

CITY OF HAYSVILLE

Agenda

February 14, 2011

CALL TO ORDER

ROLL CALL

INVOCATION BY: Pastor Jay Lewis, First Christian Church

PLEDGE OF ALLEGIANCE

SPECIAL ORDER OF BUSINESS

- A. Presentation of Master Police Officers Badges

PRESENTATION AND APPROVAL OF MINUTES

- A. Minutes of January 24, 2011

ITEM #1 CITIZENS TO BE HEARD

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: Administrative Secretary Jessica Chilcote-New Hire
- C. Letter from Cox Communications Re: Pricing Changes

ITEM #5 OTHER BUSINESS

- A. Presentation and Discussion of Proposed 2011 – 2015 Capital Improvements Program
- B. Approval of 2011 Pool Manual
- C. Consideration of Agreement for Engineering Services- Design for Mosteller Third Addition Street Improvements

- D. Consideration of 2011 Haysville Heat Contract
- 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 – Randy Dorner
 - E. Recreation – Georgie Carter
- ITEM #8 APPOINTMENTS
 - A. Councilmember Sandy Bradshaw Re: Appointment to Park Board and Tree Board (Tabled on January 24, 2011)
- ITEM #9 OFF AGENDA CITIZENS TO BE HEARD
- ITEM #10 EXECUTIVE SESSION
- ITEM #11 BILLS TO BE PAID
 - A. Bills to be Paid for the First Half of February
- ITEM #12 CONSENT AGENDA
 - A. Thank You Card from Sandy Bradshaw
 - B. Thank You Card from Parents As Teachers
- ITEM #13 COUNCIL ITEMS
 - A. Council Action Request Update
 - B. Council Concerns Update
 - C. New Council Concerns
- ITEM #14 ADJOURNMENT

The Regular Council Meeting was called to order by Mayor Ken Hampton at 7:01 p.m. in the Haysville Municipal Building, 200 West Grand Avenue.

Roll was taken by Recording Secretary Camille Tullis: Pierce here, Wilkerson here, Kanaga here, Ewert here, Slocum here, and Conrady here. Councilperson Bradshaw was not present at the meeting. There was one vacant chair.

Invocation was given by Reverend David Vetter of West Haysville Baptist Church.

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

Mayor Ken Hampton announced a Special Order of Business for Selection and Seating of Newly Elected Councilmember.

City Clerk/Treasurer Beverly Rodgers introduced David Cook, Bob Rardin and Reverend George Edwards. Rodgers asked Council if they would like to ask the applicants any questions.

Councilperson Keith Pierce asked why they wanted to serve on Council.

Reverend George Edwards, 256 Van Arsdale, stated he believed that it was a great opportunity to serve the people and to get involved in the community.

David Cook, 246 S. Marlen, stated that with his past experience in education he would like to do the best he can to make Haysville a better community and to work with the other Council members and to just make Haysville a better place.

Bob Rardin, 118 S. Marlen, stated that he had been on Council from 2000 to 2004 and had been voted off and always wanted to get back on Council. He stated he was raised in Haysville, went to Campus High School, has been very active in organizations in the community and he just tries to do his part to make Haysville a better place to live.

Councilperson Mike Kanaga asked if they planned to run for the seat in the election. They all responded yes.

City Clerk/Treasurer Beverly Rodgers then took a vote. Cook received two votes, Rardin received four votes and Edwards received no votes. Rodgers administered the Oath of Office to Bob Rardin for the vacant Ward III seat.

Mayor Ken Hampton called for a ten minute recess.

Council adjourned for recess at 7:07 p.m.

Council returned from recess at 7:17 p.m.

Regular Council Meeting

January 24, 2011

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Under Presentation and Approval of Minutes, Mayor Ken Hampton presented for approval The Minutes of January 10, 2011.

Motion by Kanaga - Second by Pierce

I make a motion that we approve the minutes of the January 10th meeting.

Pierce yea, Wilkerson yea, Rardin abstain, Kanaga yea, Ewert yea, Slocum abstain and Conrady abstain.

Motion declared carried.

Under Citizens to be Heard, Mayor Ken Hampton introduced David Lies, Lies Trash Service Re: Pricing and Service Charges.

David Lies, Lies Trash Service, 4631 S. Palisade, addressed Council and announced they had switched to single stream recycling. Starting on February 4, 2011 they would be switching out current recycling bins with a normal size trash can. Lies advised the recycling would not need to be sorted and that all customers received a price reduction for trash service and for trash service with recycling.

There were no Licenses and Bonds.

There were no Ordinances and Resolutions.

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

Councilperson Pat Ewert announced the Senior Center would be handing out commodities on January 26, 2011 from 1:00 p.m.- 4:00 p.m.

Under Other Business, Mayor Ken Hampton presented a Consideration to Purchase Avid System Upgrade.

Police Chief Michael McElroy presented to the Council the need for the Avid System Upgrade. McElroy stated that the last updates for the Avid System were in 2008 and this would help move the City up from analog capabilities for the Police Department into digital capabilities. McElroy stated that the Police Department had budgeted \$1,300 for the standard support and upgrade and with the enhancement of the digital capabilities it had raised the price up to \$2,709. The Police Department currently has the \$1,300 in the General Police Budget and the balance they will take out of their Law Enforcement Budget for an expenditure of \$2,709.

Motion by Kanaga - Second by Pierce

I move that we allow Chief to make this purchase of the Avid System update from Ocean Systems for the amount of \$2,709.

Pierce yea, Wilkerson yea, Rardin yea, Kanaga yea, Ewert yea, Slocum yea, and Conrady yea.

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Motion declared carried.

Mayor Ken Hampton presented a Memorandum from Director of Governmental Services Carol Neugent Re: Transfer- Camille Tullis.

Mayor Ken Hampton presented an Approval to Purchase Water Materials.

Public Works Director Randal Dorner presented to the Council the need to restock some materials, including water meters, miscellaneous parts for the meters, including pipes and lids, fire hydrants, and sampling stations. Dorner stated to the Council the need for the testing stations and how they work. Dorner then stated that the \$22,730.76 would be coming out of the Water Materials Line Item in the Water Budget.

Motion by Slocum - Second by Ewert

I move that we approve the purchase of the Master Water Meters from Water Products for \$1,800.39, the Mueller Brass from Salina Supply for \$6,299.71, the Misc. Water Service from HAJOCA, H-A-J-O-C-A for \$5,819.04, Fire Hydrants from Winwater for \$6,216.00 and the Sampling Stations from H-A-J-O-C-A for \$2,595.62 for a total of \$22,730.76.

Pierce yea, Wilkerson yea, Rardin yea, Kanaga yea, Ewert yea, Slocum yea and Conrady yea.

Motion declared carried.

Mayor Hampton presented an Authorization to Enter into a Real Estate Contract (Mosteller Third Addition-Street Paving Project).

Councilperson Pierce asked Mayor Ken Hampton if concrete was discussed. Mayor Ken Hampton stated that it was not discussed at that time.

Director of Governmental Services Carol Neugent stated Mrs. Mosteller was in the audience. Councilperson Keith Pierce asked if she agreed with this and she indicated that she did agree.

Motion by Kanaga - Second by Pierce

Mr. Mayor, I move that we authorize you to enter into this real estate contract, transfer contract for Mosteller Third Addition for the paving project.

Pierce yea, Wilkerson yea, Rardin yea, Kanaga yea, Ewert yea, Slocum yea and Conrady yea.

Motion declared carried.

Mayor Ken Hampton presented a Consideration of Proposed Code Changes.

Motion by Kanaga - Second by Ewert

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Mr. Mayor I move that we approve the proposed code changes as presented and also add article one regarding registration for businesses and occupations and professions that was on our bench this evening.

Pierce yea, Wilkerson yea, Rardin yea, Kanaga yea, Ewert yea, Slocum yea, and Conrady yea.

Motion declared carried.

Under Old Business, Mayor Ken Hampton presented Consideration of Interlocal Agreement for Inspection Services.

Mayor Ken Hampton stated to the Council that there was one sentence in Section 11 that needed to be removed. Mayor Ken Hampton stated it was the only change needed and if it is approved then it would go back before the County for their approval.

Motion by Pierce - Second by Wilkerson

I'll certainly move that we accept this amended contract and move forward with it.

Pierce yea, Wilkerson yea, Rardin yea, Kanaga yea, Ewert yea, Slocum yea and Conrady yea.

Motion declared carried.

Mayor Ken Hampton asked for Department Reports.

City Clerk/Treasurer Beverly Rodgers had nothing to report.

Director of Governmental Services Carol Neugent had nothing to report.

Police Chief Mike McElroy reported that the City of Haysville had once again been rated at the Gold Star level by KMIT.

Public Works Director Randal Dorner had nothing to report.

Recreation Director Georgie Carter announced there would be a Middle School Dance on Friday night from 8:00 p.m.-10:00 p.m. at the Haysville Activity Center. Carter also stated that Spring Soccer sign ups had begun. Carter announced a Parents Night Out on Saturday, February 12, 2011 and a Health Fair would be held on February 19, 2011.

Under Appointments, Mayor Ken Hampton presented Diana Cain, 1327 Aspen Re: Appointment to the Library Board.

Motion by Rardin - Second by Ewert

Mr. Mayor, I make a motion to allow you to make the appointment of Diana Cain to the Library Board.

Pierce yea, Wilkerson yea, Rardin yea, Kanaga yea, Ewert yea, Slocum yea and Conrady yea.

Motion declared carried.

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Mayor Hampton asked Council to table the Appointment of Councilmember Sandy Bradshaw Re: Appointment to Park Board and Tree Board.

Motion by Kanaga - Second by Ewert

Mr. Mayor, I move that we table the appointment of Councilmember Sandy Bradshaw to the Park Board and Tree Board.

Pierce yea, Wilkerson yea, Rardin yea, Kanaga yea, Ewert yea, Slocum yea, and Conrady yea.

Motion declared carried.

There were no Off Agenda Citizens to be heard.

There was no Executive Session scheduled.

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

Motion by Ewert - Second by Slocum

I would like to make a motion that we let you go ahead and pay the last half of January's bills.

Pierce yea, Wilkerson yea, Rardin abstain, Kanaga yea, Ewert yea, Slocum yea and Conrady yea.

Motion declared carried.

There was nothing on the Consent Agenda.

Under Council Items Mayor Ken Hampton asked for comments or new Council concerns.

Councilperson Michael Conrady urged businesses to clean the ice and snow as soon as possible for their customer's safety.

Mayor Ken Hampton reminded everyone that the filing date for the election in April is at noon the next day.

Mayor Ken Hampton presented for approval Adjournment.

Motion by Pierce - Second by Wilkerson

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

Pierce yea, Wilkerson yea, Rardin yea, Kanaga yea, Ewert yea, Slocum yea and Conrady yea.

Motion declared carried.

The Regular Council Meeting adjourned at 7:44 p.m.

Beverly Rodgers, City Clerk

MEMO

TO: Janie Cox, HR Manager
FROM: Carol C. Neugent, Director of Governmental Services
SUBJECT: Jessica Chilcote – New Hire
DATE: February 1, 2011

Effective January 24, 2011 Jessica Chilcote was hired in the position of Administrative Secretary (Governmental Services). She will start at Step One of the pay chart for that position. If you should have any questions, please let me know.



901 S. George Washington Blvd.
 Wichita, Kansas 67211
 316.260.7000 tel
 www.cox.com

Ms. Carol Neugent
 Director of Government Services
 200 W. Grand
 Haysville, KS 67060

Dear Ms. Neugent,

Please accept this letter as notice for price adjustments in your franchise area. We are committed to keeping both our local franchise authorities and customers informed on all our products.

Cox strives to offer cutting-edge residential digital cable services, high speed Internet access, and digital telephone service in your franchise area. As we continue to deliver high quality products and fulfill our ongoing commitment to enhance these services, as well as meet the ever-rising costs of programming, Cox is making the following changes on or after March 1, 2011.

TV Products	Current Price	New price effective March 1, 2011	Difference
TV Starter	\$15.49	\$20.00	\$4.51
TV Expanded	\$34.50	\$34.99	\$.49
Cox Advanced TV Gateway	\$7.50	\$5.50	(\$2.00)
Cox Advanced TV Variety and Movie Paks	\$4.50	\$5.00	\$.50
Premium Channel Prices for the addition of the second and third Premiums (including HBO, Cinemax, Starz, Encore, Showtime and The Movie Channel)	\$8	\$9	\$1.00

Bundle Products	Current Price	New price effective March 1, 2011	Difference
El Mix Bundle	\$85.00	\$90.00	\$5.00
Basic Bundle discount	\$1.43	\$1.47	\$.04
Choice Plus Bundle discount	\$13.43	\$13.47	\$.04
Preferred Bundle discount	\$15.33	\$15.37	\$.04
Deluxe Bundle discount	\$20.93	\$21.43	\$.50

Cox remains committed to offering the best value in every market we serve, and we will continue to enhance our services to meet the evolving technology needs of our customers. If you receive questions from customers about Cox products and services, please encourage them to contact us directly at 866-719-9166.

If you have any questions regarding these changes, please call me at 316-260-7365.

Best Regards,

Scott Schneider
 Government Affairs
 Cox Communications



In harmony with the Cox Conserves eco-friendly program, we are proud to print on Forest Stewardship Council-certified paper.

MEMO

TO: The Honorable Ken Hampton, Mayor
Haysville City Councilmembers

FROM: Carol C. Neugent, Director of Governmental Services
Will Black, Comptroller

SUBJECT: Capital Improvements Program 2011-2015

DATE: February 9, 2011

Attached for your consideration is the proposed 2011 – 2015 Capital Improvements Program (CIP). The CIP is a document that results from the systematic evaluation of capital projects. It serves as a guide for the efficient and effective provision of public facilities, outlining timing and financing scheduled for capital projects for a five year period of time.

In the process of drafting the CIP, public improvements were prioritized and costs projected, thereby allowing the City to take maximum advantage of capital financing funds. The CIP, however, is not a document of long term certainty. Rather, it should be reviewed yearly during which time the needs of the City may be re-prioritized and financial status re-evaluated. This allows the City further flexibility in maintaining and promoting an effective and efficient level of service for present and future citizens.

Also attached is a general cash flow sheet for the Capital Improvements Fund (a major funding source for the CIP projects) showing the ability to fund certain identified projects.

If you should have any questions in regards to this document please do not hesitate to contact the Mayor, Will, or me.

This matter is now before you for your consideration.

Buildings and Facilities							
Project Description	2011	2012	2013	2014	2015	Estimated Cost	Funding Source
Repaint/Refurbish Pools	X					\$ 27,700.00	CIF
Repair/Refurbish Wire House	X					\$ 2,500.00	Historic/Bldg Grnds
Entry Signs		X				\$ 60,000.00	City
City Hall Remodel Phase II						\$ 185,000.00	
City Hall Remodel Phase III						\$ 220,000.00	
Storage Bldg for PW Equipment						N/A	
Total 5-Year Building/Facilities Projects						\$ 90,200.00	

	Drainage*						
Project Description	2011	2012	2013	2014	2015	Estimated Cost	Funding Source
West Side Drainage Channel				X		\$ 100,000.00	CIF
U.S. 81 Improvements						\$ 188,600.00	
Cowskin Clean-Up (tied to County)						\$ 200,000.00	
Alexander Pipes (tied to Cowskin)						\$ 400,000.00	
Total 5-Year Drainage Projects						\$ 100,000.00	

							Parks			
							Estimated Cost			
Project Description	2011	2012	2013	2014	2015	Per Year	Funding Source			
Press Box (Plagens-Carpenter)	X					\$ 10,500.00	CIF			
Improve Riggs Pond Spillway	X					\$ 27,000.00	CIF			
Dredge Riggs Pond		X				\$ 45,000.00	CIF			
Pride Park Fountain (Phase I)				X		\$ 50,000.00	Sp Pk Imp Res			
Plagens-Carpenter Ball Field Improvements						\$ 250,000.00	Pepsi Grant			
Total 5-Year Parks Projects						\$ 382,500.00				

Streets and Sidewalks

Project Description	2011	2012	2013	2014	2015	Estimated Cost	Funding Source
Portion of Mead Drive (Hotel)	X					\$ 117,000.00	Specials
Mostellar Addition Street							
Design	X					\$ 20,000.00	CIF
Construction	X					\$ 204,325.00	CIF
Country Plaza Villas							
Design	X					\$ 26,500.00	Special
Construction	X					\$ 320,500.00	Assessment
Willow							
Construction	X					\$ 202,000.00	CIF
Maynard							
Design	X					\$ 21,000.00	
Construction		X				\$ 242,000.00	CIF
Sarah Lane Sidewalks							
ROW Acquisition	X					\$ 25,000.00	CIF
Construction		X				\$ 75,000.00	CIF (City Portion)
Turkle							
Construction			X			\$ 210,834.00	CIF
Wire							
Construction				X		\$ 63,720.00	CIF
Baughman							
Construction					X	\$ 119,900.00	CIF
East Grand Rehabilitation							
Design			X			\$ 60,000.00	CIF
Construction				X		\$ 215,386.00	CIF (City Portion)
Sidewalk Lighting				X		\$ 75,000.00	CIF

Total 5-Year Street and Sidewalks Projects

\$ 1,998,165.00

Wastewater System

Project Description	2011	2012	2013	2014	2015	Estimated Cost	Funding Source
Influent and Re-Use Flow Metering	X					\$ 20,000.00	WW/Plant Expense
Realign Clarifier Skimmer	X					\$ 8,000.00	WW/Plant Expense
Make-up Air Unit/Handler	X					\$ 12,000.00	WW/Plant Expense
Emmett Lift Station Upgrade	X					\$ 40,000.00	WW/Cap Outlay
Main Lift Station - Coatings	X					\$ 30,000.00	WW/Cap Outlay
Main Lift Station - Odor Control	X					\$ 30,000.00	WW/Cap Outlay
Coat Digester (West)		X				\$ 50,000.00	WW/Plant Expense
Replace SS RR Crossing (Triples)		X				\$ 110,000.00	WW/Cap Outlay
Coat Digester (East)			X			\$ 50,000.00	WW/Plant Expense
Cowskin Creek Crossing (HAHS) Design	X					\$ 12,000.00	WW/Cap Outlay
Construction			X			\$ 80,000.00	WW/Cap Outlay
Basin Aerator Motor Upgrade (North)				X		\$ 50,000.00	WW/Plant Expense
Update Weir Covers (w/door access)				X		\$ 100,000.00	WW/Cap Outlay
Basin Aerator Motor Upgrad (South) (to include Anoxin Mixers Replacement)					X	\$ 50,000.00	WW/Plant Expense
Lift Stations Motor Upgrades					X	\$ 130,000.00	WW/Cap Outlay

