager or Head Guard notes problem, corrects employee immediately. Leave blue staff note for Pool Manager. Manager will meet informally with employee to explain performance expectation.
- 2nd Offense: One-Day Suspension – Written
When an employee receives a blue staff note, that employee will receive a one day (at least 8 hour) suspension from work. Assistant Manager or Head Guard notes the problem, finds a replacement for the employee if necessary, completes blue staff note, and sends employee home immediately. Notify Pool Manager or Recreation Director immediately if this occurs.
- 3rd Offense: Meet with Pool Manager and Recreation Director
A staff note for a same offense will result in immediate suspension for an undetermined amount of time. Follow same procedure as above, sending employee home immediately. A meeting with the Pool Manager and Recreation Director will be required before reinstatement will be considered.

All policies and regulations cannot be placed on paper. Many incidents and situations will occur that cannot be anticipated in advance. The following is a partial list of do's and don'ts. They are general in nature and should not be considered as a final list. These policies and regulations, however, shall apply at all times that the pool is in use (i.e., open swim, pool parties, lessons, swim team practices and swim meets).

Pool Rules

1. Conduct, which may result in injury, is not permitted.
2. No person may use the pool unless it is officially open and the City guards are on duty.
3. Minimum age for admission without an adult (18+) is seven years of age.
4. Only swimming apparel may be worn in the pool area (exception: plain white or gray t-shirts may be worn for sun protection).
5. Admission to pool will be refused to all persons having any skin disease or open cuts, sores or inflamed eyes, cold, nasal or ear discharge, recent diarrhea or any communicable disease.
6. Running, rough play, intentional splashing and personal conduct endangering safety of self and/or others is prohibited in the pool facility. This includes, but is not limited to: follow the leader, towel snapping, loitering, horseplay, etc.
7. No standing on shoulders or back.
8. No playing on lane ropes.
9. Lap lanes are for fitness swimming to be used by patrons 18+ only or with permission.
10. Persons unable to demonstrate to the guards their abilities to swim are not permitted in the deep water.
11. Food, paper, gum, drink, etc. shall not be permitted in the immediate pool enclosure. Food, drinks and snacks must remain in the concession area.
12. All refuse must be placed in containers provided.
13. Spitting, spouting water, blowing the nose and so on are not permitted in the pool.
14. Diving from the deck will be permitted only in areas over six feet in depth.
15. No glass or metal containers on the pool premises. **NO ALCOHOLIC BEVERAGES.**
16. No smoking within the pool premises. Adults are required to use the parking lot to the east or the walking path to the west for smoking.
17. Beach balls or any other object that are meant to be thrown are prohibited in all pools. Only USCG approved PFD's permitted in the main pool. Swim trainers will be allowed in the intermediate and wading pool **ONLY** if a responsible person 18+ is in the pool with the child actively assisting and within arms reach of the swimmer. Absolutely **NO** water wings in any pool at any time. No rafts or noodles.
18. Foreign objects including rocks and coins are not permitted in pools. Towels, colored or printed shirts shall not be permitted or worn in the pools.
19. Patrons are not to visit with the lifeguards while on duty unless an emergency occurs.
20. Management is not responsible for loss of or damage to any personal belongings left unattended in the pool area.
21. Patrons shall not bring outside food or drink to the pool area.
22. The Pool Manager shall determine the type and duration of disciplinary action on problems and questions relating to the pool employees and pool patrons supported by appropriate documentation. See Suspension Guidelines - page 12.
23. The Pool Manager may refuse admittance or remove anyone from the pool area. The Pool Manager is responsible for keeping order in the vicinity of the pool (i.e., parking lot, bleachers, and grounds). It is his/her responsibility to enforce disciplinary procedures as established by the Haysville Governing Body and to document all disciplinary action.
24. Whenever additional rules are deemed advisable for the proper protection of health and safety of participants, the Pool Manager is authorized to issue and place into effect such rules either printed or verbal.

25. The wading pool is for use by children five and younger who are accompanied by a responsible individual 18 or older.
26. The intermediate pool is for use by children eight and younger. Children five and younger will not be allowed in the intermediate pool unless accompanied by a responsible individual age (18+) who must remain and supervise the children. Lifeguards may require that a child be restricted to the wading pool, if they witness the child endangering him or others due to a lack of swimming skill.
27. Children six and under will not be allowed in the main pool, unless accompanied by a responsible individual (18+) who must remain and supervise the children. Lifeguards may require that a child be restricted to the wading or intermediate pool, if they witness the child endangering him or others due to a lack of swimming skill.
28. Untrained patrons must wear swim diapers at all times.
29. If there is any question in regard to these regulations or some that may be put into effect, the Haysville Governing Body shall be contacted.

Water Slide Rules

1. All riders must be at least 48” tall.
2. Remove all jewelry.
3. No lifeguards under 16 years of age are allowed to work at the top of the slides.
4. Riders must enter the slide in a sitting position and wait for instructions from the guard.
5. All riders must ride feet first while lying on their back. Absolutely no riding on stomach or head first.
6. Riders must ride on their back with arms crossed and across their chest or hands clasped behind their head with their legs crossed at the ankles.
7. Only one rider at a time.
8. Arms and hands must remain inside the flume.
9. No tubes, mats or life jackets are permitted on waterslide. Life jackets on yellow slides only.
10. Line will form on the deck with one rider on each landing and one rider in the starting tub.
11. Pregnant women or individuals with heart or back conditions should not use the waterslide.

Diving Board Rules

1. There will be only one person at a time on each diving board.
2. Only one bounce may be taken on the diving board.
3. Only straight away FORWARD FACING diving permitted.
4. Enter diving area only from the diving board.
5. The next diver in line will begin up the ladder to the diving board, only when the diver in the water has reached the nearest ladder.
6. Exit diving area from the nearest ladder. High dive - swim under ropes.
7. No backwards flips, dives or gainers.
8. No goggles.
9. Persons 18 years old or older, who are able to demonstrate responsible diving practices may perform back flips, gainers, etc. during breaks only.