Total 5-Year Wastewater System Projects

\$ 772,000.00

Water System

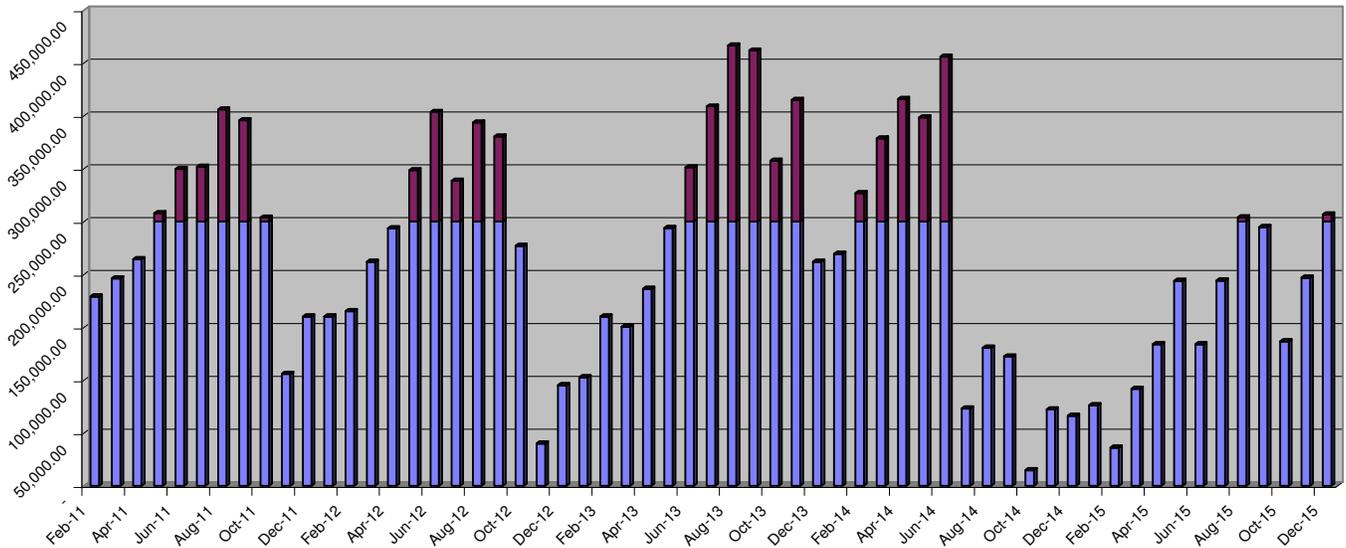
Project Description	2011	2012	2013	2014	2015	Estimated Cost	Funding Source
Generator (High Service Pump Station)	X					\$ 110,000.00	Water Cap Outlay/ Equip Reserve
Fencing Wells #5 & #6	X					\$ 12,000.00	Water
Water Main Replacement - Stewart Street & Cts	X					\$ 20,000.00	
Design		X				\$ 235,000.00	
Construction							
Radio Read Project			X	X	X	\$ 77,000.00	Water
						Per Year	
Main Water Pump Station - High Service Pump VFD for #3 Pump				X		\$ 100,000.00	Water
Water Main Replacement Wire Street							
Upgrade 2nd Street Van Arsdale to Ranger							
Loop Line to Area North of Floodway Secondary Floodway Crossing							
Water Main Replacement Hungerford							
Meridian Water Main Extension Linked to Development							

Total 5-Year Water System Projects

\$ 708,000.00

Month -Year	Income			Expense					Balances			
	Sales Tax	Interest	Rental	Hist. Lease	HAC Lease	Eco Dev	Remodel	Projects	Cush. Bal.	C.I. Bal.	C.I. Total	Net Rev.
Jan-13	56,667.00	200.00	650.00			50,000.00		-	102,586.61	-	102,586.61	7,517.00
Feb-13	56,667.00	200.00	650.00					-	160,103.61	-	160,103.61	57,517.00
Mar-13	56,667.00	200.00	650.00		7,087.50			60,000.00	150,533.11	-	150,533.11	(9,570.50)
Apr-13	56,667.00	200.00	650.00				21,727.30	-	186,322.81	-	186,322.81	35,789.70
May-13	56,667.00	200.00	650.00					-	243,839.81	-	243,839.81	57,517.00
Jun-13	56,667.00	200.00	650.00					-	250,000.00	51,356.81	301,356.81	57,517.00
Jul-13	56,667.00	200.00	650.00					-	250,000.00	108,873.81	358,873.81	57,517.00
Aug-13	56,667.00	200.00	650.00					-	250,000.00	166,390.81	416,390.81	57,517.00
Sep-13	56,667.00	200.00	650.00		62,087.50			-	250,000.00	161,820.31	411,820.31	(4,570.50)
Oct-13	56,667.00	200.00	650.00				161,727.29	-	250,000.00	57,610.02	307,610.02	(104,210.29)
Nov-13	56,667.00	200.00	650.00					-	250,000.00	115,127.02	365,127.02	57,517.00
Dec-13	56,667.00	200.00	650.00					210,834.00	211,810.02	-	211,810.02	(153,317.00)
Jan-14	56,667.00	200.00	650.00			50,000.00		-	219,327.02	-	219,327.02	7,517.00
Feb-14	56,667.00	200.00	650.00					-	250,000.00	26,844.02	276,844.02	57,517.00
Mar-14	56,667.00	200.00	650.00		5,850.00			-	250,000.00	78,511.02	328,511.02	51,667.00
Apr-14	56,667.00	200.00	650.00				19,978.90	-	250,000.00	116,049.12	366,049.12	37,538.10
May-14	56,667.00	200.00	650.00					75,000.00	250,000.00	98,566.12	348,566.12	(17,483.00)
Jun-14	56,667.00	200.00	650.00					-	250,000.00	156,083.12	406,083.12	57,517.00
Jul-14	56,667.00	200.00	650.00					390,386.00	73,214.12	-	73,214.12	(332,869.00)
Aug-14	56,667.00	200.00	650.00					-	130,731.12	-	130,731.12	57,517.00
Sep-14	56,667.00	200.00	650.00		65,850.00			-	122,398.12	-	122,398.12	(8,333.00)
Oct-14	56,667.00	200.00	650.00				164,978.90	-	14,936.22	-	14,936.22	(107,461.90)
Nov-14	56,667.00	200.00	650.00					-	72,453.22	-	72,453.22	57,517.00
Dec-14	56,667.00	200.00	650.00					63,720.00	66,250.22	-	66,250.22	(6,203.00)
Jan-15	59,167.00	200.00	650.00			50,000.00		-	76,267.22	-	76,267.22	10,017.00
Feb-15	59,167.00	200.00	650.00					100,000.00	36,284.22	-	36,284.22	(39,983.00)
Mar-15	59,167.00	200.00	650.00		4,500.00			-	91,801.22	-	91,801.22	55,517.00
Apr-15	59,167.00	200.00	650.00				17,874.29	-	133,943.93	-	133,943.93	42,142.71
May-15	59,167.00	200.00	650.00					-	193,960.93	-	193,960.93	60,017.00
Jun-15	59,167.00	200.00	650.00					119,900.00	134,077.93	-	134,077.93	(59,883.00)
Jul-15	59,167.00	200.00	650.00					-	194,094.93	-	194,094.93	60,017.00
Aug-15	59,167.00	200.00	650.00					-	250,000.00	4,111.93	254,111.93	60,017.00
Sep-15	59,167.00	200.00	650.00		69,500.00			-	244,628.93	-	244,628.93	(9,483.00)
Oct-15	59,167.00	200.00	650.00				167,874.28	-	136,771.65	-	136,771.65	(107,857.28)
Nov-15	59,167.00	200.00	650.00					-	196,788.65	-	196,788.65	60,017.00
Dec-15	59,167.00	200.00	650.00					-	250,000.00	6,805.65	256,805.65	60,017.00

Visual Representation of Cushion and C.I. Balances





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 8, 2011

RE: Pool Manual

Enclosed in your packet is the revised 2011 pool manual. All revisions have been highlighted in red for quick reference. Revisions include moving the splash pad's opening date from April 15 to May 1, a \$5 increase in ticket booklet price, the addition of three rules and additional instructions for pool care and maintenance. This is before you for your consideration.

Dewey Gunzelman Memorial Swimming Pool Staff Manual 2011



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

IMPORTANT PHONE NUMBERS

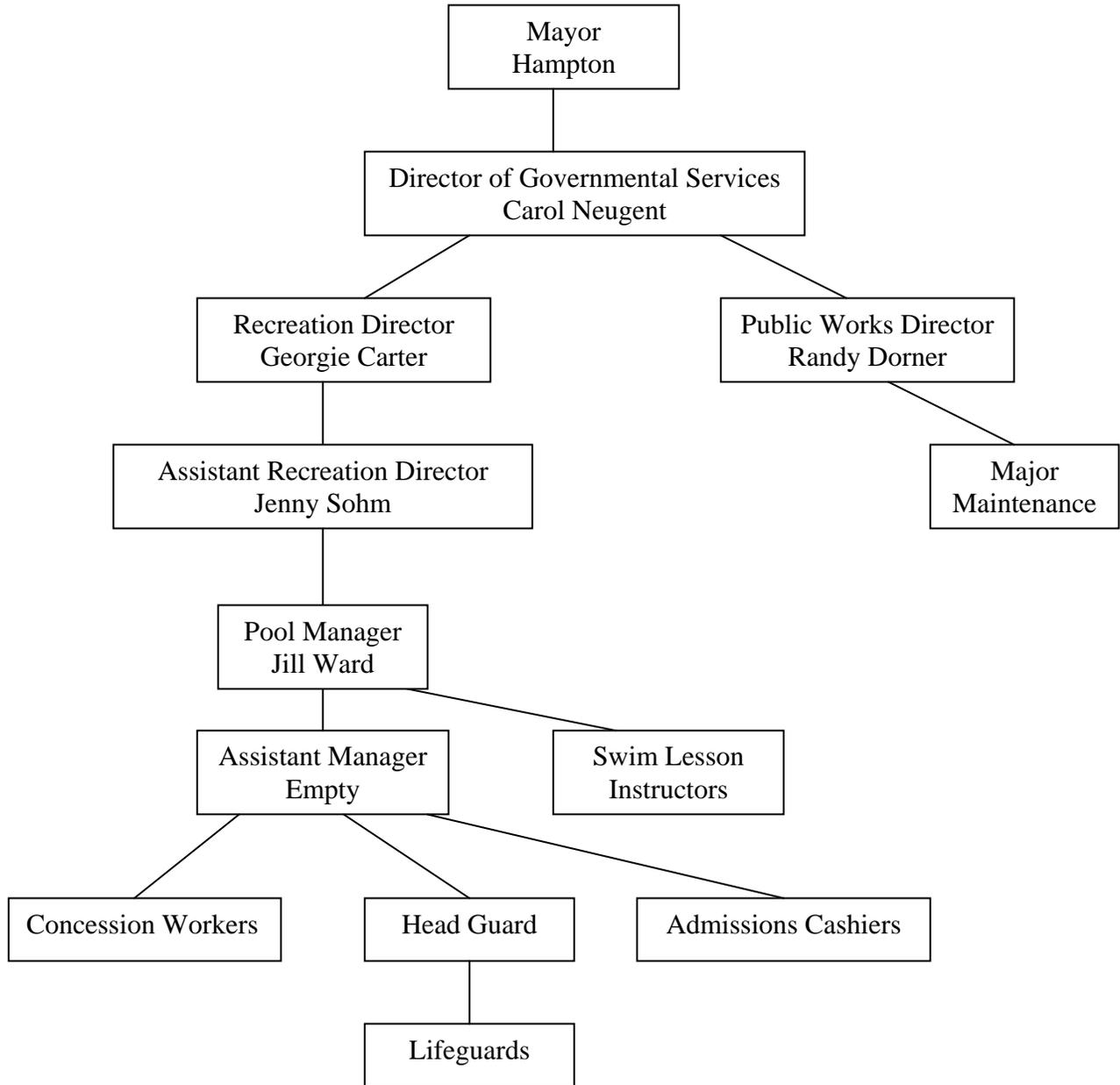
EMERGENCIES Police, Ambulance, Fire, Chemical Spill	911
HAYSVILLE RECREATION DEPARTMENT Georgie Carter, Recreation Director Jenny Sohm, Assistant Recreation Director	529-5922
CITY BUILDING Carol Neugent, Director of Governmental Services Beverly Rodgers, City Clerk Janie Cox, Payroll/Employee Benefits 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	524-5924
AMERICAN RED CROSS Midway Chapter - Health and Safety Office	268-9029

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I. CHANNEL OF AUTHORITY



II. GENERAL INFORMATION FOR PERSONNEL

Pool Season Dates & Times

The Dewey Gunzelman Memorial Swimming Pool will open for the 2011 season on Saturday, May 28th and close on Sunday, August 14th. The regular pool hours are 1:00 - 7:00 pm daily, unless otherwise posted.

The splash pad will be open in the off-season May 1 - May 27 and August 15 through the third weekend in October (weather pending) from 9 am - 10 pm daily.

Once the pool opens on Saturday, May 28 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.

Registration Deadline is the Saturday before each session begins.

Learn to Swim – Levels I-VI

Session 1	June 6 - 17 (no pm class June 14)
Session 2	June 20 - July 1 (no pm class June 21)
Session 3	July 11 - 21
Session 4	July 25 - August 5 (no pm class August 2)

- 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
- 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 6 - 17 (no pm class June 14)
Session 2	June 20 - July 1 (no pm class June 21)
Session 3	July 11 - 21
Session 4	July 25 - August 5 (no pm class August 2)

- 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
- 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 11 - 21
Session 4	July 25 - August 5 (no pm class August 2)

- 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
- Min # of Participants: 8

Private Lessons

- **By Appointment Only**
- **\$40 - Four - 30 Minute Sessions**

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

- 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. **Anyone entering the pool area must pay or sit outside fence.**
30. **Patrons under the age of 18 can only reenter the pool once on a daily admittance. This rule also applies to children under the age of 18 on a family pass.**
31. **Only bottled water (drinks) allowed in pool area.**
32. 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 **May 1 - May 27 and August 15** through the third weekend in October (weather pending) from 9 am - 10 pm daily.

Once the pool opens on Saturday, **May 28** 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/teaches lessons/works 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.

5. Backwashing

- a. Shall only be done by Public Works personnel, the pool manager, assistant manager or head lifeguard.
- b. Backwashing shall only be done when there are no patrons in the pool.

6. Pump

- a. If the pump is turned off, the pool will need to be vacated before turning it back on.

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

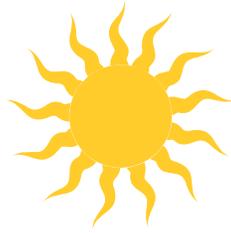
- Position your cheek close to victims' nose and mouth, look toward victims' chest, and
- **Look, listen, and feel** for breathing (5-10 seconds)
- If not breathing, pinch victim's nose closed and give **2 full breaths** into victim's mouth (use pocket mask).
- If breaths won't go in, reposition head 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 **30 compressions** to every **2 breaths**. (Rate: 80-100 per minute)
- Check for return of pulse every 4 cycles

CONTINUE UNINTERRUPTED UNTIL ADVANCED LIFE SUPPORT IS AVAILABLE.



XI. HEAT EMERGENCIES

Heat Exhaustion Symptoms:

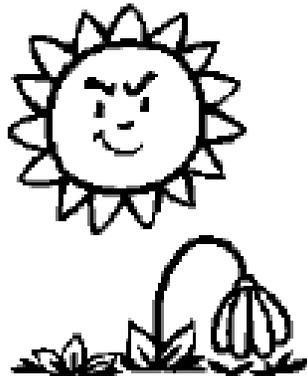
- Weakness and exhaustion
- Nausea, dizziness
- Skin moist, cool, pale or flushed
- Headache

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.

AGREEMENT
for
ENGINEERING SERVICES
between
CITY OF HAYSVILLE
and
PROFESSIONAL ENGINEERING CONSULTANTS, P.A.
303 S. TOPEKA, WICHITA, KANSAS

This Agreement, made this _____ day of _____, 2011, by and between the City of Haysville, hereinafter called the "OWNER", and Professional Engineering Consultants, P.A., Sedgwick County, Kansas, hereinafter called the "ENGINEER".

WITNESSETH: That whereas the OWNER intends to construct Paving Improvements to serve Mosteller 3rd Addition, hereinafter called the PROJECT, and

WHEREAS it is the desire of both parties that the ENGINEER furnish engineering and technical services in conjunction with the PROJECT; the improvements being more specifically described as Paving Improvements to serve Mosteller 3rd Addition along Broadway Court from Broadway to the east end of the Broadway Court cul-de-sac, and

WHEREAS all of the aforesaid is located within the corporate limits of the Sedgwick County, Kansas, and

WHEREAS the OWNER is authorized by law to retain a consulting engineer to assist in the preparation of plans, specifications, and provide construction administration for the PROJECT, as well as such other tasks as may be requested by the OWNER;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants herein set forth for the completion of the PROJECT, the parties hereto do mutually agree as follows:

ARTICLE I. SCOPE OF SERVICES.

The Scope of Services to be performed by the ENGINEER shall be as set forth in EXHIBIT A as attached.

ARTICLE II. THE ENGINEER AGREES.

- A. To provide the various technical and professional services, equipment, material, and transportation to perform the tasks as outlined in the Scope of Services.
- B. To make available during regular office hours at ENGINEER's Wichita office all calculations, sketches, and drawings such as the OWNER may wish to examine periodically during performance of the Agreement.
- C. Where payment is based on other than a lump sum amount, to maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred and to make such material available at ENGINEER's office at reasonable times during the contract period and for three years from the date of final payment under the contract for inspection by the OWNER or OWNER'S authorized representatives.
- D. To comply with and/or to the following additional provisions with respect to ENGINEER's performance and obligation under this agreement:
 - 1. The ENGINEER shall observe the provisions of the Kansas Act Against Discrimination, the Kansas Age Discrimination in Employment Act and the applicable provisions of the American with Disabilities Act, and shall not discriminate against any person in the performance of work under the present Agreement because of race, religion, color, sex, physical handicap

unrelated to such person's ability to engage in the particular work, national origin, or ancestry.

2. In all solicitations or advertisements for employees, the ENGINEER shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Commission on Civil Rights.
- E. To accept compensation for the services herein described in such amounts and at such periods as hereinafter provided and that such compensation shall be satisfactory and sufficient payment for all work performed, equipment or materials used and services rendered in conjunction with the PROJECT.
 - F. To complete the services to be performed by ENGINEER within the time allotted for the PROJECT in accordance with paragraph C, Exhibit A; except that the ENGINEER shall not be responsible or held liable for delays occasioned by the actions or inactions of the OWNER or others, or for other unavoidable delays beyond the control of the ENGINEER.
 - G. To indemnify and hold harmless the OWNER, its employees and agents from and against claims, damages, losses, and expenses arising out of or resulting from the performance of the services of ENGINEER, but only to the extent such claims, damages, losses, or expenses are caused by the negligent act, error, or omission of ENGINEER or any person or organization for whom ENGINEER is legally liable. Unless otherwise stated herein, in the event such claims, damages, losses, or expenses are caused by the joint or concurrent negligence of the OWNER and ENGINEER and/or others, such liability shall be borne by each party in proportion to its own negligence.
 - H. ENGINEER shall procure and maintain such insurance as will protect the ENGINEER from damages resulting from negligent errors, omissions and acts of the ENGINEER, its agents, officers, employees and subcontractors in the

performance of the professional services rendered under this Agreement and for which the ENGINEER is legally liable. Such policy of insurance shall be in an amount not less than \$500,000 subject to deductible. In addition, a Worker's Compensation and Employer's Liability Policy shall be procured and maintained. This policy shall include an "all state" endorsement. Said insurance policy shall also cover claims for injury, disease or death of employees arising out of and in the course of their employment, which, for any reason, may not fall within the provisions of the Worker's Compensation Law. The liability limit shall not be less than:

Worker's Compensation - Statutory

Employer's Liability - \$500,000.00 each accident

\$500,000.00 disease, each employee

\$500,000.00 disease, policy limit

Further, a commercial general liability policy shall be procured and maintained by the ENGINEER that shall be written in a comprehensive form and shall protect ENGINEER against all claims arising from injuries to persons (other than ENGINEER's employees) or damage to property of the OWNER or others arising out of any negligent act or omission of ENGINEER, its agents, officers, employees or subcontractors in the performance of ENGINEER services under this Agreement. The liability limit shall not be less than \$500,000 per occurrence for bodily injury, death and property damage.

Satisfactory Certificates of Insurance shall be filed with the OWNER within fourteen (14) days of written request by the OWNER. The ENGINEER shall furnish the OWNER certificates of insurance that relate to the insurance policies that must be maintained hereunder. In addition, insurance policies applicable hereto shall contain a provision that provides that the OWNER shall be given thirty (30) days written notice by the Insurance Company before such policy is substantially changed or canceled.

- I. To deliver to the OWNER tracings of the completed plans, and copies of electronic data files as may be requested, and other pertinent drawings and documents for the PROJECT, all such documents to become the property of the OWNER, PROVIDED, however, that all documents designated to become property of the OWNER shall be understood to be instruments of service in respect to this PROJECT and ENGINEER shall retain an ownership and property interest therein (including the right of reuse at the discretion of the ENGINEER whether or not the PROJECT is completed). Use of these documents for any other purpose without written authorization and consent of PEC is prohibited.
- J. To attend meetings with the OWNER and other local, state and federal agencies as necessitated by the PROJECT.
- K. To designate a Project Manager for the coordination of the work that this Agreement requires to be performed and to advise the OWNER in writing of the person(s) so designated.
- L. The ENGINEER hereby certifies that:
 - 1. It has not employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above ENGINEER) to solicit or secure this Agreement.
 - 2. It has not agreed, as an express or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out the Agreement.
 - 3. It has not paid or agreed to pay to any firm, organization, or person (other than a bona fide employee working solely for the above ENGINEER) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the Agreement.

ARTICLE III. THE OWNER AGREES.

- A. To furnish the ENGINEER any information currently available relative to existing and proposed improvements in the PROJECT area which may be pertinent to the PROJECT. Such information may include, soil borings and geotechnical reports about subsurface conditions, hazardous conditions and/or history of site contamination, underground utilities, etc.
- B. To provide right of entry for the ENGINEER's personnel in performing field surveys and inspections.
- C. To promptly review all preliminary study reports, drawings, recommendations, contract documents and other data submitted by the ENGINEER and to advise the ENGINEER of any desired corrections, modifications or additions thereto.
- D. To pay the ENGINEER for its services in accordance with the requirements of this Agreement.

Payment will be credited first to any interest owed to ENGINEER and then to principal. If OWNER fails to make any payment due ENGINEER for services and expenses within 60 days after receipt of ENGINEER's invoice and funds are available for the PROJECT, then amounts due ENGINEER will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said sixtieth day.

ENGINEER may, after giving seven days written notice to OWNER, suspend services under this Agreement until OWNER has paid in full all amounts due for services, expenses, and other related charges. OWNER waives any and all claims against ENGINEER for any such suspension.

If OWNER contests an invoice, OWNER may withhold only that portion so contested, and must pay the undisputed portion.

If after the Effective Date of the Agreement any governmental entity takes a legislative action that imposes taxes, fees, or charges on ENGINEER's services or compensation under this Agreement, then the ENGINEER may invoice such new taxes, fees, or charges as a Reimbursable Expense to which a factor of 1.0 shall be applied. OWNER shall pay such invoiced new taxes, fees, and charges; such payment shall be in addition to the compensation to which ENGINEER is entitled under the terms of Exhibit C.

E. To pay the ENGINEER for authorized additional work.

ARTICLE IV. PAYMENT PROVISIONS.

A. The fee for engineering services for performance of the specified services shall be based on a lump sum fee amount as specified below:

Paving Improvements	\$18,400
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In the event the PROJECTS or any portion thereof are not constructed or awarded within one (1) year after the completion of the final plans, the fees will become due.

B. Contract Administration and Construction Inspection Services during construction of the PROJECT will be charged on a direct payroll cost (hourly basis) times a factor of 2.9 and at direct costs for reimbursable expenses such as compaction tests, concrete cylinders, and asphalt testing, travel and lodging. Construction Inspection Services will be provided only if authorized in writing by the City. The fee for Administration and Project Representation Services and shall not exceed the amounts as specified below:

1. Construction Administration:
Paving Improvements \$ 4,700

2. Construction Inspection:
Paving Improvements \$19,500
Based on 30 calendar days of Inspection.

C. Billings will be made and become due as follows for services outlined above:

Delivery of Final Plans ----- 100%

D. Fees for Project Representation services and Contract Administration Services during the Construction Phase will be billed and become due on monthly periods.

ARTICLE V. IT IS FURTHER MUTUALLY AGREED BY THE OWNER AND THE ENGINEER.

A. That the right is reserved to the OWNER to terminate this Agreement at any time, upon written notice, in the event the PROJECT is to be abandoned or indefinitely postponed, or because of the ENGINEER's inability to proceed with the work, or because the services of the ENGINEER breach Article V, paragraph I.; PROVIDED, however, that in any case the ENGINEER shall be paid the reasonable value of the services rendered up to the time of termination on the basis of the provisions of this Agreement, but in no case shall payment be more than the ENGINEER's actual costs plus a reasonable sum for profit.

B. That the pertinent drawings and documents pertaining to the PROJECT shall become the property of the OWNER upon completion or termination of the ENGINEER's service in accordance with this Agreement. ENGINEER shall be permitted to reuse standard details, designs and specifications without further consent of OWNER.

OWNER shall indemnify ENGINEER from all claims, damages, or costs relating to reuse, completion or modification of such documents by OWNER, including allegations of ENGINEER's own negligence. ENGINEER's seal and name shall not be reproduced on such documents if reused by OWNER for any purpose. ENGINEER shall have no liability for documents which are incomplete due to a termination or suspension of services.

If 'deliverables' include electronic data and there is a conflict between the sealed hard copy drawings and the electronic files, the sealed drawings will govern.

Electronic drawings shall be delivered to the OWNER in the CADD file format, drafting standards and layering conventions used by the ENGINEER to produce the contract drawings.

Further, once delivered, the ENGINEER shall no longer be responsible for the contents of electronic files, their compatibility with the OWNER's CADD system or the length of life of a file. The OWNER will have an acceptance period of 45 days following delivery of electronic data within which to review and accept the files. During this period the ENGINEER will correct any deficiencies as a part of this Agreement. 'Deficiency' shall not apply to the development of software of any kind as a corrective measure.

- C. That the services to be performed by the ENGINEER under the terms of this Agreement are personal and cannot be assigned, sublet or transferred by either party without prior written consent of the other party.
- D. That in the event of unavoidable delays in the progress of the work contemplated by this Agreement, reasonable extensions in the time allotted for the work will be granted by the OWNER, provided, however, that the ENGINEER shall request such extensions in writing giving the reasons therefore.

- E. That neither party shall hold the other responsible for damages or for delays in performance caused by acts of God or other acts or circumstances beyond the control of the other party or that could not have been reasonably foreseen and prevented. For this purpose, such acts or circumstances shall include, but not be limited to, unusual weather affecting performance, floods, epidemics, war, riots, strikes, lockouts, or other industrial disturbances, protest demonstrations, unanticipated site conditions, and inability, with reasonable diligence, to supply personnel, equipment, or material for the services. Should such acts or circumstances occur, both parties shall use their best efforts to overcome the difficulties arising and to resume as soon as reasonably possible the normal pursuit of the services.

- F. That this Agreement and all contracts entered into under the provisions of the Agreement shall be binding upon the Parties hereto and their successors and assigns.

- G. That the rights and remedies of the OWNER and ENGINEER provided for under this Agreement are in addition to any other rights and remedies provided by law.

- H. That it is not intended by any of the provisions of any part of this Agreement to create the public or any contractor, subcontractor or surety a third-party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for damages pursuant to the terms or provisions of this Agreement.

- I. That services performed by the ENGINEER under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the engineering profession currently practicing in the same locality under similar conditions. No other representations, expressed or implied, and no warranty or guarantee is included in this Agreement, or in any report, opinion, document, certification or otherwise.

- J. Any action or claims arising out of or related to this Agreement or the PROJECT that is the subject of this Agreement shall be governed by Kansas law. Good faith negotiation and mediation are express conditions precedent to the filing of any legal action. Mediation shall be conducted in accordance with the latest edition of the Construction Mediation Rules of the American Arbitration Association.

- K. That should the OWNER at any time be unable to appropriate sufficient funds for the work covered by this Agreement, for whatever reason, the ENGINEER shall reserve the right to cease work on the PROJECT until sufficient monies are available, without liability for delay.

- L. That authorization for any appropriate Extra Work under the terms of this Agreement shall be evidenced by the OWNER in writing. No extra work shall be compensated without written consent from the OWNER.

At the discretion of the OWNER, and in accordance with the terms of this Agreement, Extra Work will usually be of limited extent and may consist of, but is not necessarily limited to:

- 1. The introduction of new items of work beyond the stated scope of the Agreement.

 - 2. Redesign and/or detailing based on changes in law, or changes of concept after prior approval and authorization to proceed, and causing appreciable loss of work accomplished.
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- M. That since the ENGINEER has no control over the cost of labor, material or equipment, or over Contractor's methods of determining prices, or over competitive bidding or market conditions, the estimates of construction costs provided for herein are to be made on the basis of ENGINEER's experience and qualifications and represent ENGINEER's judgment as a design professional

familiar with the construction industry, but ENGINEER cannot and does not guarantee that the bids or the project construction costs will not vary from the cost estimates prepared by ENGINEER.

- N. That hazardous materials may exist where there is no reason to believe they could or should be present. In this event, the ENGINEER agrees to notify the OWNER as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. The OWNER waives any claim against the ENGINEER and agrees to indemnify, defend and hold the ENGINEER harmless from any claim or liability for injury or loss arising from unanticipated hazardous materials or suspected hazardous materials. The OWNER also agrees to compensate the ENGINEER for any time spent and expenses incurred by the ENGINEER in defense of any such claim, with such compensation to be based upon the ENGINEER's prevailing fee schedule and expense reimbursement policy.
- O. The conditions at the site are the property of the OWNER regardless of whether or not they could be identified by an investigation or exploration conducted according to the professional standard of care. A "Differing Site Condition" is a subsurface, hidden, latent, or physical condition at a project site/building not revealed by the site exploration, site investigation, or other information provided to the OWNER and which cannot be reasonably anticipated. Special risks occur whenever engineering is applied to identifying site/building conditions. Even a comprehensive investigation according to the professional standard of care may not detect all subsurface or site/building conditions. PEC shall not be liable for site/building conditions which could not be identified by such an investigation or exploration. Accordingly, the OWNER agrees to indemnify, including all costs and attorney fees, and hold PEC harmless from all claims for Differing Site Conditions, provided PEC performs the services specified in the Contract in a manner reasonably conforming to the terms of the Contract and to the Standard of Care.

P. This Agreement is solely for the benefit of PEC and OWNER. Nothing herein is intended in any way to benefit any third party or otherwise create any duty or obligation on behalf of PEC or OWNER in favor of such third parties.

IN WITNESS WHEREOF, the OWNER and the ENGINEER have executed this Agreement as of the date first written above.

SEAL

CITY OF HAYSVILLE, KANSAS

Ken Hampton, Mayor

ATTEST:

Beverly Rogers, City Clerk

PROFESSIONAL ENGINEERING CONSULTANTS, P.A.

Michael D. Kelsey, P.E.
Principal

ATTEST:

Benjamin M. Mabry, P.E.

SCOPE OF SERVICES

The ENGINEER agrees to furnish and perform the various engineering and technical services for the PROJECT in accordance with the following provisions and the requirements of the City of Haysville, Kansas.

A. PHASE I – DESIGN PHASE SERVICES:

1. Participate in a concept meeting to formalize design criteria and PROJECT scope.
2. Obtain and provide field survey for the PROJECT site as required for the development of plans and legal descriptions of property acquisitions.
3. Prepare design plans and specifications in accordance with the current design criteria of the City of Haysville for the PROJECT. The roadway shall be designed at 20 feet wide, with 5” asphaltic concrete pavement and 6” base. There will be no provision for driveways included in the plans, except that the new road elevation will be designed to generally match at the driveways.
4. Prepare easement, right-of-way and property descriptions as required for the construction of the PROJECT.
5. Develop storm water pollution prevention plan (SWPPP) and complete Notice of Intent (NOI) form to meet the requirements of KDHE, if required.
6. Advise OWNER of any utility conflicts and construction permits that may be required.
7. Attend the necessary meetings with the OWNER and City Staff. Assist the OWNER in the conduct of these meetings as required.

8. Propose a construction sequence when required for orderly construction of the PROJECT.
9. Provide preliminary plans with construction cost estimate to the OWNER for review, comment and approval. ENGINEER shall revise the plans and specifications in accordance with office review and comments received.
10. Provide final plans and contract documents for letting the PROJECT. Provide final construction cost estimate with final plans. Provide electronic design plans for the PROJECT, which will be prepared in electronic CADD format.
11. Assist the OWNER in advertising or notification of prospective bidders, taking of bids and awarding of the work in the PROJECT.

B. PHASE II - CONSTRUCTION PHASE SERVICES.

1. During the construction phase the ENGINEER shall provide administration services for the PROJECT when requested by the OWNER. The scope of services will be as follows:
 - (a) Review Contractor's shop drawings and material test certifications for compliance with plans and specifications.
 - (b) Make periodic visits to the PROJECT site to determine Contractor's progress and general character of the work.
 - (c) Consult with the Resident Inspector regarding interpretations or clarifications of the plans and specifications.
 - (d) Provide decisions in accordance with the Contract Documents on questions regarding this work.
 - (e) Review materials test reports as submitted by the Resident Inspector.

- (f) Prepare Change Orders covering modifications or revisions necessitated by field conditions.
 - (g) Meet with the OWNER as requested during construction to review progress on each part of the PROJECT.
 - (h) Issue Certificate of Substantial Completion when each separate part of the PROJECT has been completed.
 - (i) Conduct final inspection of the work.
2. During the construction phase the ENGINEER shall provide resident engineering services when authorized by the OWNER. The ENGINEER shall provide personnel acceptable to the OWNER to perform technical observation of construction on the various parts of the PROJECT by a part-time Project Representative. Through these on-site observations of the work in progress and field checks of materials and equipment by the Project Representative, the ENGINEER will endeavor to provide further protection for the OWNER against defects and deficiencies in the work, but the furnishing of such project representative shall not make the ENGINEER responsible for the Contractor's failure to perform the construction work in accordance with the Contract Documents. Engineering services for Project Representation shall consist of the following items:
- (a) Re-establishment of benchmarks, baselines and other control points as requested by the Contractor, and approved by the OWNER.
 - (b) Supervise testing and inspection; arrange for, conduct, or witness field, laboratory, or shop tests of construction materials as required by the plans and specifications; determine the suitability of materials on the site and brought to the site to be used in the construction; assist in interpreting the contract plans and specifications; check the construction activities to determine compliance with the intent of the design; measure, compute, or check quantities of work performed and quantities

of materials in-place for partial and final payments to the Contractor; and maintain project records to document the work.

- (c) Prepare elementary and supplementary sketches required and preliminary negotiations necessary to resolve actual field conditions encountered.
- (d) Review and prepare recommendations for all construction schedules, material certifications and detailed construction shop and erection drawing as submitted by the Contractor.
- (e) Review requests for monthly and final payments to the Contractor and forward same with recommendations for approval.
- (f) Prepare initial drafts of, and conduct preliminary negotiation for, all Change Orders or Supplemental Agreements covering work on the PROJECT.

C. TIME OF PERFORMANCE.

The ENGINEER shall commence work on Phase 1 of the PROJECT within seven (7) days following authorization by the OWNER to proceed and shall deliver final office check plans to the OWNER within 90 calendar days thereafter; except that the ENGINEER shall not be responsible or held liable for delays occasioned by the action or inaction of the OWNER or other agencies.

Time of performance for Phase II will be by mutual agreement with the OWNER, and will be based on construction timing of the PROJECT.



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 10, 2011

RE: Contract Agreement with Haysville Heat Baseball

Attached is the contract agreement between the City of Haysville and the Haysville Heat Baseball Team (NBC) for the use of Plagens-Carpenter Sports Complex for the 2011 summer. 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 _____, 2011, by and between the **City of Haysville, Kansas (City)**, and the **Haysville Heat Baseball Team**.

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 softball field commonly known as Field Two, a combination field commonly known as Field Three, and a championship softball field commonly known as Field Four; and

WHEREAS, **Haysville Heat** desires to obtain the right to use Vulcan Field for their Jayhawk League home 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 **Haysville Heat** agree as follows:

- I. **City** agrees to and does hereby allow the **Haysville Heat** use of Vulcan Field and necessary appurtenances thereto, for their Jayhawk League home games and tournaments, commencing on May 27, 2011 and terminating on September 1, 2011, pursuant to the **Haysville Heat's** schedule of games (to be attached when available in Exhibit 2), including the schedule of practices as agreed to by the parties and attached hereto.
 - A. Vulcan Field will be available to the **Haysville Heat** two and a half hours prior to their game 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**.
 - C. Any and all **Haysville Heat** 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. **Haysville Heat** 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 **Haysville Heat** 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. **Haysville Heat** shall replace divots and smooth pitching mounds and home plate areas at the conclusion of each game.
 - C. **Haysville Heat** shall provide a supervisor for 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. **Haysville Heat** shall be responsible for picking 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. **Haysville Heat** will operate the concession stand at Plagens Carpenter on the agreed dates shown in Exhibit 2. **Heat** shall be responsible for all trash clean up in and around the complex including the concession stand. **Haysville Heat** shall remit 10% of its sales from the sale of concessions to the City by September 15, 2011. **Haysville Heat** shall conform to all health code standards and regulations of the City, County, and State.
- IV. **City** will provide mowing, watering and grading of the Sports Complex fields and **Haysville Heat** players will be in charge of field maintenance for all their games conducted at Sports Complex. Proper field maintenance techniques will be discussed by the **City** with the **Haysville Heat** players before the season begins; **Haysville Heat** will be expected to follow these techniques.
- V. **Haysville Heat** shall furnish a Certificate of Insurance evidencing coverage for any damage caused by the **Heat** players, or **Haysville Heat'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 **Haysville Heat** to provide **City** an approved Certificate of Insurance **prior to use of fields** shall cancel and make void this agreement.
- VI. **Haysville Heat** shall reimburse **City** for any cost associated with damage to the Sports Complex fields and/or facility that exceed normal or routine maintenance requirements.
- VII. **City** will provide trash receptacles and trash pick-up service for the Sports Complex.
- VIII. **Haysville Heat** shall be able to solicit to obtain corporate sponsors, and such sponsors may display signage or banners on the outfield fences around Vulcan Field. The size of the signs shall be limited to 3' x 8' or 3' x 10'. Such signage/banners should not contain inappropriate language or images (alcohol, cigarettes, lewd or suggestive images or

statements) or be derogatory in any manner. **Haysville Heat** will be in charge of putting up and taking down the signs/banners. **City** may request any banner to be removed that is deemed by **City** to be inappropriate or offensive to the Community as a whole.

- IX. **Haysville Heat** shall be responsible for locating and moving extra bleachers needed for seating on field one. Placement of bleachers and movement must be approved by **City**.
- X. **City** shall immediately remove and abate, upon notice by **Heat**, all nuisances that are potentially hazardous and shall address issues of unsightliness in a timely manner.
- XI. **Haysville Heat** 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. **Heat** 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 **Haysville Heat** notice of any claim made or litigation instituted which directly or indirectly contingently or otherwise in any way affects or might affect the **Haysville Heat**. **Haysville Heat** shall have the right to compromise and participate in the defense of the same to the extent of their own interests.
- XII. **Haysville Heat** agrees to such other requirements as may be desirable to promote the best usage of facilities as requested by the **City** including:
- A. **Haysville Heat** shall provide to the **City** an end of season report pertaining to the economic benefit of the **Haysville Heat** to the **City** in general, no later than September 15, 2011.
 - B. All requested items shall be submitted to the Recreation Department in person or by mail: attn: Georgie Carter, Recreation Director, 7106 S Broadway, Haysville, Kansas, 67060.
 - C. All information, communications, or decisions between the parties as referred to within this Agreement shall be between the City's Recreation Director and the Manager of the **Haysville Heat**, unless otherwise stated in this Agreement.
 - D. Additional equipment, such as windscreening and sheds, may be supplied/granted by the **Haysville Heat**. However, if such equipment is deemed a permanent improvement by the Recreation Director it shall not be removed from the premises and will be jointly maintained by the parties. Non-permanent equipment may be shared and maintained by and between the parties as determined appropriate by the parties.
- XIII. The Governing Body of the **City** will waive usage, light and maintenance fees for the **Haysville Heat** Jayhawk League Home Games from June - August. All other rules and fees as set forth in Exhibit 1, and hereby incorporated herein, will still be applicable to this Agreement.
- E. The standard fee for lights of forty dollars (\$40.00) per hour will be waived by **City** for Vulcan Field. Light fee usage will be monitored by **Haysville Heat** staff, and a statement provided to **City** of amount of time lights were in use provided to

- City** upon request.
- F. The standard fee for field maintenance of thirty dollars (\$30.00) per field will be waived for Vulcan Field.
- G. The standard fee for complex usage of two dollars & fifty cents per hour (\$2.50) (with maximum of \$25/day) will be waived.
- 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 **Haysville Heat**.
- 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 **Haysville Heat** 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 **Haysville Heat** 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 **Haysville Heat** have executed this Agreement as of the day and year first above written, and this Agreement is signed by the Chief Executive Officer of each party to this Agreement.