Splash Pad Rules

The splash pad will be open in the off-season April 15 - May 28 and August 16 through the third weekend in October (weather pending) from 9 am - 10 pm daily.

Once the pool opens on Saturday, May 29 the splash pad will be open free to the public from 9 am to 1:00 pm. Weekdays when the pool opens at 1:00 pm entrance to the splash pad will be through the pool and a daily fee must be paid to access the splash pad during the hours of 1:00 - 7:00 pm. When the pool closes at 7:00 pm the splash pad will reopen free to the public until 10:00 pm and be accessible from gates outside the pool. On weekends the splash pad will be open free to the public from 9 am - 10:00 pm.

1. Participation is at own risk. Children 7 and under must be accompanied by an adult.
2. Patrons engaging in horseplay and/or foul language, with out regard for safety of others, will be asked to leave.
3. No RUNNING!
4. No glass or metal containers on the splash pad. NO ALCOHOLIC BEVERAGES.
5. No food on splash pad.
6. No skateboards, rollerblades or bikes on splash pad..
7. No pets allowed except for service animals.
8. During inclement weather the splash pad will be closed.
9. All refuse must be placed in containers provided.
10. No smoking on or near the splash pad. Adults are required to use the parking lot to the east or the walking path to the west for smoking.
11. Climbing on splash pad features is not permitted.
12. Untrained patrons must wear swim diapers at all times
13. Whenever additional rules are deemed advisable for the proper protection of health and safety of participants, the Pool Manager is authorized to issue and place into effect such rules either printed or verbal.

Anyone failing to obey rules and/or instructions, either verbal or written, may be ejected from the splash pad/pool area without a refund of admission fees.

VI. POOL EMERGENCY PROCEDURES

All Types of Emergencies & Accidents

- Prevent interference by outsiders.
- Do not give out names of injured persons.
- Do not make any statements, commitment or judgment about an incident.
- Refer all questions to management.
- Maintain and review an accident chart to identify where accidents occur.

Life-Threatening Emergencies

1. First lifeguard: blows three (3) short whistle blasts to activate Emergency Action Plan, rescue victim, provide rescue breathing/CPR if needed.
2. Closest guard on surveillance duty repeats the whistle and covers the area of the responding lifeguard. If more than one guard is required to participate in the rescue, the closest guard will respond and the pool must be cleared.
3. Off guard-station staff makes sure the Manager on duty knows of the emergency.
4. Remaining guards and concession staff will work crowd control. Patrons should be moved to the concession area.
5. Cashier locks register and goes to where he/she can assist.
 - Under Manager's direction, cashier will call emergency number 911 – if needed.
 - If the emergency number is called the cashier will state name of pool, address of pool and nature of emergency.
 - Cashier remains on the phone until EMS terminates the call.
 - If an ambulance is called the cashier unlocks the gate and assists emergency staff.
6. After accident is under control – Manager calls Recreation Director.
7. Fill out an incident report: include names, addresses and telephone numbers of witnesses.
8. If victim is under age, contact parents or guardian.
9. If a victim is sent to the hospital with recovery in doubt, close the pool for the rest of the day.

Non Life-Threatening Emergencies

1. The first lifeguard sounds two (2) long loud whistle blasts and responds. (If the emergency does not require rescue, such as first aid for cuts, the lifeguard sounds two (2) short blasts to get the off guard-station staff or manager to handle the situation.)
2. Lifeguard on surveillance duty closest to the emergency repeats the whistle blasts and covers the area of the responding guard. If there are only two guards on duty the last guard covers the entire pool.
3. Guards not on surveillance duty make sure that the Manager knows of the emergency and then go and assist. If the Manager is guarding, a guard not on surveillance duty relieves the Manager.
4. Fill out an incident report (include names, addresses, and telephone numbers of all witness) if a water rescue is made.
5. Call parent or guardian if victim is under age and incident is serious enough that a rescue had to be performed, first aid was administered or the child has to leave the pool.

Whistle Signals

One Long Loud Blast

Clear the pool.

One Short Blast

Get attention of a swimmer. If a swimmer does not respond, repeat signal. If whistles are ignored, signal for Manager. Do NOT allow patrons to ignore whistle signals.

Two Short Blasts

Get attention of another guard, manager or other staff. Assistance is needed.

Going in to assist swimmer. Non-life threatening situation suspected. Alerts guard posted closest to you to cover your area.

Three Short Blasts

Suspected emergency situation - three short blasts activate the emergency action plan.

On hearing an emergency signal, other guards REPEAT the signal in case the first round of whistles was not heard.

When you use two blasts to get other staff's attention, hold your arm over your head so they can easily see who needs assistance.

Fecal Accidents

A sign is posted at the front desk stating that swim diapers are required. Do not allow any untrained patron to enter the water without a swim diaper. Swim diapers will be sold at the cashier's window. The parasite, Chyptosporidia, and E. Coli 0156 are major health concerns at pools. Pool staff should act quickly to handle fecal accidents.

If fecal accidents are not solid, suspect chyptosporidia or E. Coli 0157 and CLEAR THE POOL and follow the Fecal Accident Action Plan.

If fecal material is solid, remove feces at once with net. Clear the area. Add a strong solution of granular chlorine to the immediate area at once and clear area for thirty (30) minutes.

Vomit or blood on deck – clean deck with bleach solution and rinse.

Fecal Accident Action Plan

Clear the area. Get particles out of pool; add chlorine to the affected area. Keep area clear for up to thirty (30) minutes or until the chlorine level is 2.0 or greater.