GOVERNING BODY OF HAYSVILLE, KANSAS

ATTEST:

KEN HAMPTON, Mayor

BEVERLY RODGERS, City Clerk

HAYSVILLE HEAT BASEBALL TEAM

RICK TWYMAN, Haysville Heat Head Coach

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.
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.**

12 Home Games

June 2011 Jayhawk League Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 MAY 28th PRACTICE 4:00-7:00	MAY 29th PRACTICE 4:00-7:00	MAY 30th PRACTICE 6:00-9:00	MAY 31st PRACTICE 6:00-9:00	1 PRACTICE 6:00-9:00	2 PRACTICE 6:00-9:00	3 DENVER @ Haysville 7:00	4 DENVER @ Haysville 5:00 DH 7:30
5 ED @ Hv	6 Db@ED VALLEY CENTER @ Haysville 7:00	7 DC@Li Hv@ED	8 Hys@DC Db@Hv	9 ED@Db OFF	10 Hv@Hys Db@Li ED@DC	11 Hv@Hys Db@Li ED@DC	
12 Hv@Hys DB@Li ED@DC	13 Hv@ED	14 Hys@Li Db@ED OFF	15 Hys@Li Hv@Db	16 ED@Hv	17 Hys@ED Li@Hv DC@Db	18 Hys@ED Li@Hv DC@Db	
19 Hys@ED Li@Hv DC@Db	20 OFF	21 DC@Hys Hv@Db ED@Li	22 Hys@DC Db@Hv ED@Li	23 NEWTON @ Haysville ED@Li	24 Hv@DC	25 Hv@DC Li@Hys Db@ED	
26 Hv@DC Li@Hys ED@Db	27 Db@ED OFF	28 Hv@ED DC@Hys	29 Hv@Db Hys@DC	30 Db @Hv Li@DC			

Hays Hys Derby Db Haysville Hv Liberal Li El Dorado ED Dodge City DC

12 HOME GAMES

July 2011 Jayhawk League Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Hys@Db Valley Center Haysville 7:00	2 Hys@Db Li@DC Newton Haysville 7:00
3 Hys@Db DC@Li DENVER Haysville 4:00	4 ED@Hv	5 Li@Hys Hv@Db	6 Li@Hys Ed@Db <u>OFF</u>	7 Db@Hv	8 ED@Hys Db@DC Hv@Li	9 ED@Hys Db@DC Hv@Li
10 ED@Hys Db@DC Hv@Li	11 <u>OFF</u>	12 Hys@Hv Li@Db DC@ED	13 Hys@Hv Li@Db DC@ED	14 Hys@Hv Li@Db DC@ED	15 <u>Midwest Tour</u>	16 DC@Li ALL AMERICAN SHOWCASE 8:00-6:00
17 Li@DC ALL AMERICAN SHOWCASE 8:00-1:00	18 DC@Hys <u>Midwest Tour</u>	19 Hys@Li	20 Hys@Li	21 Hys@DC	22 DC@Li	23 Db@Hys DC@Hv Li@ED
24 Db@Hys DC@Hv Li@ED	25 Db@Hys DC@Hv Li@ED	26 ED@Hv	27 DC@Hys ED@Db <u>OFF</u>	28 Hv@ED Li@DC	29 <u>OFF</u>	30 NBC World Series

Hays Hys Derby Db ElDorado ED Liberal Li Haysville Hv Dodge City DC

VENDOR NO	NAME	PAYMENT AMT
100	AMSAN	240.72
128	ACE ALTERNATOR	78.00
195	A-FORD-ABLE	689.65
200	AGGREGATE SAND	56.64
215	AIRGAS MID SOUTH INC	206.04
265	ALLPAK BATTERY	49.00
470	ASSOCIATED MATERIAL & SUP	245.64
530	AUSTIN DISTRIBUTING	63.62
550	AUTOZONE INC	359.98
635	BNY MELLON TRUST- MO	9,387.50
653	BARKER GREGORY K	1,200.00
695	BEALL & MITCHELL LLC	15,200.00
720	BEST SUPPLY CO INC	1,988.80
798	BLACK EAGLE MARTIAL	120.00
847	BROWN GINGER	275.62
966	CDW GOVERNMENT INC	200.00
1313	COPSTUFF	72.50
1484	DEETER FOUNDRY INC	4,114.00
1485	DELL MARKETING LP	14.99
1489	D R DAVIS SALES COMPANY	127.50
1493	DE LAGE LANDEN PUBLIC FIN	203.27
1593	DONOVAN AUTO & TRUCK CTR	104.18
1632	EAGLE EYE SIGN RENTAL COM	270.00
1640	ECK, RUSTY ECK FORD	572.26
1755	ERNSTMANN MACHINE CO INC	186.74
1819	FARM PLAN	230.02
1860	FERGUSON ENTERPRISES INC	33.39
1933	FLEESON GOOING COULSON &	4,751.67
1950	FOLEY EQUIP CO	959.99
2065	GLATT SABRINA	830.00
2223	HD SUPPLY WATERWORKS LTD	142.24
2243	G-KNOWS WELDING	640.00
2246	HAMPEL OIL	8,200.92
2290	HAYSVILLE CHAMBER	5,000.00
2300	HAYSVILLE COMM LIBRARY	843.55
2325	HAYSVILLE FORWARD	5,000.00
2340	HAYSVILLE POST OFFICE	370.00
2360	HAYSVILLE SUN TIMES	246.00
2367	HAYSVILLE TRUE VALUE	318.31
2386	HELMERS CONST-PRIMARY #	11,959.80
2387	HELMERS -SECONDARY #	2,997.50
2460	HOIDALE COMPANY INC	225.78
2500	HOMELAND STORES INC	157.50
2507	HORIBA JOBIN YVON	24.95
2586	HUTCHINSON SALT COMPANY	1,397.22
2680	IACP	120.00
2735	INTERSTATE ALL BATT CTR	250.24
2770	J D'S GRAPHICS	360.00
2850	JOHNSTONE SUPPLY	573.18
2874	K & A PROPERTY MAINT	730.00

VENDOR NO	NAME	PAYMENT AMT
2940	KANSAS DISC	240.66
2973	KANSAS BG INC	302.22
3065	KK OFFICE SOLUTIONS INC	262.86
3070	KDHE #K6000	240.00
3080	KDHE -CERTIFICATE FEES	25.00
3150	KDOR WATER SALES TAX	498.67
3175	KS DIV ACCTS & REPORTS	150.00
3248	KANSASLAND TIRE	813.57
3290	KANSAS MUNICIPAL UTILITIE	712.00
3295	KANSAS ONE-CALL SYSTEM IN	88.60
3350	KANSAS STATE TREASURER	1,057.00
3440	KEY EQUIPMENT & SUPPLY CO	440.95
3500	KONICA MINOLTA BUS SYS	318.84
3502	KONICA MINOLTA PREMIERE	343.75
3690	LEWIS STREET GLASS CO INC	352.00
3694	LIES TRASH SERVICE	510.00
3770	LOWE'S BUSINESS ACCOUNT	76.21
3810	MADRIGAL & WELCH	50.00
3860	MAXIMUM OUTDOOR EQUIPMENT	9.61
3880	MAYER SPECIALTY SERVICES	1,328.40
3964	METRO APPAREL IMPRINT CO	41.25
4000	MOCIC	150.00
4010	MID-CONTINENT SAFETY LLC	152.72
4048	MIDWEST SINGLE SOURCE INC	229.00
4200	MURDOCK COMPANIES INC	370.44
4305	SPI DISTRIBUTION DBA	580.00
4346	NEW DAVID	81.00
4348	NEW MEDICAL HEALTH CARE	260.00
4358	NORTHROP GRUMMAN	125.00
4368	OCEAN SYSTEMS	2,709.00
4396	O'REILLY AUTOMOTIVE INC	18.99
4406	PACE ANALYTICAL SERVICES	420.00
4475	PEAK SOFTWARE SYSTEMS INC	1,090.00
4520	PETTY CASH	1,390.83
4648	POORMAN'S AUTO SUPPLY #5	1,494.70
4708	PRICHARD ANIMAL HOSPITAL	30.09
4716	PROCOM LMR INC	292.03
4780	PRO-KEM SUPPLIES INC	88.00
4860	QUILL CORPORATION	4.20
5330	SEDGWICK COUNTY ELECTRIC	1,373.19
5335	SEDG CTY FIN-JAIL FEES	2,683.56
5362	SEDG CTY HEALTH- HEP B	48.67
5430	SHERWIN-WILLIAMS COMPANY	720.38
5536	SOUND ADVICE LLC	175.00
5580	SOUTHWEST PAPER CO	166.84
5770	SUPERIOR COMP SUPPLY INC	739.67
5779	SUPERIOR RUBBER STAMP & S	19.00
5940	TRUCK PARTS & EQUIPMENT	476.33
5950	TRUDO'S AUTOMOTIVE LLC	170.93
6030	UNITED STATES POSTAL SERV	950.00

VENDOR NO NAME	PAYMENT AMT
6135 UNIFIRST CORPORATION	859.61
6235 VERMEER GREAT PLAINS INC	512.11
6407 WESTAR ENERGY	5,464.61
6600 WICHITA STAMP & SEAL INC	56.71
6630 WICHITA WINWATER	22.65
6710 WINDSHIELD SHOP	149.00
	<u>=====</u>
REPORT TOTAL	114,324.76

FUND	NAME	TOTAL
01	GENERAL FU	42,233.11
10	SEWER FUND	8,229.10
11	WATER FUND	10,156.40
14	STORMWATER	96.78
21	STREET FUN	14,786.64
24	LAW ENFORC	1,568.42
25	LIBRARY FU	843.55
30	RECREATION	12,951.46
36	CAPITAL IM	22,789.80
39	CRA GRANT	25.44
51	SPECIAL PA	644.06
		<u>=====</u>
	TOTAL	114,324.76

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	SQ	CK

INTRUST GENERAL FUND														
#2010/654	1 I	2/15/2011	1/25/2011	847 GINGER BROWN RESTITUTION PAYMENT REF: CHRISTY W RIEGLE	275.62		275.62		275.62	01				1
				** VENDOR TOTALS *	275.62		275.62	01-00-5059	GENERAL MUN COURT RESTITUTION					
									275.62					
4520 PETTY CASH														
PO#10150	4 I	2/15/2011	2/10/2011	REIMBURSE FUND	50.00		50.00		50.00	01				1
								01-00-5003	GENERAL MUN COURT FINES					
	5 I			REIMBURSE FUND	10.00		10.00		10.00	01				1
								01-00-5012	GENERAL MISCELLANEOUS					
	6 I			REIMBURSE FUND	250.00		250.00		250.00	01				1
								01-00-5016	GENERAL BUILDING RENTAL FEES					
				* INVOICE TOTALS	310.00		310.00		310.00					
				** VENDOR TOTALS *	310.00		310.00		310.00					
				REVENUE FUNDS	585.62		585.62		585.62					
2360 HAYSVILLE SUN-TIMES														
11110	1 I	2/15/2011	1/28/2011	VACANT COUNCIL-WARD III PUB 2 WKS 1/7 & 1/14	48.00		48.00		48.00	01				1
								01-01-2014	CITY CLERK LEGAL PRINTING					
	2 I			TREASURERS QRTLTY REPORT 4TH QTR 2010 PUB 1/21/1	198.00		198.00		198.00	01				1
								01-01-2014	CITY CLERK LEGAL PRINTING					
				* INVOICE TOTALS	246.00		246.00		246.00					
				** VENDOR TOTALS *	246.00		246.00		246.00					
2770 J D'S GRAPHICS														
2815	2 I	2/15/2011	2/02/2011	25 BUS REG RECEIPT BOOK	140.00		140.00		140.00	01				1
								01-01-2004	CITY CLERK OFFICE EXPENSE					
				** VENDOR TOTALS *	140.00		140.00		140.00					
3175 DIVISION OF ACCOUNTS & REPORTS														
PO 10110	1 I	2/15/2011	2/09/2011	BUDGET WORKSHOP 3/29/11	50.00		50.00		50.00	01				1
								01-01-2015	CITY CLERK TRG/EDUC/TRAVEL					
	2 I			MUN SEMINAR 6/7/11 J CO	50.00		50.00		50.00	01				1
								01-01-2015	CITY CLERK TRG/EDUC/TRAVEL					
	3 I			MUN SEMINAR 6/7/11 W BL LOCATION - WICHITA	50.00		50.00		50.00	01				1
								01-01-2015	CITY CLERK TRG/EDUC/TRAVEL					
				* INVOICE TOTALS	150.00		150.00		150.00					
				** VENDOR TOTALS *	150.00		150.00		150.00					
6600 WICHITA STAMP & SEAL INC														
181533	1 I	2/15/2011	2/10/2011	NOTARY STAMP- B RODGERS	18.75		18.75		18.75	01				1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

				SELF INKING									
	2 I			POSTAGE & HANDLING	2.65		2.65		2.65	01			1
				* INVOICE TOTALS	21.40		21.40		21.40				
				** VENDOR TOTALS *	21.40		21.40		21.40				
				CITY CLERK	557.40		557.40		557.40				
610122	1 I	2/15/2011	1/21/2011	195 A-FORD-ABLE-LOCKSMITHING INC RE-KEY 2 FORD CROWN VIC @ 285.00 EACH	570.00		570.00		570.00	01			1
				** VENDOR TOTALS *	570.00		570.00		570.00				
WFJ4329	1 I	2/15/2011	1/20/2011	966 CDW GOVERNMENT INC 10-SONY AIT 8MM DATA CA BACKUP TAPES-VOICE LOGG	200.00		200.00		200.00	01			1
				** VENDOR TOTALS *	200.00		200.00		200.00				
FEB 1 11	1 I	2/15/2011	2/01/2011	1313 COPSTUFF 2 HEADLIGHT FLASHERS @	60.00		60.00		60.00	01			1
	2 I			SHIPPING	12.50		12.50		12.50	01			1
				* INVOICE TOTALS	72.50		72.50		72.50				
				** VENDOR TOTALS *	72.50		72.50		72.50				
JAN 2011	1 I	2/15/2011	1/31/2011	2367 HAYSVILLE TRUE VALUE HARDWARE SUPPLIES	11.06		11.06		11.06	01			1
				** VENDOR TOTALS *	11.06		11.06		11.06				
JAN 2011	2 I	2/15/2011	1/31/2011	2500 HAC INC CAR WASH	3.29		3.29		3.29	01			1
				** VENDOR TOTALS *	3.29		3.29		3.29				
90303677	1 I	2/15/2011	2/03/2011	2507 HORIBA JOBIN YVON INC STD FINGERPRINT INK PAD	24.95		24.95		24.95	01			1
				** VENDOR TOTALS *	24.95		24.95		24.95				
2011 DUES	1 I	2/15/2011	1/12/2011	2680 IACP MEMBERSHIP-CHIEF MCELRO	120.00		120.00		120.00	01			1
				** VENDOR TOTALS *	120.00		120.00		120.00				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

2940 KANSAS DIVISION OF INFORMATION													
DISC7755	1 I	2/15/2011	12/31/2010	TELETYPE PHONE LINE SER DEC 2010 SERVICE	240.66		240.66		240.66	01			1
				** VENDOR TOTALS *	240.66		240.66	01-02-2002	POLICE TELEPHONE 240.66				
3248 KANSASLAND TIRE													
118540	1 I	2/15/2011	1/03/2011	R17 TIRE & STATE FEE C#	112.37		112.37		112.37	01			1
				** VENDOR TOTALS *	112.37		112.37	01-02-2035	POLICE VEHICLE MAINTENANCE				
118901	1 I	2/15/2011	1/24/2011	4-EAGLE R17 TIRES & FEE	449.48		449.48		449.48	01			1
				** VENDOR TOTALS *	449.48		449.48	01-02-2035	POLICE VEHICLE MAINTENANCE				
118935	1 I	2/15/2011	1/25/2011	4-EAGLE R17 TIRES & FEE	449.48		449.48		449.48	01			1
				** VENDOR TOTALS *	449.48		449.48	01-02-2035	POLICE VEHICLE MAINTENANCE				
				** VENDOR TOTALS *	1011.33		1011.33		1011.33				
3500 KONICA MINOLTA BUSINESS													
216991288	1 I	2/15/2011	2/07/2011	COPIER MAINTENANCE BILL	48.05		48.05		48.05	01			1
				** VENDOR TOTALS *	48.05		48.05	01-02-2040	POLICE CONTRACTUAL 48.05				
4000 MID-STATES ORGANIZED CRIME													
2011 DUES	1 I	2/15/2011	2/09/2011	ANNUAL AGENCY MEMBERSHI	150.00		150.00		150.00	01			1
				** VENDOR TOTALS *	150.00		150.00	01-02-2012	POLICE MISCELLANEOUS 150.00				
4368 OCEAN SYSTEMS													
10480	1 I	2/15/2011	2/01/2011	SOFTWARE & HARDWARE UPG	1300.00		1300.00		1300.00	01			1
				** VENDOR TOTALS *	1300.00		1300.00	01-02-2040	POLICE CONTRACTUAL 1300.00				
4396 O'REILLY AUTOMOTIVE INC													
225174770	1 I	2/15/2011	1/11/2011	MISC VEH SUPPLIES-TERMI & RINGS, MIRROR BRACKET	18.99		18.99		18.99	01			1
				** VENDOR TOTALS *	18.99		18.99	01-02-2035	POLICE VEHICLE MAINTENANCE 18.99				
4520 PETTY CASH													
PO#10150	1 I	2/15/2011	2/10/2011	REIMBURSE FUND	26.60		26.60		26.60	01			1
				REIMBURSE FUND	173.12		173.12	01-02-2006	POLICE EQUIPMENT MAINTENANCE				1
	2 I			REIMBURSE FUND	173.12		173.12	01-02-2015	POLICE TRAINING/EDUC/TRAVEL				1
	3 I			REIMBURSE FUND	2.13		2.13	01-02-2035	POLICE VEHICLE MAINTENANCE				1
				* INVOICE TOTALS	201.85		201.85		201.85				
				** VENDOR TOTALS *	201.85		201.85		201.85				
4648 POORMAN AUTO SUPPLY #5													
JAN 2011	1 I	2/15/2011	1/25/2011	OIL FOR STOCK	115.92		115.92		115.92	01			1
				VEHICLE PARTS & SUPPLIE	933.25		933.25	01-02-2010	POLICE GASOLINE & OIL				1
	2 I			VEHICLE PARTS & SUPPLIE	933.25		933.25	01-02-2035	POLICE VEHICLE MAINTENANCE				1
				* INVOICE TOTALS	1049.17		1049.17		1049.17				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	SQ	CK
** VENDOR TOTALS *					1049.17		1049.17		1049.17					
198227	1 I	2/15/2011	1/28/2011	4708 PRICHARD ANIMAL HOSPITAL PA 35# HIGH ENERGY DOG FOOD ROX	30.09		30.09		30.09	01			1	
** VENDOR TOTALS *					30.09		30.09	01-02-2047	POLICE SPECIAL INVESTIGATIONS					
** VENDOR TOTALS *					30.09		30.09		30.09					
15472	1 I	2/15/2011	1/24/2011	4716 PROCOM LMR INC 800 MHZ PORTABLE RADIO	220.00		220.00		220.00	01			1	
	2 I			SHIPPING & HANDLING	72.03		72.03	01-02-2007	POLICE RADIO REPAIR				1	
* INVOICE TOTALS					292.03		292.03	01-02-2007	POLICE RADIO REPAIR					
** VENDOR TOTALS *					292.03		292.03		292.03					
5017	2 I	2/15/2011	1/25/2011	4780 PRO-KEM SUPPLIES INC 5 PULSE UNITS- PD OFFIC	40.00		40.00		40.00	01			1	
** VENDOR TOTALS *					40.00		40.00	01-02-2004	POLICE OFFICE EXPENSE					
1944622	1 I	2/15/2011	1/27/2011	4860 QUILL CORPORATION OFFICE SUPPLIES	32.98		32.98		32.98	01			1	
329860	1 I	2/15/2011	1/27/2011	RETURNED SUPPLY	8.79-		8.79-	01-02-2004	POLICE OFFICE EXPENSE				1	
329861	1 I	2/15/2011	1/27/2011	RETURNED SUPPLY	19.99-		19.99-	01-02-2004	POLICE OFFICE EXPENSE				1	
** VENDOR TOTALS *					4.20		4.20	01-02-2004	POLICE OFFICE EXPENSE					
11239	1 I	2/15/2011	2/02/2011	5779 SUPERIOR RUBBER STAMP & SEAL 2-THUMB PRINT STAMP PAD	19.00		19.00		19.00	01			1	
** VENDOR TOTALS *					19.00		19.00	01-02-2047	POLICE SPECIAL INVESTIGATIONS					
5345	1 I	2/15/2011	1/31/2011	5950 TRUDO'S AUTOMOTIVE LLC LABOR-CHECK ELECTRIC SY REPLACE BATTERY/TERMINA	75.00		75.00		75.00	01			1	
	2 I			DURLAST BATTERY	89.95		89.95	01-02-2035	POLICE VEHICLE MAINTENANCE				1	
	3 I			2 TERMINAL ENDS	5.98		5.98	01-02-2035	POLICE VEHICLE MAINTENANCE				1	
* INVOICE TOTALS					170.93		170.93	01-02-2035	POLICE VEHICLE MAINTENANCE					
** VENDOR TOTALS *					170.93		170.93		170.93					
POLICE					5578.10		5578.10		5578.10					
3624	1 I	2/15/2011	1/24/2011	128 ACE ALTERNATOR & STARTER EXCHG STARTER REPAIR-JD 855	78.00		78.00		78.00	01			1	

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
				** VENDOR TOTALS *	78.00		78.00		78.00				
				1819 FARM PLAN									
346291	1 I	2/15/2011	1/26/2011	955 & 997 MOWER REPAIR	230.02		230.02		230.02	01			1
				** VENDOR TOTALS *	230.02		230.02		230.02				
				2367 HAYSVILLE TRUE VALUE									
JAN 2011	2 I	2/15/2011	1/31/2011	HARDWARE SUPPLIES	10.99		10.99		10.99	01			1
	3 I			HARDWARE SUPPLIES	20.72		20.72		20.72	01			1
	4 I			HARDWARE SUPPLIES	20.35		20.35		20.35	01			1
	5 I			HARDWARE SUPPLIES	7.41		7.41		7.41	01			1
				* INVOICE TOTALS	59.47		59.47		59.47				
				** VENDOR TOTALS *	59.47		59.47		59.47				
				3694 LIES TRASH SERVICE									
FEB 2011	7 I	2/15/2011	2/09/2011	PARK TRASH SERVICE	160.00		160.00		160.00	01			1
				** VENDOR TOTALS *	160.00		160.00		160.00				
				3860 MAXIMUM OUTDOOR EQUIPMENT									
257807	1 I	2/15/2011	1/21/2011	BOWL FUEL FILTER	4.68		4.68		4.68	01			1
	2 I			FUEL STRAINER	2.44		2.44		2.44	01			1
	3 I			O-RING SEAL SOD CUTTER PARTS	2.49		2.49		2.49	01			1
				* INVOICE TOTALS	9.61		9.61		9.61				
				** VENDOR TOTALS *	9.61		9.61		9.61				
				4648 POORMAN AUTO SUPPLY #5									
JAN 2011	3 I	2/15/2011	1/25/2011	VEHICLE PARTS & SUPPLIE	120.58		120.58		120.58	01			1
				** VENDOR TOTALS *	120.58		120.58		120.58				
				6135 UNIFIRST CORPORATION									
FEB 2 11	4 I	2/15/2011	2/02/2011	3 WK UNIFORM RENT/CLEAN	119.19		119.19		119.19	01			1
				** VENDOR TOTALS *	119.19		119.19		119.19				
				PARK	776.87		776.87		776.87				
				653 GREGORY K BARKER									
JAN 2011	1 I	2/15/2011	1/25/2011	COURT APPOINTED ATTORNE	1200.00		1200.00		1200.00	01			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
							01-06-2037	MUN COURT CT APPOINTED ATTY					
** VENDOR TOTALS *					1200.00		1200.00		1200.00				
JAN-2011	1 I	2/15/2011	2/06/2011	695 BEALL & MITCHELL LLC PROSECUTING SERVICES JANUARY 2011	1000.00		1000.00		1000.00	01			1
** VENDOR TOTALS *					1000.00		1000.00		1000.00				
JAN 2011	1 I	2/15/2011	2/09/2011	3350 KANSAS STATE TREASURER REINSTATEMENT FEES	50.00		50.00		50.00	01			1
	2 I			JUDICIAL BRANCH SURCHAR	17.50		17.50	01-06-2060	17.50	01			1
	3 I			JUD BRANCH EDUCATION FU	13.50		13.50	01-06-2060	13.50	01			1
	4 I			COURT COSTS/LAW ENF TRN	976.00		976.00	01-06-2073	976.00	01			1
* INVOICE TOTALS					1057.00		1057.00	01-06-2074	1057.00				
** VENDOR TOTALS *					1057.00		1057.00		1057.00				
PO#10150	7 I	2/15/2011	2/10/2011	4520 PETTY CASH REIMBURSE FUND	15.82		15.82		15.82	01			1
** VENDOR TOTALS *					15.82		15.82	01-06-2004	15.82				
JAN 2011	1 I	2/15/2011	2/07/2011	5335 SEDGWICK COUNTY FINANCE DIV PRISONER HOUSING FEES 1284 HOURS @ 2.09 EACH	2683.56		2683.56		2683.56	01			1
** VENDOR TOTALS *					2683.56		2683.56	01-06-3066	2683.56				
MUNICIPAL COURT					5956.38		5956.38		5956.38				
1/2011	1 I	2/15/2011	2/04/2011	6407 WESTAR ENERGY JAN 2011 STREET LIGHTS	5464.61		5464.61		5464.61	01			1
** VENDOR TOTALS *					5464.61		5464.61	01-08-2003	5464.61				
STREET LIGHTS					5464.61		5464.61		5464.61				
493079	1 I	2/15/2011	2/03/2011	1860 FERGUSON ENTERPRISES INC #216 VB REPAIR KIT	2.80		2.80		2.80	01			1
	2 I			URINAL REPAIR KIT	13.50		13.50	01-09-2006	13.50	01			1
	3 I			URINAL WAX RING	5.28		5.28	01-09-2006	5.28	01			1
	4 I			HANDLE REPAIR KIT	3.01		3.01	01-09-2006	3.01	01			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
PO#10150	8 I	2/15/2011	2/10/2011	4520 PETTY CASH REIMBURSE FUND	16.74		16.74		16.74	01			1
				** VENDOR TOTALS *	16.74		16.74	01-09-2006	BLDG & GROUNDS EQUIP MAINT				
5017	3 I	2/15/2011	1/25/2011	4780 PRO-KEM SUPPLIES INC 4 PULSE UNITS- COMMON A AIR FRESHENER SERVICE	32.00		32.00		32.00	01			1
				** VENDOR TOTALS *	32.00		32.00	01-09-2012	BLDG & GROUNDS MISCELLANEOUS				
3475-2	1 I	2/15/2011	2/03/2011	5430 SHERWIN-WILLIAMS COMPANY PAINT & SUPPLIES-CITY B HAHS WORK DAY 2/4/11	485.43		485.43		485.43	01			1
				** VENDOR TOTALS *	485.43		485.43	01-09-2009	BLDG & GROUNDS MATERIALS				
556347	1 I	2/15/2011	1/27/2011	5580 SOUTHWEST PAPER COMPANY 4 CS TOILET BOWL CLEANER	132.96		132.96		132.96	01			1
	2 I			1 CS ROLL TOWELS	33.88		33.88	01-09-2009	BLDG & GROUNDS MATERIALS	01			1
				* INVOICE TOTALS	166.84		166.84	01-09-2009	BLDG & GROUNDS MATERIALS				
				** VENDOR TOTALS *	166.84		166.84		166.84				
				CITY BUILDINGS &	1647.72		1647.72		1647.72				
FEB 2011	1 I	2/15/2011	2/09/2011	695 BEALL & MITCHELL LLC ASST CITY ATTORNEY SERV	200.00		200.00		200.00	01			1
								01-10-1100	SP FUNDS PERSONNEL SERVICES				
YR 2009	1 I	2/15/2011	2/06/2011	PROSECUTING SERVICES 20 NOV & DEC 2009 ONLY	2000.00		2000.00		2000.00	01			1
								01-10-2049	SP FUNDS UNANTICIPATED LEGAL				
YR 2010	1 I	2/15/2011	2/06/2011	PROSECUTING SERVICES-12 12 MONTHS @ 1,000.00/PE	12000.00		12000.00		12000.00	01			1
				** VENDOR TOTALS *	14200.00		14200.00	01-10-2049	SP FUNDS UNANTICIPATED LEGAL				
102980	1 I	2/15/2011	12/10/2010	1933 FLEESON, GOOING, COULSON & 13.5 HRS @ 185-NOV 2010	2497.50		2497.50		2497.50	01			1
								01-10-2049	SP FUNDS UNANTICIPATED LEGAL				
	2 I			EXPENSES: COPIES, POSTA	48.68		48.68		48.68	01			1
				* INVOICE TOTALS	2546.18		2546.18	01-10-2049	SP FUNDS UNANTICIPATED LEGAL				
103604	1 I	2/15/2011	1/20/2011	11.9 HRS @ 185- DEC 201	2201.50		2201.50		2201.50	01			1
								01-10-2049	SP FUNDS UNANTICIPATED LEGAL				
	2 I			EXPENSES V SEDGWICK CTY COMMISSI	3.99		3.99		3.99	01			1
				* INVOICE TOTALS	2205.49		2205.49	01-10-2049	SP FUNDS UNANTICIPATED LEGAL				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
** VENDOR TOTALS *					4751.67		4751.67		4751.67				
2340 POSTMASTER													
PERMITS	1 I	2/15/2011	2/10/2011	PERMIT # 1 ANNUAL FEE	61.66		61.66		61.66	01			1
						01-10-2040		SP FUNDS	CONTRACTUAL				
** VENDOR TOTALS *					61.66		61.66		61.66				
2367 HAYSVILLE TRUE VALUE													
JAN 2011	8 I	2/15/2011	1/31/2011	HARDWARE SUPPLIES	14.67		14.67		14.67	01			1
						01-10-2012		SP FUNDS	MISCELLANEOUS				
** VENDOR TOTALS *					14.67		14.67		14.67				
3500 KONICA MINOLTA BUSINESS													
216882400	1 I	2/15/2011	1/30/2011	ADMIN COPIER MAINTENANC	270.79		270.79		270.79	01			1
						01-10-2040		SP FUNDS	CONTRACTUAL				
** VENDOR TOTALS *					270.79		270.79		270.79				
3502 KONICA MINOLTA PREMIERE													
169957057	1 I	2/15/2011	1/29/2011	KONICA C550 COPIER LEAS CONTRACT 500-0181823-00	343.75		343.75		343.75	01			1
						01-10-2040		SP FUNDS	CONTRACTUAL				
** VENDOR TOTALS *					343.75		343.75		343.75				
4048 MIDWEST SINGLE SOURCE INC													
581331	1 I	2/15/2011	1/28/2011	POSTAGE METER INK CARTR	229.00		229.00		229.00	01			1
						01-10-2077		SP FUNDS	SHARED OFFICE EXPENSE				
** VENDOR TOTALS *					229.00		229.00		229.00				
5770 SUPERIOR COMPUTER SUPPLY INC													
195213	2 I	2/15/2011	1/27/2011	OFFICE SUPPLIES	700.66		700.66		700.66	01			1
						01-10-2077		SP FUNDS	SHARED OFFICE EXPENSE				
** VENDOR TOTALS *					700.66		700.66		700.66				
SPECIAL FUNDS					20572.20		20572.20		20572.20				
2874 K & A PROPERTY MAINTENANCE LLC													
FEB 2011	4 I	2/15/2011	2/01/2011	SENIOR CENTER ENTIRE BL	425.00		425.00		425.00	01			1
						01-12-2025		SR CENTER	BUILDING MAINTENANCE				
** VENDOR TOTALS *					425.00		425.00		425.00				
3694 LIES TRASH SERVICE													
FEB 2011	5 I	2/15/2011	2/09/2011	SR CTR TRASH SERVICE	50.00		50.00		50.00	01			1
						01-12-2003		SR CENTER	UTILITIES				
** VENDOR TOTALS *					50.00		50.00		50.00				
4780 PRO-KEM SUPPLIES INC													
5017	1 I	2/15/2011	1/25/2011	2 PULSE UNITS-SR CRT	16.00		16.00		16.00	01			1
						01-12-2025		SR CENTER	BUILDING MAINTENANCE				
** VENDOR TOTALS *					16.00		16.00		16.00				
SENIOR CENTER					491.00		491.00		491.00				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
58420	1 I	2/15/2011	2/04/2011	3810 MADRIGAL & WELCH NEW NOTARY BOND-J CHILC	50.00		50.00		50.00	01			1
				** VENDOR TOTALS *	50.00	01-18-2012	50.00	GEN GOVT	MISCELLANEOUS 50.00				
JAN 2011	1 I	2/15/2011	2/09/2011	4346 DAVID NEW JAN MILEAGE 92 @ .50	46.00		46.00		46.00	01			1
	2 I			CELL PHONE EXPENSE	35.00	01-18-2015	35.00	GEN GOVT	TRAINING/EDUC/TRAVEL 35.00	01			1
				* INVOICE TOTALS	81.00	01-18-2015	81.00	GEN GOVT	TRAINING/EDUC/TRAVEL 81.00				
				** VENDOR TOTALS *	81.00		81.00		81.00				
121588	1 I	2/15/2011	1/19/2011	4348 NEW MARKET HEALTH CARE LLC JESSICA CHILCOTE-UDS &	47.50		47.50		47.50	01			1
121590	1 I	2/15/2011	1/19/2011	JESSICA CHILCOTE-K/W SC PRE-EMPLOYMENT TESTING	70.00	01-18-2012	70.00	GEN GOVT	MISCELLANEOUS 70.00	01			1
				** VENDOR TOTALS *	117.50	01-18-2012	117.50	GEN GOVT	MISCELLANEOUS 117.50				
PO#10150	9 I	2/15/2011	2/10/2011	4520 PETTY CASH REIMBURSE FUND	75.00		75.00		75.00	01			1
				** VENDOR TOTALS *	75.00	01-18-2012	75.00	GEN GOVT	MISCELLANEOUS 75.00				
181349	1 I	2/15/2011	1/26/2011	6600 WICHITA STAMP & SEAL INC NAME PLATE INSERT & POS JESSICA CHILCOTE	7.94		7.94		7.94	01			1
						01-18-2012		GEN GOVT	MISCELLANEOUS				
181405	1 I	2/15/2011	2/01/2011	NAME PLATE INSERT-RARDI	5.80		5.80		5.80	01			1
	2 I			NOTARY STAMP-J CHILCOTE SELF INKING	18.75	01-18-2012	18.75	GEN GOVT	MISCELLANEOUS 18.75	01			1
	3 I			POSTAGE & HANDLING	2.82	01-18-2012	2.82	GEN GOVT	MISCELLANEOUS 2.82	01			1
				* INVOICE TOTALS	27.37	01-18-2012	27.37	GEN GOVT	MISCELLANEOUS 27.37				
				** VENDOR TOTALS *	35.31		35.31		35.31				
				GENERAL GOVERNMEN	358.81		358.81		358.81				
XF6RRF6T9	1 I	2/15/2011	1/20/2011	1485 DELL MARKETING LP VGA DISPLAY CABLE	14.99		14.99		14.99	01			1
				** VENDOR TOTALS *	14.99	01-20-2004	14.99	INSPECTION OFFICE EXPENSE	14.99				
2815	1 I	2/15/2011	2/02/2011	2770 J D'S GRAPHICS 25 INSPECTION RECEIPT B	130.00		130.00		130.00	01			1
						01-20-2004		INSPECTION OFFICE EXPENSE					

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
** VENDOR TOTALS *					130.00		130.00		130.00				
4520 PETTY CASH													
PO#10150	10	I	2/15/2011	2/10/2011 REIMBURSE FUND	1.50		1.50		1.50	01			1
						01-20-2035		INSPECTION	VEHICLE MAINT				
** VENDOR TOTALS *					1.50		1.50		1.50				
4648 POORMAN AUTO SUPPLY #5													
JAN 2011	4	I	2/15/2011	1/25/2011 VEHICLE PARTS & SUPPLIE	84.71		84.71		84.71	01			1
						01-20-2035		INSPECTION	VEHICLE MAINT				
** VENDOR TOTALS *					84.71		84.71		84.71				
6135 UNIFIRST CORPORATION													
FEB 2 11	5	I	2/15/2011	2/02/2011 3 WK UNIFORM RENT/CLEAN	13.20		13.20		13.20	01			1
						01-20-2016		INSPECTION	UNIFORMS				
** VENDOR TOTALS *					13.20		13.20		13.20				
INSPECTION					244.40		244.40		244.40				
GENERAL FUND					42233.11		42233.11		42233.11				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