VII. RESPONSIBILITIES OF POOL EMPLOYEES

All persons will be assigned specific hours and duties. Without exception it will be expected that all personnel will fully accept the hours and duties assigned. The Pool Manager will guarantee all persons a minimum of 15 minutes of break time every two hours as assigned. All persons have been informed that:

1. All employees will be available for the entire summer's work.
2. All employees must be available for their regular assigned working shift, including holidays.
3. Arrive ready for work at least 15 minutes before time scheduled in order to get instructions from the attendant going off duty or the Manager.
4. Each employee shall maintain and keep their area clean during their shift, this includes the guard room.
5. Employees are to be available to patrons at all times while on duty. (No camping out in the concession stand or office.)
6. All employees shall see that papers and trash are picked up in the area, both inside and outside of the pool enclosure.
7. The use of personal cell phones and other electronic devices are prohibited while on duty. Use of such items may be used while on your scheduled breaks.
8. Employees are expected to be polite and not let their personal likes and dislikes of the patrons show (do not play favorites).
9. Employees are expected to show an interest in swimmers, but do not encourage their friends to visit with them while they are on duty. Employees are being paid for their time and as such owe that loyalty to their job.

Job Descriptions

Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in this position.

All positions require the following:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently is required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

POOL MANAGER

SEASONAL

The Pool Manager works under the general supervision of the Recreation Director.

Overview

The Pool Manager performs administrative duties of the swimming pool. The Pool Manager exercises supervision over certain seasonal employees. The position requires attending meetings that may involve the particular knowledge of that position.

Responsibilities

1. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed; coordinates pool activities with the Haysville Recreation Department.
2. Communicates official plans, policies and procedures to staff, including distribution and familiarization of the pool manual and to the general public. Documents all discipline actions in writing.
3. Assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
4. Determines work procedures, prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operation.
5. Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
6. Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
7. Prepares daily reports, incident, inventory, payroll sheets and routine accounting reports on a daily basis. Delivers all monies to a designated person prior to leaving for the day.
8. Directs the patrolling of the pool, facilities building and associated grounds and the enforcement of safety rules and regulations.
9. Performs a variety of miscellaneous duties such as answering the phone, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, making arrangements for rental and use of pool, helping set up for classes, events, etc.
10. Oversees the maintenance of the swimming pool. Monitors pool water chemistry through testing of water samples. Monitors water level of the pools.
11. Performs minor maintenance on equipment or calls maintenance as necessary.
12. Prepares emergency procedures; conducts and documents training and drills on monthly basis.
13. Notifies City Building personnel of emergencies, rainy day closing, or equipment failures and remains on premises for a minimum of one hour or until closing time if pool is required to close.
14. Works as lifeguard only as certified/teach lessons/work parties.
15. Responds to public inquiries about aquatics programs made by telephone or in person.
16. Assists in inventory, contracting and staffing.
17. Performs a variety of other related duties as assigned.

Knowledge, Skills and Abilities

Must possess considerable knowledge of recreation philosophy, planning and administration, knowledge of the pool equipment, facilities, operations and techniques used in the operation of as swimming pool and facility. Must possess skill in First Aid and CPR. Must possess skill in operation of hand tools. Must possess ability to develop, coordinate and direct varied activities involved in the swimming program; ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, community leaders, and the general public; ability to communicate effectively orally and in writing; ability to plan and supervise the work of paid staff.

Education Skills and Abilities

High school graduate or GED.

Special Requirements

Must have a valid Kansas driver's license or obtain one within two (2) weeks of employment. Must possess current CPR and First Aid cards. Must possess current Basic Lifeguarding certificate. Must be 18 or older.

Tools and Equipment Used

Calculator; copy machine; telephone; public address system; emergency rescue equipment; pool testing equipment; small hand tools; motor vehicle.

ASSISTANT MANAGER

SEASONAL

The Assistant Pool Manager works under the general supervision of the Pool Manager.

Overview

The Assistant Pool Manager performs administrative duties of the swimming pool. The Assistant Pool Manager exercises supervision over certain seasonal employees as directed by the Pool Manager.

Responsibilities

1. All duties of the Manager when the Manager is not present.
2. Performs a variety of other related duties as assigned.

Knowledge, Skills and Abilities

Must possess considerable knowledge of recreation philosophy, planning and administration, knowledge of the pool equipment, facilities, operations and techniques used in the operation of a swimming pool and facility. Must possess skill in First Aid, CPR and Basic Lifeguarding or Lifeguard Training. Must possess skill in operation of hand tools. Must possess ability to develop, coordinate and direct varied activities involved in the swimming program; ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, community leaders and the general public; ability to communicate effectively orally and in writing; ability to plan and supervise the work of paid staff.

Education Requirements

High school graduate or GED.

Special Requirements

Must have a valid Kansas driver's license or obtain one within two (2) weeks of employment. Must possess current Basic Lifeguarding or Lifeguard Training, CPR and First Aid cards. Must be 18 or older.

Tools and Equipment Used

Calculator; copy machine; telephone; public address system; small hand tools; pool testing equipment; motor vehicles.

HEAD LIFEGUARD

SEASONAL

The Head Lifeguard works under the general direction of the Pool Manager and Assistant Manager.

Overview

The Head Lifeguard coordinates the activities and exercises supervision of the Lifeguards as directed by the Pool Manager.

Responsibilities

1. Duties of the Pool Manager and/or Assistant Manager if such an emergency arises that both the Pool Manager and Assistant Manager are absent.
2. Other duties as described in the Lifeguard responsibilities.
3. Works as a lifeguard as needed/teach lessons/work parties.
4. Performs a variety of other related duties as assigned.

Knowledge, Skills and Abilities

Must possess knowledge of recreation philosophy, planning and administration, knowledge of the pool equipment, facilities, operations and techniques used in the operation of a swimming pool and facility. Must possess skill in First Aid, CPR and Basic Lifeguarding or Lifeguard Training and have experience as a lifeguard. Must possess ability to develop, coordinate, and direct varied activities involved in the swimming program; ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, community leaders and the general public; ability to communicate effectively orally and in writing; ability to plan and supervise the work of paid staff.

Education Requirements

Preferred high school graduate or GED.

Special Requirements

Must have a valid Kansas driver's license or obtain one within two (2) weeks of employment. Must possess current Basic Lifeguarding or Lifeguard Training, CPR and First Aid cards. Must be 18 or older.

Tools and Equipment Used

Public address system; pool testing equipment; small hand tools; motor vehicle.

LIFEGUARD

SEASONAL

The Lifeguard works under the general direction of the Pool Manager, Assistant Manager and/or Head Lifeguard.

Overview

The Lifeguard performs routine public contact and safety work in serving as a pool lifeguard.

Responsibilities

1. Monitors the use of the swimming pools; enforces safety and discipline rules in a courteous and polite manner according to pool policies.
2. Notifies Manager immediately of repeated violations of safety rules by patrons, incidents or pullouts.
3. Patrols the swimming pool, grounds and aquatics facility.
4. Performs a variety of miscellaneous duties such as answering the telephone, running errands, picking up supplies needed for activities, selling tickets, collecting fees, helping set up for classes, events, etc.
5. Assists in the maintenance of the swimming pool. Monitors and maintains facility building and grounds, cleans pool and deck, vacuums pool, sanitizes and cleans restrooms and other duties as assigned by the Pool Manager, Assistant Manager, or Head Lifeguard.
6. Reports defective equipment to the Pool Manager.
7. Remains at assigned post until properly relieved.
8. Tests swimming skill levels of patrons, if in doubt, and assigns to appropriate water level.
9. Familiarizes themselves with emergency procedures of the pool.
10. Performs a variety of other related duties as assigned.
11. Assist with swimming lessons/work parties.

Knowledge, Skills and Abilities

Must possess considerable knowledge of the pool equipment, facilities, operations and techniques used in the operation of a swimming pool and facility. Skill in operation of listed tools and equipment. Must possess skill in First Aid, CPR and Lifeguarding or Lifeguard Training. Must possess ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, community leaders and the general public; ability to communicate effectively orally; ability to give and understand oral instructions.

Education Requirements

Completion of the freshman year of high school.

Special Requirements

Must possess current Basic Lifeguarding or Lifeguard Training, CPR and First Aid cards. Must be 16 or older.

Tools and Equipment Used

Public address system; small hand tools used in the maintenance of swimming pool equipment; telephone; emergency rescue equipment.

SWIM LESSON INSTRUCTOR

SEASONAL

The Swim Lesson Instructor works under the general supervision of the Pool Manager.

Overview

The Instructor performs routine public contact and safety work in teaching swimming lessons and serving as a pool lifeguard.

Responsibilities

1. Teaches swimming lessons according to a prescribed routine and curriculum.
2. Assists in testing program participants for swimming skill levels; passes participants for participation in more advanced classes.
3. Monitors the use of the swimming pool; enforces safety rules.
4. Assists in maintaining related records for aquatic programs.
5. Performs a variety of other related duties as assigned.

Knowledge, Skills and Abilities

Must possess knowledge of the pool equipment, facilities, operations and techniques used in the operation of a swimming pool and facility. Must possess skill in First Aid, CPR, and Water Safety Instruction. Skill in operation of listed tools and equipment. Must possess ability to establish and maintain effective working relationships with employees, supervisors, participants, community leaders, and the general public; ability to communicate effectively orally and in writing.

Education Requirements

Junior in high school or GED.

Special Requirements

Must possess current Water Safety Instructor, First Aid and CPR cards. Must be 17 years of age or older.

Tools and Equipment Used

Telephone, public address system, small hand tools, emergency rescue equipment.

ADMISSIONS CASHIER

SEASONAL

The Admissions Cashier works under the general supervision of the Pool Manager and Assistant Manager.

Overview

The Admissions Cashier performs routine contact with the general public.

Responsibilities

1. Performs a variety of miscellaneous duties such as answering the telephone, running errands, office maintenance, selling daily and season admission tickets, collecting fees, inventorying lost and found articles, etc.
2. Responds to public inquiries about aquatics programs made by telephone or in person.
3. Maintains daily receipts and records, makes accurate change, files records as necessary.
4. Maintains order among waiting patrons.
5. Performs various other related duties as assigned.

Knowledge, Skills and Abilities

Must possess ability to give, understand and carry out written and oral instructions. Must possess ability to operate telephone, cash register and small hand tools. Should have experience counting change and handling money. Must possess ability to establish and maintain effective working relationships with employees, supervisors, participants and general public.

Special Requirements

Must be 14 years of age or older.

Tools and Equipment Used

Cash register, calculator, small hand tools, telephone.

CONCESSION STAND WORKER

SEASONAL

The Concession Stand Worker works under the general supervision of the Pool Manager and Assistant Manager.

Overview

The Concession Stand Worker performs routine contact with the general public.

Responsibilities

1. Performs a variety of miscellaneous duties such as concession stand maintenance, selling of merchandise, collecting monies, inventorying of merchandise, etc.
2. Maintains daily receipts, makes accurate change. Delivers all monies to designated person prior to leaving for the day.
3. Maintains order among waiting patrons.
4. Responsible for cleanliness of the concession stand and concession area.
5. Notifies supervisor of equipment problems, inventories stock and notifies supervisor of needs.
6. Cleaning, picking up trash and cleaning restrooms.
7. Performs various other related duties as assigned.

Knowledge, Skills and Abilities

Must possess ability to give, understand and carry out written and oral instructions. Must possess ability to operate telephone, cash register and small hand tools. Should have experience counting change and handling money. Must possess ability to establish and maintain effective working relationships with employees, supervisor, participants and general public.

Special Requirements

Must be 14 years of age or older.

Tools and Equipment Used

Cash register, small hand tools.