SEWER FUND													
195 A-FORD-ABLE-LOCKSMITHING INC													
400138	1 I	2/15/2011	12/16/2010	VERTEX SERVICE CALL	59.00		59.00		59.00	10			1
								10-00-2001	SEWER PRIOR YR ACCTS PAYABLE				
	2 I			VERTEX MORTISE CYLINDER	39.95		39.95		39.95	10			1
								10-00-2001	SEWER PRIOR YR ACCTS PAYABLE				
	3 I			RE-KEY CYLINDER	15.00		15.00		15.00	10			1
								10-00-2001	SEWER PRIOR YR ACCTS PAYABLE				
	4 I			SHOP SUPPLIES	5.70		5.70		5.70	10			1
								10-00-2001	SEWER PRIOR YR ACCTS PAYABLE				
				* INVOICE TOTALS	119.65		119.65		119.65				
				** VENDOR TOTALS *	119.65		119.65		119.65				
1484 DEETER FOUNDRY INC													
167496	1 I	2/15/2011	1/24/2011	11-STORM WATER COVERS &	2057.00		2057.00		2057.00	10			1
								10-00-2001	SEWER PRIOR YR ACCTS PAYABLE				
	2 I			11-SANITARY SEWER COVER	2057.00		2057.00		2057.00	10			1
								10-00-2001	SEWER PRIOR YR ACCTS PAYABLE				
				* INVOICE TOTALS	4114.00		4114.00		4114.00				
				** VENDOR TOTALS *	4114.00		4114.00		4114.00				
				REVENUE FUNDS	4233.65		4233.65		4233.65				
100 AMSAN													
238100945	1 I	2/15/2011	1/19/2011	5 CS ROLL TOWELS, FOAM	67.20		67.20		67.20	10			1
								10-30-2012	SEWER MISCELLANEOUS				
238100952	1 I	2/15/2011	1/19/2011	1 CS BATHROOM TISSUE	13.04		13.04		13.04	10			1
								10-30-2012	SEWER MISCELLANEOUS				
				** VENDOR TOTALS *	80.24		80.24		80.24				
215 AIRGAS MID SOUTH INC													
106456383	1 I	2/15/2011	1/13/2011	WELDING GAS-5 CYL & HAZ	36.64		36.64		36.64	10			1
								10-30-2009	SEWER MATERIALS				
106948514	1 I	2/15/2011	1/31/2011	CYLINDER RENTAL INVOICE	32.03		32.03		32.03	10			1
								10-30-2040	SEWER CONTRACTUAL				
				** VENDOR TOTALS *	68.67		68.67		68.67				
265 ALLPAK BATTERY													
124817	1 I	2/15/2011	1/25/2011	2-12V 7 AMH UPC BACKUP	49.00		49.00		49.00	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	49.00		49.00		49.00				
550 AUTOZONE INC													
1614712249	1 I	2/15/2011	1/14/2011	2-30# FREON CYLINDERS	119.99		119.99		119.99	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	119.99		119.99		119.99				
1593 DONOVAN AUTO & TRUCK CENTER													
131243	1 I	2/15/2011	1/03/2011	DIST, ROTOR	24.97		24.97		24.97	10			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
	2 I			DISTRIBUTOR CAP	25.64	10-30-2006	25.64		SEWER EQUIPMENT MAINTENANCE	25.64	10		1
	3 I			AIR FILTER	6.44	10-30-2006	6.44		SEWER EQUIPMENT MAINTENANCE	6.44	10		1
	4 I			PF932 TRUCK #23	8.39	10-30-2006	8.39		SEWER EQUIPMENT MAINTENANCE	8.39	10		1
				* INVOICE TOTALS	65.44	10-30-2006	65.44		SEWER EQUIPMENT MAINTENANCE	65.44			
131243-1	1 I	2/15/2011	1/07/2011	RADIATOR HOSE TRUCK #2	38.74	10-30-2006	38.74		SEWER EQUIPMENT MAINTENANCE	38.74	10		1
				** VENDOR TOTALS *	104.18		104.18		SEWER EQUIPMENT MAINTENANCE	104.18			
				2340 POSTMASTER									
PERMITS	2 I	2/15/2011	2/10/2011	PERMIT # 1 ANNUAL FEE	61.67	10-30-2040	61.67		SEWER CONTRACTUAL	61.67	10		1
				** VENDOR TOTALS *	61.67		61.67		SEWER CONTRACTUAL	61.67			
				2367 HAYSVILLE TRUE VALUE									
JAN 2011	9 I	2/15/2011	1/31/2011	HARDWARE SUPPLIES	23.38	10-30-2006	23.38		SEWER EQUIPMENT MAINTENANCE	23.38	10		1
	10 I			HARDWARE SUPPLIES	87.76	10-30-2012	87.76		SEWER MISCELLANEOUS	87.76	10		1
				* INVOICE TOTALS	111.14		111.14		SEWER MISCELLANEOUS	111.14			
				** VENDOR TOTALS *	111.14		111.14		SEWER MISCELLANEOUS	111.14			
				2460 P B HOIDALE COMPANY INC									
146472	1 I	2/15/2011	1/25/2011	BREAKAWAYS & SWIVELS-FU	75.26	10-30-2006	75.26		SEWER EQUIPMENT MAINTENANCE	75.26	10		1
				** VENDOR TOTALS *	75.26		75.26		SEWER EQUIPMENT MAINTENANCE	75.26			
				2770 J D'S GRAPHICS									
2815	3 I	2/15/2011	2/02/2011	10 METER CHANGE BOOKS (27.50	10-30-2004	27.50		SEWER OFFICE EXPENSE	27.50	10		1
	5 I			4.5M WHITE WATER BILL S	17.50	10-30-2004	17.50		SEWER OFFICE EXPENSE	17.50	10		1
				* INVOICE TOTALS	45.00	10-30-2004	45.00		SEWER OFFICE EXPENSE	45.00			
				** VENDOR TOTALS *	45.00		45.00		SEWER OFFICE EXPENSE	45.00			
				2973 KANSAS BG INC									
45703	1 I	2/15/2011	1/26/2011	SUPERCHARGE II FUEL ADD	100.74	10-30-2006	100.74		SEWER EQUIPMENT MAINTENANCE	100.74	10		1
				** VENDOR TOTALS *	100.74		100.74		SEWER EQUIPMENT MAINTENANCE	100.74			
				3080 KDHE - BUREAU OF WATER									
PO 10108	1 I	2/15/2011	2/09/2011	KRWA-CLASS II WW OPERAT R TUCKER ON 3/31/11	25.00	10-30-2015	25.00		SEWER TRAINING/EDUC/TRAVEL	25.00	10		1
				** VENDOR TOTALS *	25.00		25.00		SEWER TRAINING/EDUC/TRAVEL	25.00			
				3295 KANSAS ONE-CALL SYSTEM INC									
1010263	1 I	2/15/2011	1/31/2011	JAN LOCATES/2011 MEMBER	29.54		29.54		SEWER TRAINING/EDUC/TRAVEL	29.54	10		1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
** VENDOR TOTALS *					48.67		48.67		48.67				
5770 SUPERIOR COMPUTER SUPPLY INC													
195233	1 I	2/15/2011	1/28/2011	COMMODE DEODORIZER- PW	7.24		7.24		7.24	10			1
						10-30-2012			SEWER MISCELLANEOUS				
** VENDOR TOTALS *					7.24		7.24		7.24				
6030 UNITED STATES POSTAL SERVICE													
FEB 2011	1 I	2/15/2011	2/09/2011	PAYMENT ON PERMIT #1	316.67		316.67		316.67	10			1
						10-30-2011			SEWER POSTAGE				
** VENDOR TOTALS *					316.67		316.67		316.67				
6135 UNIFIRST CORPORATION													
FEB 2 11	1 I	2/15/2011	2/02/2011	3 WKS SHOP SUPPLIES, TO	37.45		37.45		37.45	10			1
						10-30-2009			SEWER MATERIALS				
	6 I			3 WK UNIFORM RENT/CLEAN	209.41		209.41		209.41	10			1
						10-30-2016			SEWER UNIFORMS				
* INVOICE TOTALS					246.86		246.86		246.86				
** VENDOR TOTALS *					246.86		246.86		246.86				
6630 WICHITA WINWATER WORKS													
175825	1 I	2/15/2011	1/28/2011	2-SXSXS PVC 40 TEE	15.12		15.12		15.12	10			1
						10-30-2009			SEWER MATERIALS				
	2 I			3- PVC 40 BUSHINGS	7.53		7.53		7.53	10			1
				RE: REUSE LINE									
						10-30-2009			SEWER MATERIALS				
* INVOICE TOTALS					22.65		22.65		22.65				
** VENDOR TOTALS *					22.65		22.65		22.65				
SEWER					3995.45		3995.45		3995.45				
SEWER FUND					8229.10		8229.10		8229.10				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

WATER FUND													
PO 11683	1 I	2/15/2011	2/08/2011	2387 KATHY HELMERS 11'6" CURB & GUTTER REP 237 NELSON	172.50		172.50		172.50	11			1
								11-00-2001	WATER PRIOR YR ACCTS PAYABLE				
	2 I			30' CURB & GUTTER-147 T	450.00		450.00		450.00	11			1
								11-00-2001	WATER PRIOR YR ACCTS PAYABLE				
	3 I			TOWER FOOTING @ LUMP SU #6 WELL TOWER	400.00		400.00		400.00	11			1
								11-00-2001	WATER PRIOR YR ACCTS PAYABLE				
	4 I			9'6" X 12'6" DRIVEWAY R 214 GERMAN REPAIR JO	475.00		475.00		475.00	11			1
								11-00-2001	WATER PRIOR YR ACCTS PAYABLE				
				* INVOICE TOTALS	1497.50		1497.50		1497.50				
				** VENDOR TOTALS *	1497.50		1497.50		1497.50				
4TH QTR 10	1 I	2/15/2011	1/20/2011	3070 KANSAS DEPARTMENT OF HEALTH 30 COLIFORM SCREENS @ 8	240.00		240.00		240.00	11			1
								11-00-2001	WATER PRIOR YR ACCTS PAYABLE				
				** VENDOR TOTALS *	240.00		240.00		240.00				
19807P	1 I	2/15/2011	1/19/2011	4358 NORTHROP GRUMMAN TROUBLESHOOT SOFTWARE RE-CONNECT TO VERSA TER	125.00		125.00		125.00	11			1
								11-00-2001	WATER PRIOR YR ACCTS PAYABLE				
				** VENDOR TOTALS *	125.00		125.00		125.00				
				REVENUE FUNDS	1862.50		1862.50		1862.50				
238100945	2 I	2/15/2011	1/19/2011	100 AMSAN 5 CS ROLL TOWELS, FOAM	67.20		67.20		67.20	11			1
								11-31-2012	WATER MISCELLANEOUS				
238100952	2 I	2/15/2011	1/19/2011	1 CS BATHROOM TISSUE	13.04		13.04		13.04	11			1
								11-31-2012	WATER MISCELLANEOUS				
				** VENDOR TOTALS *	80.24		80.24		80.24				
106456383	2 I	2/15/2011	1/13/2011	215 AIRGAS MID SOUTH INC WELDING GAS-5 CYL & HAZ	36.64		36.64		36.64	11			1
								11-31-2009	WATER MATERIALS				
106948514	2 I	2/15/2011	1/31/2011	CYLINDER RENTAL INVOICE	32.04		32.04		32.04	11			1
								11-31-2040	WATER CONTRACTUAL				
				** VENDOR TOTALS *	68.68		68.68		68.68				
1614712249	2 I	2/15/2011	1/14/2011	550 AUTOZONE INC 2-30# FREON CYLINDERS	119.99		119.99		119.99	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	119.99		119.99		119.99				
2511906	1 I	2/15/2011	1/26/2011	2223 HD SUPPLY WATERWORKS LTD 2-2X12 1/2 CLAMPS	142.24		142.24		142.24	11			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
				** VENDOR TOTALS *	142.24		142.24		142.24				
				2246 HAMPOL OIL									
90272550	2 I	2/15/2011	1/27/2011	1200 UNLEADED @ 2.80 PG	3360.00		3360.00		3360.00	11			1
				** VENDOR TOTALS *	3360.00		3360.00		3360.00				
				2340 POSTMASTER									
PERMITS	3 I	2/15/2011	2/10/2011	PERMIT # 1 ANNUAL FEE	61.67		61.67		61.67	11			1
	4 I			PERMIT #24 ANNUAL FEE 12/1/10 THRU 12/1/11	185.00		185.00		185.00	11			1
				* INVOICE TOTALS	246.67		246.67		246.67				
				** VENDOR TOTALS *	246.67		246.67		246.67				
				2367 HAYSVILLE TRUE VALUE									
JAN 2011	11 I	2/15/2011	1/31/2011	HARDWARE SUPPLIES	13.98		13.98		13.98	11			1
	12 I			HARDWARE SUPPLIES	42.56		42.56		42.56	11			1
				* INVOICE TOTALS	56.54		56.54		56.54				
				** VENDOR TOTALS *	56.54		56.54		56.54				
				2460 P B HOIDALE COMPANY INC									
146472	2 I	2/15/2011	1/25/2011	BREAKAWAYS & SWIVELS-FU	75.26		75.26		75.26	11			1
				** VENDOR TOTALS *	75.26		75.26		75.26				
				2770 J D'S GRAPHICS									
2815	4 I	2/15/2011	2/02/2011	10 METER CHANGE BOOKS (27.50		27.50		27.50	11			1
	6 I			WATER BILL STUBS (4.5M	17.50		17.50		17.50	11			1
				* INVOICE TOTALS	45.00		45.00		45.00				
				** VENDOR TOTALS *	45.00		45.00		45.00				
				2973 KANSAS BG INC									
45703	2 I	2/15/2011	1/26/2011	SUPERCHARGE II FUEL ADD	100.74		100.74		100.74	11			1
				** VENDOR TOTALS *	100.74		100.74		100.74				
				3150 KANSAS DEPT OF REVENUE									
JAN 2011	1 I	2/15/2011	2/09/2011	WATER SALES TAX RETURN	498.67		498.67		498.67	11			1
				** VENDOR TOTALS *	498.67		498.67		498.67				
				3248 KANSASLAND TIRE									
118548	1 I	2/15/2011	1/03/2011	CREDIT RETURN 2 TIRES &	197.76-		197.76-		197.76-	11			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
** VENDOR TOTALS *					197.76-		197.76-		197.76-				NO CHECK ISSUIN
10795	1 I	2/15/2011	1/27/2011	3290 KANSAS MUNICIPAL UTILITIES 2011 KMU MEMBERSHIP DUE	712.00		712.00		712.00	11			1
						11-31-2040			WATER CONTRACTUAL				
** VENDOR TOTALS *					712.00		712.00		712.00				
1010263	2 I	2/15/2011	1/31/2011	3295 KANSAS ONE-CALL SYSTEM INC LOCATES/2011 MEMBERSHIP	29.53		29.53		29.53	11			1
						11-31-2040			WATER CONTRACTUAL				
** VENDOR TOTALS *					29.53		29.53		29.53				
FEB 2011	3 I	2/15/2011	2/09/2011	3694 LIES TRASH SERVICE CITY BLDG TRASH SERVICE	40.00		40.00		40.00	11			1
						11-31-2040			WATER CONTRACTUAL				
	9 I			PUB WKS TRASH SERVICE	16.67		16.67		16.67	11			1
						11-31-2040			WATER CONTRACTUAL				
* INVOICE TOTALS					56.67		56.67		56.67				
** VENDOR TOTALS *					56.67		56.67		56.67				
3047651	2 I	2/15/2011	1/27/2011	4010 MID-CONTINENT SAFETY LLC EARPLUGS-SAFETY GLASSES	50.91		50.91		50.91	11			1
						11-31-2009			WATER MATERIALS				
** VENDOR TOTALS *					50.91		50.91		50.91				
JAN 2011	6 I	2/15/2011	1/25/2011	4648 POORMAN AUTO SUPPLY #5 VEHICLE PARTS & SUPPLIE	32.01		32.01		32.01	11			1
						11-31-2006			WATER EQUIPMENT MAINTENANCE				
** VENDOR TOTALS *					32.01		32.01		32.01				
JAN 2011	1 I	2/15/2011	2/01/2011	5330 SEDGWICK COUNTY ELECTRIC COOP ELECTRIC USE @ 225000 W	398.59		398.59		398.59	11			1
						11-31-2003			WATER UTILITIES				
	2 I			ELECTRIC USE @ 230500 W	974.60		974.60		974.60	11			1
						11-31-2003			WATER UTILITIES				
* INVOICE TOTALS					1373.19		1373.19		1373.19				
** VENDOR TOTALS *					1373.19		1373.19		1373.19				
195213	1 I	2/15/2011	1/27/2011	5770 SUPERIOR COMPUTER SUPPLY INC OFFICE SUPPLIES	17.27		17.27		17.27	11			1
						11-31-2004			WATER OFFICE EXPENSE				
195233	2 I	2/15/2011	1/28/2011	COMMODE DEODORIZER- PW	7.25		7.25		7.25	11			1
						11-31-2012			WATER MISCELLANEOUS				
** VENDOR TOTALS *					24.52		24.52		24.52				
FEB 2011	2 I	2/15/2011	2/09/2011	6030 UNITED STATES POSTAL SERVICE WATER BILL MAILING ACCO	633.33		633.33		633.33	11			1
						11-31-2011			WATER POSTAGE				
** VENDOR TOTALS *					633.33		633.33		633.33				
FEB 2 11	2 I	2/15/2011	2/02/2011	6135 UNIFIRST CORPORATION 3 WKS SHOP SUPPLIES, TO	37.45		37.45		37.45	11			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
	7 I			3 WK UNIFORM RENT/CLEAN	235.91		235.91		235.91	11			1
				* INVOICE TOTALS	273.36		273.36		273.36				
				** VENDOR TOTALS *	273.36		273.36		273.36				
2025152	1 I	2/15/2011	1/24/2011	6235 VERMEER GREAT PLAINS INC MOLE VALVE -REPLACED	308.47		308.47		308.47	11			1
	2 I			3- STRIKER RING ET	43.14		43.14		43.14	11			1
	3 I			BRAKE CLEANER	13.00		13.00		13.00	11			1
	4 I			FREIGHT & HANDLING-PART	35.00		35.00		35.00	11			1
	5 I			SHOP LABOR-MOLE REPAIR	112.50		112.50		112.50	11			1
				* INVOICE TOTALS	512.11		512.11		512.11				
				** VENDOR TOTALS *	512.11		512.11		512.11				
				WATER	8293.90		8293.90		8293.90				
				WATER FUND	10156.40		10156.40		10156.40				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

STORMWATER SEWER													
JAN 2011	7 I	2/15/2011	1/25/2011	4648 POORMAN AUTO SUPPLY #5 VEHICLE PARTS & SUPPLIE	73.68		73.68		73.68	14			1
				** VENDOR TOTALS *	73.68		73.68	14-34-2012	STORMWATER MISCELLANEOUS 73.68				
FEB 2 11	8 I	2/15/2011	2/02/2011	6135 UNIFIRST CORPORATION 3 WK UNIFORM RENT/CLEAN	23.10		23.10		23.10	14			1
				** VENDOR TOTALS *	23.10		23.10	14-34-2012	STORMWATER MISCELLANEOUS 23.10				
				STORMWATER DEPART	96.78		96.78		96.78				
				STORMWATER SEWER	96.78		96.78		96.78				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
STREET FUND													
2586 HUTCHINSON SALT COMPANY													
78647	1 I	2/15/2011	1/26/2011	MED ROCK SALT	914.95		914.95		914.95	21			1
78773	1 I	2/15/2011	1/27/2011	MED ROCK SALT	85.05		85.05		85.05	21			1
				** VENDOR TOTALS *	1000.00		1000.00		1000.00				
				REVENUE FUNDS	1000.00		1000.00		1000.00				
100 AMSAN													
238100945	3 I	2/15/2011	1/19/2011	5 CS ROLL TOWELS, FOAM	67.20		67.20		67.20	21			1
238100952	3 I	2/15/2011	1/19/2011	1 CS BATHROOM TISSUE	13.04		13.04		13.04	21			1
				** VENDOR TOTALS *	80.24		80.24		80.24				
200 AGGREGATE SAND & GRAVEL INC													
3927	1 I	2/15/2011	1/14/2011	FILL SAND	56.64		56.64		56.64	21			1
				** VENDOR TOTALS *	56.64		56.64		56.64				
215 AIRGAS MID SOUTH INC													
106456383	3 I	2/15/2011	1/13/2011	WELDING GAS-5 CYL & HAZ	36.65		36.65		36.65	21			1
106948514	3 I	2/15/2011	1/31/2011	CYLINDER RENTAL INVOICE	32.04		32.04		32.04	21			1
				** VENDOR TOTALS *	68.69		68.69		68.69				
470 ASSOCIATED MATERIAL & SUPPLY													
24326	1 I	2/15/2011	1/31/2011	102.36 TONS FILL SAND @	245.64		245.64		245.64	21			1
				** VENDOR TOTALS *	245.64		245.64		245.64				
530 AUSTIN DISTRIBUTING													
1209917	1 I	2/15/2011	1/27/2011	24 ASST. O-RINGS	3.24		3.24		3.24	21			1
1210853	1 I	2/15/2011	2/02/2011	ASY 3/8 WINDFOOT 6MP 4M PARTS FOR 200LC TRACHOE	60.38		60.38		60.38	21			1
				** VENDOR TOTALS *	63.62		63.62		63.62				
550 AUTOZONE INC													
1614712249	3 I	2/15/2011	1/14/2011	2-30# FREON CYLINDERS	120.00		120.00		120.00	21			1
				** VENDOR TOTALS *	120.00		120.00		120.00				
720 BEST SUPPLY CO INC													
189513	2 I	2/15/2011	1/20/2011	42'-3"SCH 40 BLACK PIPE	410.34		410.34		410.34	21			1
	3 I			2-3/4X 48 X 96 HR PLATE	1230.61		1230.61		1230.61	21			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
				* INVOICE TOTALS	1640.95	21-41-2009	1640.95		STREET MATERIALS 1640.95				
				** VENDOR TOTALS *	1640.95		1640.95		1640.95				
6983	1 I	2/15/2011	2/07/2011	1489 D R DAVIS SALES COMPANY 6 GAL TIRE SEAL	127.50		127.50		127.50	21			1
				** VENDOR TOTALS *	127.50	21-41-2009	127.50		STREET MATERIALS 127.50				
251674	1 I	2/15/2011	1/11/2011	1640 RUSTY ECK FORD INC CORE ASSY-A TRK #26	289.84		289.84		289.84	21			1
252091	1 I	2/15/2011	1/13/2011	CORE ASSY-A TRK #26	16.85	21-41-2006	16.85		16.85	21			1
252172	1 I	2/15/2011	1/13/2011	HOSE TRK #26	29.28	21-41-2006	29.28		29.28	21			1
252545	1 I	2/15/2011	1/17/2011	CORE-SOPMK TRK #26	236.29	21-41-2006	236.29		236.29	21			1
				** VENDOR TOTALS *	572.26	21-41-2006	572.26		STREET EQUIPMENT MAINTENANCE 572.26				
23325	1 I	2/15/2011	1/26/2011	1755 ERNSTMANN MACHINE CO INC MATERIAL-AIR BLOWER SHA	21.74		21.74		21.74	21			1
	2 I			LABOR-CONSTUCT SHAFT	165.00	21-41-2006	165.00		165.00	21			1
				* INVOICE TOTALS	186.74	21-41-2006	186.74		186.74				
				** VENDOR TOTALS *	186.74		186.74		186.74				
7255235	1 I	2/15/2011	2/02/2011	1950 FOLEY EQUIPMENT COMPANY CUTTING EDGE, NUTS, BOL PARTS FOR 120G LOADER	959.99		959.99		959.99	21			1
				** VENDOR TOTALS *	959.99	21-41-2009	959.99		STREET MATERIALS 959.99				
PO 10091	1 I	2/15/2011	1/14/2011	2243 LUTHER GENE HAMMETT WELDING WEEK OF 1/10/11 MISC JOBS 32 HRS @ 20.0	640.00		640.00		640.00	21			1
				** VENDOR TOTALS *	640.00	21-41-2006	640.00		STREET EQUIPMENT MAINTENANCE 640.00				
90272550	1 I	2/15/2011	1/27/2011	2246 HAMPEL OIL 1582 DIESEL @ 3.06 PG	4840.92		4840.92		4840.92	21			1
				** VENDOR TOTALS *	4840.92	21-41-2009	4840.92		STREET MATERIALS 4840.92				
JAN 2011	13 I	2/15/2011	1/31/2011	2367 HAYSVILLE TRUE VALUE HARDWARE SUPPLIES	32.48		32.48		32.48	21			1
				** VENDOR TOTALS *	32.48	21-41-2006	32.48		STREET EQUIPMENT MAINTENANCE 32.48				
PO 10145	1 I	2/15/2011	2/08/2011	2387 KATHY HELMERS VALLEY GUTTER REPLACE-L	1500.00		1500.00		1500.00	21			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