VIII. POOL CARE AND MAINTENANCE

Pool Care

The importance of keeping the swimming pool safe and sanitary cannot be over emphasized. It is obviously the first duty of the Pool Manager to protect the health and safety of those who use the pool. The Manager must subordinate every other consideration to this primary responsibility.

It should be further emphasized that safe pool operation is chiefly a matter of individual responsibility. Modern equipment is an important asset, but even the best facilities cannot take the place of strict personal supervision of every phase of good operation.

While safe water is the first prerequisite in protecting the health of patrons, a pool sanitation program must embrace every part of the premises; including locker rooms, shower rooms, toilets, walkways, diving boards, ladders, towels, etc. Such an "entrance to exit" program shall be established by the Manager as a rigid everyday procedure at the Dewey Gunzelman Memorial Swimming Pool.

Maintenance

The Pool Manager shall establish maintenance schedules for the following work points. The list is partial. Any action that will be termed as desirable for good pool operation shall be required. Most of these actions are daily:

1. Pool Duties - Two pool personnel will attend to the cleaning of the pool each morning.
 - a. Vacuum cleaning;
 - b. Sweeping bottom of the pool;
 - c. Checking and cleaning skimmer drains (daily);
 - d. Checking PH and Chlorine readings (every hour); and
 - e. Cleaning hair-strainer in pump daily (more often if needed).
2. Area Duties
 - a. Cleaning and hosing of deck space, poolside, deck drains and concession area;
 - b. Emptying all trash cans, washing and disinfecting (every evening);
 - c. Wading and intermediate pool cleaned and check water levels;
 - d. All other cleaning, checking and safety measures necessary (drain covers);
 - e. Pick up paper and other debris around outside daily; and
 - f. Keep vegetation out of concrete cracks, filter area, and fence.
3. Dressing Room Duties
 - a. Cleaning, disinfecting, etc. all available space (floors, benches and etc.) daily;
 - b. Cleaning and disinfecting of toilets, washbasins, etc.;
 - c. Checking of shower room area, shower heads, etc.; and
 - d. All other cleaning, checking and safety measures necessary.
4. Equipment and Supplies
 - a. Checking of all equipment - check diving boards, first aid kit, life saving equipment, etc.
 - b. Checking of supplies - toilet paper, towels, cleaning and blood borne supplies, change wrappers, requisition forms, report forms, incident report forms, etc.

The Public Works Department personnel will be responsible for ordering and replacing the chlorine canisters.

Daily Procedures

1. Pre-opening of the pool each day:
 - a. Prepare change for cashier;
 - b. Take water readings (PH and chlorine).
2. Closing the pool:
 - a. Check water level and adjust water valves as necessary;
 - b. Turn off showers;
 - c. Secure all monies;
 - d. Test water in pool;
 - e. Complete all required forms;
 - f. Secure building;
 - g. Turn off lights, except lights for security; and
 - h. Secure complete pool area.

IX. REMINDERS FOR LIFEGUARDS

1. Keep your eyes moving back and forth across the assigned area of responsibility at all times. Your entire area should be scanned approximately once every thirty (30) seconds. Change your posture and body position occasionally to maximize alertness.
2. Remember to “sweep” the pool by looking back & forth, up & down and to the pool bottom constantly. Don’t forget to check the most common blind spot: under your lifeguard chair.
3. Look for the unusual. Expect the unexpected and anticipate dangers. Preventive lifeguarding is the key.
4. Use your peripheral vision to notice thrashing or excessive movement (such as in an active drowning victim) and use your frontal vision to examine a patron and his/her characteristics more closely.

Characteristics	Distressed	Active Drowning	Passive
Body Position	Diagonal, vertical or horizontal	Vertical	Face down submerged or near surface
Breathing	Breathing & <u>can</u> call for help	Struggling & <u>cannot</u> call for help	None
Arm & Leg	Floating or treading water; can wave for help	Arms to sides, pressing down, no kick	None
Locomotion	Little to no forward progress; less & less able to support self	None; victim has only 20-60 seconds before submerging	None

5. Be alert at all times and make this alertness observable by your head movement and posture.
6. Watch underwater swimming and breathe holding contests closely.
7. Enforce rules consistently and fairly keeping in mind the purpose behind the rules: safety. Be firm, not mean.
8. Use whistle sparingly. When possible, get patron’s attention verbally and use common hand signals to explain what you would like them to do or not to do.
9. When correcting an unsafe behavior, call the patron to your lifeguard station (rather than shout across the pool) and explain the rule while you continue patron surveillance.
10. While at a roving lifeguard station, move so as to always have your body facing the swimming area and scan around play structures/objects that create blind spots.

11. Rotate to your next assigned station quickly so that the guards after you have a chance to get a full break.
12. Always help keep the pool area clean. The pool's appearance reflects on you too.
13. Be constantly aware that you can be held liable for your actions or omission of actions.
14. Remember, as a profession rescuer, you have the legal duty to act in an emergency.

It is strongly advised that you eat a healthy diet, get plenty of rest and keep yourself hydrated to avoid being fatigued or ill. This will help you remain fully alert while guarding lives.

X. CPR PROCEDURES

IT CAN BE AS EASY AS A-B-C



A - AIRWAY

- Place victim flat on his/her back on a hard surface.
- Shake victim at the shoulders and shout, "Are you okay?"
- If no response, call emergency medical system **911** then,
- **Head-tilt/chin-lift** - open victims' airway by tilting their head back with one hand while lifting up their chin with your other hand.



B - BREATHING

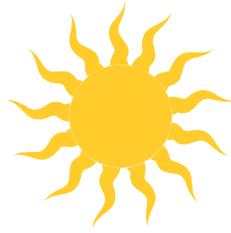
- Position your cheek close to victims' nose and mouth, look toward victims' chest, and
- **Look, listen, and feel** for breathing (5-10 seconds)
- If not breathing, pinch victim's nose closed and give **2 full breaths** into victim's mouth (use pocket mask).
- If breaths won't go in, reposition head and try again to give breaths. If still blocked, perform abdominal thrusts (Heimlich maneuver)



C - CIRCULATION

- Check for carotid pulse by feeling for 5-10 seconds at side of victims' neck.
- If there is a pulse but victim is not breathing, give **Rescue breathing** at rate of **1 breath every 5 seconds or 12 breaths per minute**
- If there is no pulse, begin chest compressions as follows:
- Place heel of one hand on lower part of victim's sternum. With your other hand directly on top of first hand, depress sternum 1.5 to 2 inches.
- Perform **15 compressions** to every **2 breaths**. (Rate: 80-100 per minute)
- Check for return of pulse every minute.

CONTINUE UNINTERRUPTED UNTIL ADVANCED LIFE SUPPORT IS AVAILABLE.



XI. HEAT EMERGENCIES

Heat Exhaustion Symptoms:

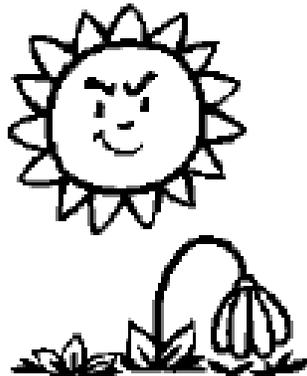
- Weakness and exhaustion
- Nausea, dizziness
- Skin moist, cool, pale or flushed
- Headache

Heat Stroke Symptoms:

- Skin dry, hot, red
- Rapid weak pulse
- Rapid weak breathing
- Frequently loses consciousness

Heat Emergency Treatment:

- Get victim out of the heat
- Loosen clothing, remove perspiration and soaked clothing
- Apply cool, wet cloths and fan the victim
- If conscious, give cool water to slowly drink



Call an ambulance if victim:

Is unconscious or starts to lose consciousness,
Shows symptoms of heat stroke,
Refuses water,
Vomits

XII. Acknowledgement and Receipt of Book

I, _____, have received a copy of the most current Dewey Gunzelman Memorial Swimming Pool Staff Manual and have read it. I understand the policies and procedures, as outlined. I also understand that I must wear the standard pool uniform for my job at all times when on duty. If I am terminated or leave before the end of the pool season, I will reimburse the City of Haysville for the cost of my uniform or my last check will be held or deducted.

Signed

Date

This is to be removed from the booklet and returned to the Pool Manager.

MEMORANDUM

from the desk of the City Clerk

To: The Honorable Mayor Ken Hampton
& City Council Members

From: Beverly Rodgers, City Clerk/Treasurer

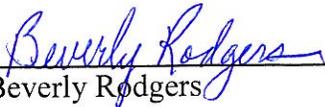
Date: February 1, 2010

Subject: Disposal of Television Set

The Haysville Fall Festival Committee purchased a new large television set for the Haysville Senior Center since their old set developed shadows in the picture and was difficult to watch.

I attended the Senior Planning Committee meeting today and they have requested permission to dispose of the old television set. Since this television was purchased by the City several years ago for the Community building and then given to the senior center, we are requesting permission from the Governing Body to dispose of it.

Thank you for your consideration.


Beverly Rodgers



HAYSVILLE PUBLIC WORKS JANUARY 2010



Inspections

55 Inspections
4 Consultations (meetings on site)
3 Site Inspections
3 Property Pin Locates
20-24 hours of Plan Review
3 Building Permits Sold (not incl. Plumbing
Mechanical, Electrical, Roofing/Siding & Curb Cuts Permits)
2 New Business Inspections
Assisted Other Depts. As Necessary

Wastewater

18.94 Million Gallons Treated
87 Sanitary Sewers/Storm Sewers Located
11 After hour call-outs/6 Possible Blockages/4 Blockage Found
Jetted 2300 ft. of Sewer Main
24 Manholes inspected
3 Call Out Responses for Alarms & Other Emergencies
Poured 98,000 gal. of Sludge to Beds 3,4,7 & 8
Cleaned Drying Bed #4
Replaced the Bladder in Air Tank for Reuse Water Sys. (OJT)
Miller Wrench was Recertified & the Gas Monitor Recalibrated

Water

22.6 Million Gallons Processed Water (22.49 Million, Jan. 2009)
3,773 Meters Read
2 New Services
12 Meter Pit Leaks
50 Red Tags
3 Shut-off Valve Replacements
2 Replaced Ring/ Lids
94 Waterlines Located
15 Meter Maintenance
Well Maintenance

Departmental Miscellaneous/Parks /Fleet Maintenance

Patched Potholes around Town
Bladed/Graded Roads
Worked on PD/PW Fleet and Equipment
Prepared Park Shelters for Rentals
Cleaned Up Recycle Area at PW
Pushed Up Brush Pile
Turned Compost Pile
Picked Up Commodities/Distributed Commodities
Misc. Electr. Maint.-City Bldgs./Grnds., HAC, Pool, Bikepath & Park Shelters
Replaced/Repaired Approx. 25 Bike Path Lights (Antique Lights)
Answered 1500+ Telephone Calls
Continued Dirt Work for New Ballfields at Plagens
Minor Tractor Repairs (hyd lines, tires, etc.)
Hauled (12) Loads of Sand for Various City Projects
Prepared for & Installed the New Waterline on Meridian
Changed Out Several Lights at City Hall
All Personnel Attended "Safe Lifting" Training at City Hall
Began Upgrade of "Oil Recycling" System

Code Enforcement

17 Violation Notices Sent
3 Violation Notice Posted on Property
8 Community Improvement Request (door hanger)
10 Cases Closed
30 Personal Contacts, phone, fax, in person
16 Internet Searches
102 Inspections/Investigations/Re-Inspections
1 Staff Report Prepared
1 Limited Title Report Ordered
1 Vandalism Reports
1 Police Complaint and Report
1 Council Action Request