ALEXANDER & IVAH													
				** VENDOR TOTALS *	1500.00		1500.00		1500.00				
						21-41-2040		STREET	CONTRACTUAL				
146472	3 I	2/15/2011	1/25/2011	2460 P B HOIDALE COMPANY INC FUEL PUMP REPAIR PARTS	75.26		75.26		75.26	21			1
				** VENDOR TOTALS *	75.26		75.26		75.26				
						21-41-2006		STREET	EQUIPMENT MAINTENANCE				
78773	2 I	2/15/2011	1/27/2011	2586 HUTCHINSON SALT COMPANY MED ROCK ROAD SALT	397.22		397.22		397.22	21			1
				** VENDOR TOTALS *	397.22		397.22		397.22				
						21-41-2009		STREET	MATERIALS				
533161	1 I	2/15/2011	1/11/2011	2735 INTERSTATE ALL BATTERY CENTER 2-4DLT-VHD BATTERIES ROAD GRADER BATTERIES	250.24		250.24		250.24	21			1
				** VENDOR TOTALS *	250.24		250.24		250.24				
						21-41-2006		STREET	EQUIPMENT MAINTENANCE				
45703	3 I	2/15/2011	1/26/2011	2973 KANSAS BG INC SUPERCHARGE II FUEL ADD UNLEADED STORAGE TANK	100.74		100.74		100.74	21			1
				** VENDOR TOTALS *	100.74		100.74		100.74				
						21-41-2006		STREET	EQUIPMENT MAINTENANCE				
1010263	3 I	2/15/2011	1/31/2011	3295 KANSAS ONE-CALL SYSTEM INC LOCATES/2011 MEMBERSHIP	29.53		29.53		29.53	21			1
				** VENDOR TOTALS *	29.53		29.53		29.53				
						21-41-2040		STREET	CONTRACTUAL				
214932	1 I	2/15/2011	1/25/2011	3440 KEY EQUIPMENT & SUPPLY CO PRO SWEEP MAIN BROOM	349.65		349.65		349.65	21			1
						21-41-2006		STREET	EQUIPMENT MAINTENANCE				
	2 I			SB SAVER SET 4 SEG-P SWEEPER PARTS	91.30		91.30		91.30	21			1
				* INVOICE TOTALS	440.95		440.95		440.95				
				** VENDOR TOTALS *	440.95		440.95		440.95				
						21-41-2006		STREET	EQUIPMENT MAINTENANCE				
FEB 2011	10 I	2/15/2011	2/09/2011	3694 LIES TRASH SERVICE PUB WKS TRASH SERVICE	16.66		16.66		16.66	21			1
				** VENDOR TOTALS *	16.66		16.66		16.66				
						21-41-2040		STREET	CONTRACTUAL				
3047651	3 I	2/15/2011	1/27/2011	4010 MID-CONTINENT SAFETY LLC EARPLUGS-SAFETY GLASSES	50.91		50.91		50.91	21			1
				** VENDOR TOTALS *	50.91		50.91		50.91				
						21-41-2009		STREET	MATERIALS				
151315	1 I	2/15/2011	1/25/2011	4200 MURDOCK COMPANIES INC 2 "GRIP TITE" -AIR CURT BLOWER PARTS	346.28		346.28		346.28	21			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
151358	1 I	2/15/2011	1/25/2011	2-3/8X33.5 GY BELTS AIR CURTAIN BLOWER PART	24.16		24.16	21-41-2006	STREET EQUIPMENT MAINTENANCE	24.16	21		1
				** VENDOR TOTALS *	370.44		370.44	21-41-2006	STREET EQUIPMENT MAINTENANCE	370.44			
JAN 2011	8 I	2/15/2011	1/25/2011	4648 POORMAN AUTO SUPPLY #5 VEHICLE PARTS & SUPPLIE	102.54		102.54	21-41-2006	STREET EQUIPMENT MAINTENANCE	102.54	21		1
				** VENDOR TOTALS *	102.54		102.54			102.54			
195233	3 I	2/15/2011	1/28/2011	5770 SUPERIOR COMPUTER SUPPLY INC COMMODE DEODORIZER- PW	7.25		7.25	21-41-2012	STREET MISCELLANEOUS	7.25	21		1
				** VENDOR TOTALS *	7.25		7.25			7.25			
1001005	1 I	2/15/2011	1/19/2011	5940 TRUCK PARTS & EQUIPMENT INC COMPRESSOR & CORE CHARG TRUCK #26	1018.70		1018.70			1018.70	21		1
1001197	1 I	2/15/2011	1/20/2011	4-24X36 RUBBER GASKETS	34.68		34.68	21-41-2006	STREET EQUIPMENT MAINTENANCE	34.68	21		1
1001378	1 I	2/15/2011	1/21/2011	CORE RETURN CREDIT-TRK	592.33-		592.33-	21-41-2006	STREET EQUIPMENT MAINTENANCE	592.33-	21		1
1002883	1 I	2/15/2011	2/01/2011	4 QT DE-ICER	15.28		15.28	21-41-2006	STREET EQUIPMENT MAINTENANCE	15.28	21		1
				** VENDOR TOTALS *	476.33		476.33	21-41-2009	STREET MATERIALS	476.33			
FEB 2 11	3 I	2/15/2011	2/02/2011	6135 UNIFIRST CORPORATION 3 WKS SHOP SUPPLIES, TO	37.45		37.45	21-41-2009	STREET MATERIALS	37.45	21		1
	9 I			3 WK UNIFORM RENT/CLEAN	146.45		146.45	21-41-2016	STREET UNIFORMS	146.45	21		1
				* INVOICE TOTALS	183.90		183.90			183.90			
				** VENDOR TOTALS *	183.90		183.90			183.90			
2-60254	1 I	2/15/2011	1/11/2011	6710 THE WINDSHIELD SHOP WINDSHIELD GREEN TINT	139.00		139.00	21-41-2006	STREET EQUIPMENT MAINTENANCE	139.00	21		1
	2 I			MOULDING	10.00		10.00	21-41-2006	STREET EQUIPMENT MAINTENANCE	10.00	21		1
				* INVOICE TOTALS	149.00		149.00			149.00			
				** VENDOR TOTALS *	149.00		149.00			149.00			
				STREET	13786.64		13786.64			13786.64			
				STREET FUND	14786.64		14786.64			14786.64			

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
LAW ENFORCEMENT FUND													
10480	2 I	2/15/2011	2/01/2011	4368 OCEAN SYSTEMS PHOTOSHOP & UPGRADES APPROVED @ COUNCIL 1/24	1409.00		1409.00		1409.00	24			1
				** VENDOR TOTALS *	1409.00		1409.00		1409.00				
						24-44-2012			LAW ENF MISCELLANEOUS				
									1409.00				
PO#10150	11 I	2/15/2011	2/10/2011	4520 PETTY CASH REIMBURSE FUND	159.42		159.42		159.42	24			1
				** VENDOR TOTALS *	159.42		159.42		159.42				
						24-44-2031			LAW ENF VENDING MACHINE EXPENS				
									159.42				
				LAW ENFORCEMENT	1568.42		1568.42		1568.42				
				LAW ENFORCEMENT F	1568.42		1568.42		1568.42				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
LIBRARY FUND													
2300 HAYSVILLE COMMUNITY LIBRARY													
PO 10094	1 I	2/15/2011	1/20/2011	MOTOR VEH TAX	835.25		835.25		835.25	25			1
						25-45-2012			LIBRARY MISCELLANEOUS				
	2 I			RECREATIONAL VEH TAX	8.30		8.30		8.30	25			1
				ADJUSTED DISTRIBUTION									
						25-45-2012			LIBRARY MISCELLANEOUS				
				* INVOICE TOTALS	843.55		843.55		843.55				
				** VENDOR TOTALS *	843.55		843.55		843.55				
				LIBRARY	843.55		843.55		843.55				
				LIBRARY FUND	843.55		843.55		843.55				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	SQ	CK
RECREATION DEPARTMENT														
4520 PETTY CASH														
11684	1 I	2/15/2011	2/10/2011	REIMBURSE FUND	175.00		175.00		175.00	30				1
								30-00-2001	RECREATION DEPT	PR YEAR A/P				
PO#10150	12 I	2/15/2011	2/10/2011	REIMBURSE FUND	10.00		10.00		10.00	30				1
								30-00-5077	RECREATION DEPT	PROGRAMS				
	13 I			REIMBURSE FUND	150.00		150.00		150.00	30				1
								30-00-5078	RECREATION DEPT	MISCELLANEOUS				
	14 I			REIMBURSE FUND	111.00		111.00		111.00	30				1
								30-00-6004	RECREATION DEPT	LATCHKEY				
				* INVOICE TOTALS	271.00		271.00		271.00					
				** VENDOR TOTALS *	446.00		446.00		446.00					
				REVENUE FUNDS	446.00		446.00		446.00					
635 BANK OF NEW YORK MELLON TRUST														
698890-11	1 I	2/15/2011	1/19/2011	COPS SERIES 2007-INTERE	9387.50		9387.50		9387.50	30				1
								30-50-3023	RECREATION DEPT	COP PAYMENTS				
				** VENDOR TOTALS *	9387.50		9387.50		9387.50					
798 BLACK EAGLE MARTIAL ARTS														
FEB 2011	1 I	2/15/2011	2/09/2011	8 STUDENTS @ 15.00 EACH TAE KWON DO LESSONS	120.00		120.00		120.00	30				1
								30-50-1100	RECREATION DEPT	SALARY/GRANT				
				** VENDOR TOTALS *	120.00		120.00		120.00					
1493 DE LAGE LANDEN PUBLIC FINANCE														
8550330	1 I	2/15/2011	1/31/2011	LANIER COPIER LEASE PYM ACCOUNT #49366	203.27		203.27		203.27	30				1
								30-50-2004	RECREATION DEPT	OFFICE EXPENSE				
				** VENDOR TOTALS *	203.27		203.27		203.27					
1632 EAGLE EYE SIGN RENTAL COMPANY														
867382	1 I	2/15/2011	1/22/2011	6 WK -3-4'X8' SIGN RENT	270.00		270.00		270.00	30				1
								30-50-2092	RECREATION DEPT	PROGRAMS				
				** VENDOR TOTALS *	270.00		270.00		270.00					
2500 HAC INC														
JAN 2011	4 I	2/15/2011	1/31/2011	LK BEVERAGES	111.60		111.60		111.60	30				1
								30-50-2094	RECREATION DEPT	LATCHKEY PROG				
	5 I			MISC GROCERIES	4.98		4.98		4.98	30				1
								30-50-2092	RECREATION DEPT	PROGRAMS				
				* INVOICE TOTALS	116.58		116.58		116.58					
				** VENDOR TOTALS *	116.58		116.58		116.58					
2874 K & A PROPERTY MAINTENANCE LLC														
2244	1 I	2/15/2011	1/28/2011	HAC CLEANUP AFTER MS DA	100.00		100.00		100.00	30				1
								30-50-2092	RECREATION DEPT	PROGRAMS				
				** VENDOR TOTALS *	100.00		100.00		100.00					

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
114501	1 I	2/15/2011	2/01/2011	3065 KK OFFICE SOLUTIONS INC COPIER MAINTENANCE BILL	262.86		262.86		262.86	30			1
				** VENDOR TOTALS *	262.86	30-50-2004	262.86		262.86				
108340	1 I	2/15/2011	1/31/2011	3690 LEWIS STREET GLASS CO INC FURNISH & INSTALL MIRRO 60 X 60 X 1/4 MIRROR	352.00		352.00		352.00	30			1
				** VENDOR TOTALS *	352.00	30-50-2025	352.00		352.00				
FEB 2011	4 I	2/15/2011	2/09/2011	3694 LIES TRASH SERVICE ACT CTR TRASH SERVICE	80.00		80.00		80.00	30			1
				** VENDOR TOTALS *	80.00	30-50-2003	80.00		80.00				
386	1 I	2/15/2011	12/08/2010	3964 METRO APPAREL IMPRINT COMPANY 3 SHIRTS W/LOGO, NUMBER SET-UP AND FRT CHARGES	41.25		41.25		41.25	30			1
				** VENDOR TOTALS *	41.25	30-50-2092	41.25		41.25				
120110	1 I	2/15/2011	1/06/2011	4348 NEW MARKET HEALTH CARE LLC NYLA SAYERS-UDS & BAT	47.50		47.50		47.50	30			1
						30-50-2094							
120170	1 I	2/15/2011	1/07/2011	RACHEL FANNING-UDS & BA	47.50		47.50		47.50	30			1
						30-50-2092							
121310	1 I	2/15/2011	1/17/2011	TENNISSA WILLIAMS-UDS &	47.50		47.50		47.50	30			1
				** VENDOR TOTALS *	142.50	30-50-2094	142.50		142.50				
11673	1 I	2/15/2011	1/26/2011	4475 PEAK SOFTWARE SYSTEMS INC SPORTSMAN 12 MONTH MEP SOFTWARE SUPPORT TO 1/3	1090.00		1090.00		1090.00	30			1
				** VENDOR TOTALS *	1090.00	30-50-2006	1090.00		1090.00				
PO#10150	15 I	2/15/2011	2/10/2011	4520 PETTY CASH REIMBURSE FUND	164.50		164.50		164.50	30			1
				** VENDOR TOTALS *	164.50	30-50-2092	164.50		164.50				
PO 10129	1 I	2/15/2011	1/28/2011	5536 SHANNON REED SERVICES-MS DANCE 1/28/	175.00		175.00		175.00	30			1
				** VENDOR TOTALS *	175.00	30-50-2092	175.00		175.00				
				RECREATION DEPART	12505.46		12505.46		12505.46				
				RECREATION DEPART	12951.46		12951.46		12951.46				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	SQ	CK
CAPITAL IMPROVEMENTS														
2386 KATHY HELMERS														
PO 11682	1 I	2/15/2011	2/08/2011	3-WHEEL CHAIR RAMPS @ 5	1500.00		1500.00		1500.00	36				1
								36-00-2001	CAP IMPR PRIOR YR ACCTS PAYABL					
	2 I			768 SF 4" SIDEWALK @ 2.	1920.00		1920.00		1920.00	36				1
								36-00-2001	CAP IMPR PRIOR YR ACCTS PAYABL					
	3 I			294 SF 8" REINFORCED AP @ 4.95 SF	1455.30		1455.30		1455.30	36				1
								36-00-2001	CAP IMPR PRIOR YR ACCTS PAYABL					
	4 I			2361.5 SF 4" SIDEWALK R @ 3.00 SF N MAIN CROSS	7084.50		7084.50		7084.50	36				1
								36-00-2001	CAP IMPR PRIOR YR ACCTS PAYABL					
				* INVOICE TOTALS	11959.80		11959.80		11959.80					
				** VENDOR TOTALS *	11959.80		11959.80		11959.80					
				REVENUE FUNDS	11959.80		11959.80		11959.80					
2065 SABRINA GLATT														
MAR 2011	1 I	2/15/2011	2/09/2011	240 S MAIN LEASE/PURCHA MARCH 2011 PAYMENT	830.00		830.00		830.00	36				1
								36-56-3001	CAP IMPR MISCELLANEOUS PROJECT					
				** VENDOR TOTALS *	830.00		830.00		830.00					
2290 HAYSVILLE CHAMBER OF COMMERCE														
406	1 I	2/15/2011	1/24/2011	FINANCIAL SUPPORT DONAT	5000.00		5000.00		5000.00	36				1
								36-56-3001	CAP IMPR MISCELLANEOUS PROJECT					
				** VENDOR TOTALS *	5000.00		5000.00		5000.00					
2325 HAYSVILLE FORWARD INC														
PO 10095	1 I	2/15/2011	1/24/2011	ECONOMIC DEVELOPMENT SU	5000.00		5000.00		5000.00	36				1
								36-56-3001	CAP IMPR MISCELLANEOUS PROJECT					
				** VENDOR TOTALS *	5000.00		5000.00		5000.00					
				CAPITAL IMPROVEME	10830.00		10830.00		10830.00					
				CAPITAL IMPROVEME	22789.80		22789.80		22789.80					

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

CRA GRANT													
JAN 2011	1 I	2/15/2011	1/31/2011	2500 HAC INC HELP CLASS SUPPLIES	25.44		25.44		25.44	39			1
				** VENDOR TOTALS *	25.44		25.44		25.44				
				CRA GRANT	25.44		25.44		25.44				
				CRA GRANT	25.44		25.44		25.44				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	SQ	CK

SPECIAL PARK IMPR RESERVE														
189513	1 I	2/15/2011	1/20/2011	720 BEST SUPPLY CO INC 9-ANGLE IRON @ 38.65 BLEACHERS PROJECT	347.85		347.85		347.85	51				1
				** VENDOR TOTALS *	347.85		347.85	51-00-2001	SPECIAL PARK IMP RES					PRIOR YR
									347.85					
3475-2	2 I	2/15/2011	2/03/2011	5430 SHERWIN-WILLIAMS COMPANY ACRYLIC PAINT-BLEACHERS	234.95		234.95		234.95	51				1
				** VENDOR TOTALS *	234.95		234.95	51-00-2001	SPECIAL PARK IMP RES					PRIOR YR
									234.95					
				REVENUE FUNDS	582.80		582.80		582.80					
JAN 2011	1 I	2/15/2011	2/02/2011	3770 LOWE'S BUSINESS ACCOUNT/GEMB BLDG SUPPLIES-HISTORIC SECURITY SYSTEM	61.26		61.26		61.26	51				1
				** VENDOR TOTALS *	61.26		61.26	51-66-3005	SP PARK IMPR RES					FIREWORKS EXP
									61.26					
				RESERVE/PROJECT F	61.26		61.26		61.26					
				SPECIAL PARK IMPR	644.06		644.06		644.06					
				BANK TOTALS	114324.76		114324.76		114324.76					
				TOTAL MANUAL CHECKS					.00					
				TOTAL E-PAYMENTS					.00					
				TOTAL PURCH CARDS					.00					
				TOTAL OPEN PAYMENTS					114324.76					
				GRAND TOTALS	114324.76		114324.76		114324.76					