WW Miscellaneous

Daily Plant & Lift Station O & M
Installed New Float for Drain Sump in Sludge Pump Room
Serviced Air Make Up Units in Headworks & Disinf. Bldgs.
Performed Equipment Safety Checks
Drained/Treated S. Clarifier for Daphnia
Changed Seal Filters in Lift Stations
Pulled Pumps at Peartree Lift Station at Removed Rags
Changed Belts on MAU in the Headworks Bldg. (OJT)
Took Hitch off VFS 70 Carriage to be Repaired

Water Miscellaneous

10 State Samples (Besides regular daily testing-38)
5 Call Outs
15 Dug out Dirt in Meter Pits
2 Meter Updates
8 IFCL's served
4 Misc. Fire Hydrant Maintenance & valve relocations
Assisted Other Depts. As Necessary
2 Service Repairs
2 Water Main Break-Moy & Meridian (school)
Meridian Waterline Project

Daily Routine Maintenance of Parks & Park Shelters
General Maintenance of All City Owned Bldgs.
Washed PW Vehicle/Equipment Fleet
Removed the Christmas Tree Recycle Lot (approx. 85 trees)
Removal/Storage of All Christmas Lights/Displays & Decorations
Power was Disabled for Christmas Lighting in City
Held Monthly Safety Training for PW Employees
Mowed and Cleaned Up Old Town Gardens
Planted a Pine Tree in Pride Park
Cleaned North and South Shops at PW
Hauled in Sand & Salt for Snow/Ice Control
Snow/Ice Control throughout City
Swept the Snow Routes
Addressed All Electric Meters in Riggs Park
Repaired Parking Lot Lights at City Hall
Established Power to Well #3
Built/Installed Covers for Window Wells at Comm. Bldg.

RECREATION DEPARTMENT
Activity Report - January 2010

	January
MEMBERSHIP NUMBERS	442
DAILY PASS REVENUE	\$810

MONTHLY PROGRAMS		NEW PROGRAMS		MISC PROGRAMS	
Fitness Orientations	3	STEPS	9	Prairieland Foods	55
One-on-One Consultations	1	Gymnastics	34	Rentals (5)	175
Blood Pressure Checks	0	SOS DAYS (2)	62		
Gentle Yoga	9	Middle School Dance	450	CONTINUED PROGRAMS	
Latchkey	156	Men's Basketball Teams	6	Youth Basketball	
Playhouse	16	Men's Dodgeball Teams	6		
Boys & Girls Club (Enrolled)	30	Coed Volleyball Teams	6		
Tae Kwon Do	16	Weight Managaement	22		
		Blood Drive	17		

HAC DAILY USAGE		OFF-SITE PROGRAM DAILY USAGE		MEETINGS ATTENDED
January-1	Closed	January-1	0	Historic Committee Meeting
January-2	43	January-2	0	Department Head Meeting
January-3	37	January-3	0	Council Meetings
January-4	127	January-4	0	Chamber Lunch
January-5	139	January-5	455	Safety Committee Meeting
January-6	133	January-6	470	Safe Lifting Training
January-7	120	January-7	458	KRPA Conference
January-8	98	January-8	311	Wellness Lunch & Learn
January-9	39	January-9	319	Mentor Program
January-10	42	January-10	0	
January-11	171	January-11	476	
January-12	126	January-12	416	
January-13	133	January-13	452	
January-14	148	January-14	460	
January-15	634	January-15	0	
January-16	46	January-16	319	
January-17	41	January-17	0	
January-18	209	January-18	0	
January-19	144	January-19	473	
January-20	152	January-20	541	
January-21	132	January-21	504	
January-22	131	January-22	319	
January-23	40	January-23	319	
January-24	87	January-24	0	
January-25	197	January-25	473	
January-26	141	January-26	421	
January-27	165	January-27	522	
January-28	118	January-28	497	
January-29	55	January-29	25	
January-30	30	January-30	319	
January-31	102	January-31	0	
Total	3,780	TOTAL	8,549	

Council Action Requests: Open Cases and Requests Received 1st Quarter 2010

Cleared request
 Case in Municipal Court System

Request forwarded to different department

To: Police Chief # 101-10
Date: 1-27-10
Address of Request: 328 W. 7th
Action Requested: Parking in front yard and also in back. Has a lot of trash in back yard needs to be cleaned up. They have a double drive and garage they could be using.
Please: Check Into
Submitted by: Pat Ewert

UPDATE:
Remarks from Staff: Location was checked 1/27/10. This Action Request will be forwarded to Code Enforcement for resolution of violations. Violations are on private property.
Staff Name: Mike McElroy
Date: 1-27-10

UPDATE:
Remarks from Staff: I gave them a door hanger yesterday, 1/27/10, and will reinspect on 2/8/10.
Staff Name: Rick Linebarger
Date: 1-28-10

To: Director of Governmental Services# 100-10
Date: 1-14-10
Address of Request: Not Ward Specific
Action Requested: Please review the content of our Historic Preservation Regulations. In particular, the function of the Historic Committee. Please consider having a report of their actions, progress, or status of any project related to the intent of the Ordinance. Please also include an update on

what their intent is with the articles collected from the Meyers and others....and what should we advise those who are still holding articles that at one time were being solicited for. Please have this presented at some Council meeting in the near future.

Please: Get me information

Submitted by: Keith Pierce

UPDATE:

Remarks from Forward to Recreation Director Georgie Carter

Staff:

Staff Name: Carol Neugent

Date: 1-14-10

UPDATE:

Remarks from **QUESTION A: "In particular, the function of the Historic Committee"**
Staff:

The Haysville Historic District Committee is a sub-committee of the Haysville Planning Commission. Their function is to promote the educational, cultural, economic and general welfare of the community by:

Providing a mechanism to identify and conserve the distinctive historic and architectural characteristics and other historic resources of the City of Haysville, Kansas, which represents elements of the City's cultural, social, economic, political, and architectural history;

Fostering civic pride in the beauty and noble accomplishments of the past as represented in the City's Landmarks, Historical Areas, and historic resources;

Conserving and improving the value of property in and around designated landmarks, historic areas, and within the community;

Enhancing the attractiveness of the City to residents, current and prospective home owners, visitors, and shoppers, and thereby supporting and promoting business, commerce, industry, and providing economic benefit to the City;

Fostering and encouraging preservation, restoration, and rehabilitation of structures, areas, and neighborhoods;

Fostering and encouraging the studying, interpreting, and publicizing of historic resources.

QUESTION B: Please consider having a report of their actions,

progress, or status of any project related to the intent of the Ordinance

The Historic Committee has events that are hosted yearly; planning for them is seasonal with the event. (Springnigans, Hometown Market, Art Gallery and Village Christmas). The committee also participates in the Fall Festival Celebration and the Community Expo.

An Inventory Sub-Committee has been created to catalog all items that have been donated. Unfortunately when most of the items were originally donated there was no database for who donated what. The committee has been working on creating a database. All items that are donated now have paperwork that is filled out on the item.

QUESTION C: "Please also include an update on what their intent is with the articles collected from the Meyers and others"

Items that Historic Committee has received from Mr. Meyers and others are being displayed in both the Wire House and the Historic Bank. However, due to a limit in space not all items are able to be displayed. Those items are being stored in the Community Building basement and Bank vault. At one point all the items were going to be on display in the Blue House but this is no longer an option due to it being rented out. The Committee has not been contacted in sometime about new items being donated. The committee has been informed to have anyone that would like to donate an item to contact Kelsey at the HAC with items they would like to donate so she can fill out the proper forms to catalog what they have.

QUESTION D: "and what should we advise those who are still holding articles that at one time were being solicited for."

Anyone that has items they would like to donate should contact Kelsey at the HAC. Historic Committee does not want to say no to any historic items, but unfortunately storage is sparse and until we are given more space we are limited in the things we can accept.

Staff Name: Georgie Carter
Date: 1-14-10

COUNCIL CONCERNS – CITY COUNCIL MEETING OF JANUARY 25, 2010

RECAP/UPDATE – FEBRUARY 5, 2010

In order to better ensure that all Council Concerns are answered/addressed, a Recap/Update sheet will be included in the packet. Concerns will be taken directly from the draft minutes. Any Council Concerns will be included on the sheet, including those answered during the meeting. Those Concerns not answered during the meeting or when there is additional information/clarification will include an Update. Following are the Council Concerns stated during the meeting of January 25, 2009.

Councilperson Derrick Slocum

- Councilperson Steve Crum stated he saw on a website where a local company had put an advertisement on Youtube. Crum said we try to get people to advertise our community and putting it on the internet is the way to do it. Crum said maybe the City should think outside the box and get something out there on Youtube. Mayor Ken Hampton stated that video was definitely something outside the box.

Councilperson Sandy Bradshaw

- Councilperson Sandy Bradshaw stated lights in the parking lot were not on. Bradshaw said there were two sets of lights that were not on this time or the last time either. Public Works Director Randal Domer said he would check it out.
 - **February 5 Update:** The Electrician repaired a burnt wire in the circuit. The lights are working.

Councilperson Derrick Slocum

- Councilperson Derrick Slocum had a concern about the red boxes across the street from City Hall stating it looked like a dumpster with things piled on the outside. Slocum stated he personally was not a big fan of the boxes sitting out on our main thoroughfares and wanted to know if the City was informed when these boxes were put up. Public Works Director Randy Domer stated he would have to check to see if the City contacted. Domer stated he had called them before after the garage sale weekend he was only able to get an answering machine. Councilperson Sandy Bradshaw stated it appeared to be a donation box of some kind, but her understanding was that it really was more of a business and wondered if they should have acquired some kind of business license. Mayor Ken Hampton stated staff would follow up and see if there were code and permit violations.
 - **January 22 Update:** Staff is doing further research at this time and several alternatives are being looked at.
 - **January 25 Update:** Mayor Ken Hampton asked Public Works Director Randal Domer to report on Councilperson Slocum's concern from the last Council meeting about the red donation boxes. Domer reported they had narrowed it down to four different items they could look at. Domer said they discussed it with the City of Wichita who have regulations in place. Domer said staff had come to the conclusion they met the requirements of a temporary portable business and that gives them three months to be at that location. Domer stated they need to be behind the building setback, so they will have to move a couple of their red boxes back from the present location.
 - **February 5 Update:** Registered letter sent. No return receipt as of this date.

➤ Previous Council Concerns Updates

Councilperson Steve Crum

- Councilperson Steve Crum asked about the possibility of putting a crosswalk or some kind of signage on Baughman between the Weckworth buildings to allow employees to cross safely. Police Chief Mike McElroy stated he would look into it and get back with him at a later time.
 - **December 23 Update:** Staff met with the City Attorney to discuss the issue and a meeting will be scheduled after year end to continue discussion.
- Councilperson Steve Crum asked if there was security required when the band shell at the park is rented out. City Clerk Beverly Rodgers stated it was not a requirement. Crum stated the City should have a policy to have some type of security there. Crum stated he understood there was trouble over there a couple of weeks ago and if there was going to be a band over there, there needs to be security there.
 - **October 23 Update:** Staff is doing research and information will be brought back at a later time.

Councilperson Keith Pierce

- Councilperson Pierce asked Council to reconsider the pros and cons of four year terms of Council versus the two year terms. Pierce said it could be discussed later. (September 8, 2008)
 - **February 6 Update:** During the January 12, 2009 Council meeting Councilperson Pierce reiterated that he would still like to address the length of terms for Councilpersons but was going to wait until the upcoming elections were over.

No Supporting Documents