CK #	DATE	PAYEE	DESCRIPTION	DEPARTMENT	AMOUNT
42326	01/24/11	O'Connor Company	Fan for Council Room Furnace	Bldg. & Grounds - Equip. Maint.	16.74
42327	01/24/11	Tess Haws	Refund Deposit on Comm. Bldg. Rental 1/22 - Rcpt. #85548	General Revenue - Bldg. Rentals	50.00
42328	01/24/11	SG Co. Election Commission	Election Filing Fee - Seth Konkel - Council Ward II	General Revenue - Miscellaneous	10.00
42329	01/25/11	Danielle Hollow	Refund Deposit on HAC Rental - Rcpt. #39611	Recreation Revenue - Misc.	50.00
42330	01/27/11	Leroy Tice	Refund Deposit on Comm. Bldg. Rental 1/15 - Rcpt. #85423	General Revenue - Bldg. Rentals	50.00
42331	01/27/11	Papa John's	Pizza for Middle School Dance	Recreation - Programs	164.50
42332	01/28/11	Sam's Club	Product for Vending Machine	LE - Vending Machine Expense	159.42
42333	01/28/11	Wichita Stamp & Seal, Inc.	Name Plate	Municipal Court - Office Expense	15.82
42334	01/28/11	Haysville Auto Parts	Auto Parts	Inspection - Vehicle Maintenance	1.50
42335	01/31/11	Andria Williams	Refund Payment due to Cancellation - Rcpt. #38993	Recreation Revenue - Latchkey	111.00
42336	01/31/11	Alonna Cawin	Refund Deposit on HAC Rental - Rcpt. #39858	Recreation Revenue - Misc.	50.00
42337	02/02/11	Keith Luongo	Reimburse Travel Expense - Taser Re-certification	Police - Training/Educ/Travel	31.04
42338	02/02/11	Gregory Wright	Reimburse Travel Expense - Taser Re-certification	Police - Training/Educ/Travel	25.00
42339	02/02/11	Jason Whipple	Reimburse Travel Expense - Taser Re-certification & Washer Fluid	Police - Training/Educ/Travel Police - Vehicle Maintenance	27.08 2.16
42340	02/03/11	Haysville Chamber of Commerce	Haysville Expo Booth Fee	General Government - Misc.	75.00
42341	02/03/11	Jennifer Huynn	Refund Payment due to Cancellation - Rcpt. #39943	Recreation Revenue - Programs	10.00
42342	02/04/11	Jolene Cousins	Refund Deposit on Comm. Bldg. Rental 1/30 - Rcpt. #85722	General Revenue - Bldg. Rentals	50.00
42343	02/04/11	Harry L. Wimer	Refund Deposit on Comm. Bldg. Rental 1/31 - Rcpt. #85718	General Revenue - Bldg. Rentals	50.00
42344	02/04/11	Kansas One-Call System, Inc.	Refund Deposit on Comm. Bldg. Rental 2/4 - Rcpt. #85450	General Revenue - Bldg. Rentals	50.00
42345	02/07/11	NAMI Kansas	CIT Summit on February 15th - LaMarche, Adams, Whipple	Police - Training/Educ/Travel	90.00
42346	02/08/11	Robin Corbett	Refund Deposit on HAC Rental - Rcpt. #39844	Recreation Revenue - Misc.	50.00
42347	02/08/11	Bobbi Cooper	Refund Coach Fee for Youth Basketball - Rcpt. #38486	Recreation - Prior Year A/P	35.00
42348	02/08/11	Bryan Loslie	Refund Coach Fee for Youth Basketball - Rcpt. #38732	Recreation - Prior Year A/P	35.00
42349	02/08/11	Chris Hayes	Refund Coach Fee for Youth Basketball - Rcpt. #38585	Recreation - Prior Year A/P	35.00
42350	02/08/11	Tiffany Hunter	Refund Coach Fee for Youth Basketball - Rcpt. #38788	Recreation - Prior Year A/P	35.00
42351	02/08/11	USPS	Mailing TASER Equipment to TASER for Servicing	Police - Equipment Maintenance	26.60
42352	02/08/11	Zorri Rush	Refund Overpayment on Court Fine - Rcpt. #12762	General Rev. - Mun. Court Fines	50.00
42353	02/10/11	Karin Lindsay Pyle	Refund Coach Fee for Youth Basketball - Rcpt. #38790	Recreation - Prior Year A/P	35.00
				TOTAL CHECKS WRITTEN	1,390.86

VENDOR NO	NAME	PAYMENT AMT
1325	COX COMMUNICATIONS	727.12
3130	KDOR - PROTECT/CLEAN	4,524.14
3230	KS GAS SERVICE-PRIMARY	9,348.73
5231	SAM'S CLUB	612.72
6407	WESTAR ENERGY	22,504.98
	REPORT TOTAL	<u>37,717.69</u>

FUND	NAME	TOTAL
01	GENERAL FU	7,878.82
10	SEWER FUND	17,424.35
11	WATER FUND	7,917.48
12	MUNICIPAL	56.18
21	STREET FUN	1,319.97
30	RECREATION	3,120.89
	TOTAL	<u>37,717.69</u>

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

INTRUST GENERAL FUND													
1325 COX COMMUNICATIONS													
FEB 2011	4 I	2/10/2011	1/28/2011	DATA SERVICES-ADMIN	35.00		35.00		35.00	01			1
								01-01-2002	CITY CLERK TELEPHONE				
				** VENDOR TOTALS *	35.00		35.00		35.00				
				CITY CLERK	35.00		35.00		35.00				
1325 COX COMMUNICATIONS													
FEB 2011	5 I	2/10/2011	1/28/2011	DATA SERVICES-ADMIN	130.00		130.00		130.00	01			1
								01-02-2002	POLICE TELEPHONE				
				** VENDOR TOTALS *	130.00		130.00		130.00				
3230 KANSAS GAS SERVICE													
JAN 2011	1 I	2/10/2011	1/28/2011	MONTHLY GAS UTILITY	379.03		379.03		379.03	01			1
								01-02-2013	POLICE ANIMAL CONTROL				
				** VENDOR TOTALS *	379.03		379.03		379.03				
6407 WESTAR ENERGY													
JAN 2011	1 I	2/10/2011	1/28/2011	MONTHLY ELECTRIC UTILIT	84.40		84.40		84.40	01			1
								01-02-2013	POLICE ANIMAL CONTROL				
				** VENDOR TOTALS *	84.40		84.40		84.40				
				POLICE	593.43		593.43		593.43				
1325 COX COMMUNICATIONS													
FEB 2011	12 I	2/10/2011	1/28/2011	DATA SERVICES-PUB WKS	31.80		31.80		31.80	01			1
								01-03-2002	PARK TELEPHONE				
				** VENDOR TOTALS *	31.80		31.80		31.80				
5231 SAM'S CLUB / GEMB													
JAN 2011	1 I	2/10/2011	1/23/2011	2-250CT LED X-MAS LIGHT	29.83		29.83		29.83	01			1
								01-03-2012	PARK MISCELLANEOUS				
				** VENDOR TOTALS *	29.83		29.83		29.83				
6407 WESTAR ENERGY													
JAN 2011	2 I	2/10/2011	1/28/2011	MONTHLY ELECTRIC UTILIT	976.23		976.23		976.23	01			1
								01-03-2003	PARK UTILITIES				
				** VENDOR TOTALS *	976.23		976.23		976.23				
				PARK	1037.86		1037.86		1037.86				
1325 COX COMMUNICATIONS													
FEB 2011	6 I	2/10/2011	1/28/2011	DATA SERVICES-ADMIN	4.10		4.10		4.10	01			1
								01-04-2002	PL COMM TELEPHONE				
				** VENDOR TOTALS *	4.10		4.10		4.10				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
				PLANNING COMMISSI	4.10		4.10		4.10				
FEB 2011	7 I	2/10/2011	1/28/2011	1325 COX COMMUNICATIONS DATA SERVICES-ADMIN	8.21		8.21		8.21	01			1
				** VENDOR TOTALS *	8.21	01-06-2002	8.21		8.21				
				MUNICIPAL COURT	8.21		8.21		8.21				
JAN 2011	3 I	2/10/2011	1/28/2011	6407 WESTAR ENERGY MONTHLY ELECTRIC UTILIT	839.75		839.75		839.75	01			1
				** VENDOR TOTALS *	839.75	01-08-2003	839.75		839.75				
				STREET LIGHTS	839.75		839.75		839.75				
JAN 2011	2 I	2/10/2011	1/28/2011	3230 KANSAS GAS SERVICE MONTHLY GAS UTILITY	984.20		984.20		984.20	01			1
				** VENDOR TOTALS *	984.20	01-09-2003	984.20		984.20				
JAN 2011	4 I	2/10/2011	1/23/2011	5231 SAM'S CLUB / GEMB HEATER & WARRANTY	65.59		65.59		65.59	01			1
				** VENDOR TOTALS *	65.59	01-09-2079	65.59		65.59				
JAN 2011	4 I	2/10/2011	1/28/2011	6407 WESTAR ENERGY MONTHLY ELECTRIC UTILIT	2850.08		2850.08		2850.08	01			1
				** VENDOR TOTALS *	2850.08	01-09-2003	2850.08		2850.08				
	11 I			VICKERS' ELECTRIC UTILI	279.10		279.10		279.10	01			1
				* INVOICE TOTALS	3129.18	01-09-2003	3129.18		3129.18				
				** VENDOR TOTALS *	3129.18		3129.18		3129.18				
				CITY BUILDINGS &	4178.97		4178.97		4178.97				
FEB 2011	1 I	2/10/2011	1/28/2011	1325 COX COMMUNICATIONS CABLE & DATA SERVICES-S	96.83		96.83		96.83	01			1
				** VENDOR TOTALS *	96.83	01-12-2003	96.83		96.83				
JAN 2011	3 I	2/10/2011	1/28/2011	3230 KANSAS GAS SERVICE MONTHLY GAS UTILITY	701.17		701.17		701.17	01			1
				** VENDOR TOTALS *	701.17	01-12-2003	701.17		701.17				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

6407 WESTAR ENERGY													
JAN 2011	5 I	2/10/2011	1/28/2011	MONTHLY ELECTRIC UTILIT	327.05		327.05		327.05	01			1
						01-12-2003			SR CENTER UTILITIES				
				** VENDOR TOTALS *	327.05		327.05		327.05				
				SENIOR CENTER	1125.05		1125.05		1125.05				
1325 COX COMMUNICATIONS													
FEB 2011	8 I	2/10/2011	1/28/2011	DATA SERVICES-ADMIN	12.35		12.35		12.35	01			1
						01-18-2002			GEN GOVT TELEPHONE/POSTAGE				
	11 I			DATA SERVICES-COMM DEV	4.10		4.10		4.10	01			1
						01-18-2002			GEN GOVT TELEPHONE/POSTAGE				
				* INVOICE TOTALS	16.45		16.45		16.45				
				** VENDOR TOTALS *	16.45		16.45		16.45				
				GENERAL GOVERNMEN	16.45		16.45		16.45				
1325 COX COMMUNICATIONS													
FEB 2011	13 I	2/10/2011	1/28/2011	DATA SERVICES-PUB WKS	31.80		31.80		31.80	01			1
						01-20-2002			INSPECTION TELEPHONE				
				** VENDOR TOTALS *	31.80		31.80		31.80				
				INSPECTION	31.80		31.80		31.80				
1325 COX COMMUNICATIONS													
FEB 2011	9 I	2/10/2011	1/28/2011	DATA SERVICES-ADMIN	4.10		4.10		4.10	01			1
						01-21-2002			INFORMATION SYS TELEPHONE				
				** VENDOR TOTALS *	4.10		4.10		4.10				
				INFORMATION SYSTE	4.10		4.10		4.10				
1325 COX COMMUNICATIONS													
FEB 2011	10 I	2/10/2011	1/28/2011	DATA SERVICES-ADMIN	4.10		4.10		4.10	01			1
						01-22-2002			MEDIA SPECIALIST TELEPHONE				
				** VENDOR TOTALS *	4.10		4.10		4.10				
				MEDIA SPECIALIST	4.10		4.10		4.10				
				GENERAL FUND	7878.82		7878.82		7878.82				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

SEWER FUND													
1325 COX COMMUNICATIONS													
FEB 2011	14	I	2/10/2011	1/28/2011	DATA SERVICES-PUB WKS	31.80		31.80		31.80	10		1
								10-30-2002	SEWER TELEPHONE				
					** VENDOR TOTALS *	31.80		31.80	31.80				
3230 KANSAS GAS SERVICE													
JAN 2011	4	I	2/10/2011	1/28/2011	MONTHLY GAS UTILITY	4953.58		4953.58		4953.58	10		1
								10-30-2003	SEWER UTILITIES				
					** VENDOR TOTALS *	4953.58		4953.58	4953.58				
5231 SAM'S CLUB / GEMB													
JAN 2011	3	I	2/10/2011	1/23/2011	DVD PLAYER & WARRANTY	40.70		40.70		40.70	10		1
								10-30-2012	SEWER MISCELLANEOUS				
					** VENDOR TOTALS *	40.70		40.70	40.70				
6407 WESTAR ENERGY													
JAN 2011	6	I	2/10/2011	1/28/2011	MONTHLY ELECTRIC UTILIT	12398.27		12398.27		12398.27	10		1
								10-30-2003	SEWER UTILITIES				
					** VENDOR TOTALS *	12398.27		12398.27	12398.27				
					SEWER	17424.35		17424.35	17424.35				
					SEWER FUND	17424.35		17424.35	17424.35				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	SQ	CK
----- WATER FUND														
4TH QTR 10 1 I		2/10/2011	2/07/2011	3130 KANSAS DEPT OF REVENUE WATER PROTECTION FEE	2335.04		2335.04		2335.04	11				1
								11-00-2001	WATER PRIOR YR ACCTS PAYABLE					
	2 I			CLEAN DRINKING WATER FE	2189.10		2189.10		2189.10	11				1
								11-00-2001	WATER PRIOR YR ACCTS PAYABLE					
				* INVOICE TOTALS	4524.14		4524.14		4524.14					
				** VENDOR TOTALS *	4524.14		4524.14		4524.14					
				REVENUE FUNDS	4524.14		4524.14		4524.14					
FEB 2011 15 I		2/10/2011	1/28/2011	1325 COX COMMUNICATIONS DATA SERVICES-PUB WKS	31.80		31.80		31.80	11				1
								11-31-2002	WATER TELEPHONE					
				** VENDOR TOTALS *	31.80		31.80		31.80					
JAN 2011 5 I		2/10/2011	1/28/2011	3230 KANSAS GAS SERVICE MONTHLY GAS UTILITY	417.14		417.14		417.14	11				1
								11-31-2003	WATER UTILITIES					
				** VENDOR TOTALS *	417.14		417.14		417.14					
JAN 2011 7 I		2/10/2011	1/28/2011	6407 WESTAR ENERGY MONTHLY ELECTRIC UTILIT	2944.40		2944.40		2944.40	11				1
								11-31-2003	WATER UTILITIES					
				** VENDOR TOTALS *	2944.40		2944.40		2944.40					
				WATER	3393.34		3393.34		3393.34					
				WATER FUND	7917.48		7917.48		7917.48					

HKMESSAGE
04.02.09

Tue Feb 8, 2011 10:00 AM

City of Haysville
SCHEDULED CLAIMS LIST

OPER: DMH

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INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

MUNICIPAL POOL													
6407 WESTAR ENERGY													
JAN 2011	8 I	2/10/2011	1/28/2011	MONTHLY ELECTRIC UTILIT	56.18		56.18		56.18	12			1
				** VENDOR TOTALS *	56.18		56.18		56.18				
				MUNICIPAL POOL	56.18		56.18		56.18				
				MUNICIPAL POOL	56.18		56.18		56.18				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

STREET FUND													
1325 COX COMMUNICATIONS													
FEB 2011	16 I	2/10/2011	1/28/2011	DATA SERVICES-PUB WKS	31.80		31.80		31.80	21			1
				** VENDOR TOTALS *	31.80		31.80	21-41-2002	STREET TELEPHONE				
									31.80				
3230 KANSAS GAS SERVICE													
JAN 2011	6 I	2/10/2011	1/28/2011	MONTHLY GAS UTILITY	390.41		390.41		390.41	21			1
				** VENDOR TOTALS *	390.41		390.41	21-41-2003	STREET UTILITIES				
									390.41				
6407 WESTAR ENERGY													
JAN 2011	9 I	2/10/2011	1/28/2011	MONTHLY ELECTRIC UTILIT	897.76		897.76		897.76	21			1
				** VENDOR TOTALS *	897.76		897.76	21-41-2003	STREET UTILITIES				
									897.76				
				STREET	1319.97		1319.97		1319.97				
				STREET FUND	1319.97		1319.97		1319.97				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
RECREATION DEPARTMENT													
1325 COX COMMUNICATIONS													
FEB 2011	2 I	2/10/2011	1/28/2011	CABLE SERVICES-REC CTR	110.33		110.33		110.33	30			1
								30-50-2003	RECREATION DEPT	UTILITIES			
	3 I			DATA SERVICES-REC CTR	159.00		159.00		159.00	30			1
								30-50-2002	RECREATION DEPT	TELEPHONE			
				* INVOICE TOTALS	269.33		269.33		269.33				
				** VENDOR TOTALS *	269.33		269.33		269.33				
3230 KANSAS GAS SERVICE													
JAN 2011	7 I	2/10/2011	1/28/2011	MONTHLY GAS UTILITY	1523.20		1523.20		1523.20	30			1
								30-50-2003	RECREATION DEPT	UTILITIES			
				** VENDOR TOTALS *	1523.20		1523.20		1523.20				
5231 SAM'S CLUB / GEMB													
JAN 2011	2 I	2/10/2011	1/23/2011	LATCHKEY SNACK SUPPLIES	476.60		476.60		476.60	30			1
								30-50-2094	RECREATION DEPT	LATCHKEY PROG			
				** VENDOR TOTALS *	476.60		476.60		476.60				
6407 WESTAR ENERGY													
JAN 2011	10 I	2/10/2011	1/28/2011	MONTHLY ELECTRIC UTILIT	764.58		764.58		764.58	30			1
								30-50-2003	RECREATION DEPT	UTILITIES			
	12 I			MONTHLY ELECTRIC UTILIT	87.18		87.18		87.18	30			1
								30-50-3065	RECREATION DEPT	P-C UTILITIES			
				* INVOICE TOTALS	851.76		851.76		851.76				
				** VENDOR TOTALS *	851.76		851.76		851.76				
				RECREATION DEPART	3120.89		3120.89		3120.89				
				RECREATION DEPART	3120.89		3120.89		3120.89				
				BANK TOTALS	37717.69		37717.69		37717.69				
				TOTAL MANUAL CHECKS					.00				
				TOTAL E-PAYMENTS					.00				
				TOTAL PURCH CARDS					.00				
				TOTAL OPEN PAYMENTS					37717.69				
				GRAND TOTALS	37717.69		37717.69		37717.69				

JANUARY TRANSFERS

TRANSFER TO:	DESCRIPTION	FUND	AMOUNT	TOTAL
Capital Improvements	Transfer 1/2 Sales/Use Tax/December Collection	General Fund	54,481.11	54,481.11
General - Office Rent	Transfer for January 2011	Wastewater Water	150.00 150.00	300.00
W/W Revenue Bond Debt Service	Transfer for January 2011	Wastewater	32,752.08	32,752.08
W/W G.O. Bond Debt Service Fund	Transfer for January 2011	Wastewater	5,878.30	5,878.30
Recreation	Transfer of Personnel Portion - January 2011	General Fund	983.97	983.97
General	Transfer Employee Benefits - January 2011	Wastewater	5,171.64	5,171.64
General	Transfer Employee Benefits - January 2011	Water	6,344.63	6,344.63
General	Transfer Employee Benefits - January 2011	Street	3,784.58	3,784.58
General	Transfer Employee Benefits - January 2011	Stormwater	634.83	634.83

Dear Mayor, Council + Staff,

Thank you for the lovely ivy plant you sent to me when my father passed away.

I very much appreciate your thoughts and prayers during this time. I miss my Dad a great deal and your support is comforting.

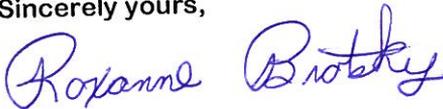
Sandy Bradshaw

February 3, 2011

Thank you so much for your generous donation to Parents As Teachers. Our Annual Mom's Meal Event was a success. Our Moms enjoyed a nice dinner and fellowship as well as a great speaker and fabulous door prizes.

Thank you again for your support of the Haysville School System's Parents As Teachers Program.

Sincerely yours,



Roxanne Brotsky
Parents as Teachers Coordinator

COUNCIL CONCERNS – CITY COUNCIL MEETING OF JANUARY 24, 2011



RECAP/UPDATE – FEBRUARY 11, 2011

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 24, 2011.

There were no concerns.

No Supporting Documents