

CITY OF HAYSVILLE

Agenda

March 11, 2013

CALL TO ORDER

ROLL CALL

INVOCATION BY: Pastor David Vetter, West Haysville Baptist Church

PLEDGE OF ALLEGIANCE

PRESENTATION AND APPROVAL OF MINUTES

- A. Minutes of February 25, 2013

ITEM #1 CITIZENS TO BE HEARD

- A. Helen Wait Re: Wicked Wind

ITEM #2 APPROVAL OF LICENSES AND BONDS

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Governing Body Announcements
- B. New Business- De's Maid Service, 230 W. Summey
- C. New Business- Cookson Enterprises, 426 W. 4th

ITEM #5 OTHER BUSINESS

- A. Proposed Changes to Door to Door Sales Code
- B. Proposed Special Events Procedures
- C. Consideration of 2013 Pool Manual
- D. Authorization to Purchase New Cardio Equipment
- E. Consideration of Agreement with PEC

- ITEM #6 OLD BUSINESS
- ITEM #7 DEPARTMENT REPORTS
 - A. Administrative Services – Will Black
 - B. City Clerk – Janie Cox
 - C. Police – Jeff Whitfield
 - D. Public Works- Randy Dorner
 - E. Recreation – Georgie Carter
- ITEM #8 APPOINTMENTS
- 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 March
- ITEM #12 CONSENT AGENDA
- ITEM #13 COUNCIL ITEMS
 - A. Council Concerns
 - B. Council Action Request Updates
- 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 Jessica Chilcote: Conrady here, Slocum here, Ewert here, Kanaga here, Kessler here, Rardin here, Konkel here, and Pierce here.

Constance Black of Haysville Christian Church led everyone in prayer.

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

Under Special Order of Business, Mayor Ken Hampton presented a Proclamation for Problem Gambling Awareness Week- March 3rd through March 9th, 2013.

Mayor Ken Hampton presented a Public Hearing for Vacation Request- Portion of Platted Alley (Twin Pines 2nd Addition Replat).

Mayor Ken Hampton asked for a motion to open the Public Hearing considering the vacation request.

Motion by Kanaga-Second by Rardin

Mr. Mayor, I move that we open the public hearing for the easement vacation.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Mayor Ken Hampton asked if any Councilmember had any outside contacts regarding the case. There were none.

Mayor Ken Hampton asked if any Councilmember had a conflict of interest in the case. There were none.

Mayor Ken Hampton asked if the City had received any written or electronic communications on the matter. Planning/Community Relations Coordinator Jeana Morgan stated the correspondence was distributed to Council members.

Mayor Ken Hampton asked for a staff report. Planning/Community Relations Coordinator Jeana Morgan advised the issue was considered at the Haysville Planning Commission on February 14, 2013. Morgan stated the memo stated Planning Commission held a public hearing, but they did not. Morgan advised the City was approached by a business owner wanting to vacate a portion of the alley in order to fence in an area, and to provide an area for dumpster screening. Morgan stated the original request was three feet, but it made more sense for five feet along the entire alley. Morgan advised that would make it consistent with the current subdivision regulations, which require 25 feet for a platted alley. Morgan stated there didn't seem to be any opposition to the request, but there was concern over property access in the alley. Morgan advised she

Regular Council Meeting

February 25, 2013

Page 2

explained to property owners that any future vacations would revert to them at 50 percent, and they felt more comfortable. Morgan stated the City was the applicant.

Mayor Ken Hampton asked for members of the public to speak if they had concerns. No one came forward.

Mayor Ken Hampton asked for comments from the Council. Councilperson Russ Kessler advised in one portion of the memo, the request states the location as Twin Pines First Addition and in another location, it states Twin Pines Second Addition. Kessler asked which location was correct. Planning/Community Relations Coordinator Jeana Morgan stated it was the Twin Pines Second Addition Replat.

Motion by Kanaga-Second by Rardin

Mr. Mayor, I move that we approve the vacation request of the east five feet of the thirty foot platted alley, running north and south, located adjacent to Reserve A of the Twin Pines Second Addition Replat.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Motion by Konkel-Second by Rardin

Mr. Mayor, I move that we close the public hearing.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Under Presentation and Approval of Minutes, Mayor Ken Hampton presented for approval the Minutes of February 11, 2013.

Motion by Konkel- Second by Rardin

If there are no questions or changes, I move that we approve the February 11, 2013 minutes.

Conrady abstain, Slocum abstain, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Under Citizens to be Heard, Mayor Ken Hampton introduced Kent Elder, 7935 Nina Ct.

Kent Elder, 7935 Nina Ct, Elder gave Council members a handout. Elder stated there was a problem in the County and stated there was a problem with the August 2012 Zoning & Planning Code. Elder advised he came before Council because they have authority over the process and the documents that control the process. Elder went over the handout, stating they were the "Golden Rules" and minimum requirement supporting guidelines. Elder advised there were some problems with the Planning Code. Elder went into detail of changes that should be made to the Planning Code. Elder stated Planning

Regular Council Meeting

February 25, 2013

Page 3

Commission has three open seats that would represent himself and the people that came in support of him. Elder asked Council to reinstate Rule #8 of the "Golden Rules" to the Planning Code. Mayor Ken Hampton stated the changes would be discussed with staff. Elder also asked for a protest petition to be published with the Planning Code. Elder stated part of the code was missing online, and asked for it to be cleaned up. Elder advised horses and livestock are not allowed in City limits. Elder asked to see the minutes of the meeting when Planning Commission changed the zoning of the property at 418 W. 79th Street South. Elder also asked if there was a plan for homes and a problem with drainage on that lot. Elder stated he would like to see the minutes for the sale of the property from the previous owner to the City of Haysville. Mayor Hampton asked Chief Administrative Officer Will Black if there were any conditions on the property when it was sold. Black stated he had not been able to find anything. Mayor Hampton told Elder the City would consider everything he had asked about. Mayor Hampton advised a registered letter was sent out to the owner of the property, stating the horses and stalls were to be removed by March 1, 2013. Councilperson Bob Rardin asked what brought the issue up. Elder stated letters were sent out about the rezoning of the property at 418 W. 79th St. S., but did not go to everyone they should have. Elder stated he started looking into the Planning Code and found issues with it. Councilperson Derrick Slocum asked City Attorney Alison McKenney-Brown if the City had a protest petition. McKenney-Brown advised there was no requirement in the City Code that the City write the protest petition, it merely says that the protest petition must be filed with the City Clerk. McKenney-Brown stated Cities do not write protest petitions for people. McKenney-Brown advised it would be as if the City were acting as legal counsel for somebody else. Elder asked for the information that needs to go on the protest petition. Councilperson Seth Konkol asked what the address of the property was. Elder advised it was 418 W. 79th St. S. Mayor Hampton encouraged Elder to join Planning Commission. Photos of the property were passed to Council members. Black advised there are openings on the Planning Commission and would speak with Elder if he would like to participate. Black stated there are public hearings held for zone changes, and allows time for people to speak either for or against them. Black advised the Code has also been updated and should be correct at this point. Black stated the code violations are being addressed. Black advised the protest petition was not published because it would be as if the City were acting as legal counsel. Elder asked for the information that needs to be on the petition to be published. Mayor Hampton advised the City is working to get the property cleaned up as quickly as possible.

There was no Approval of Licenses and Bonds.

There were no Introduction of Ordinances and Resolutions.

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

Regular Council Meeting

February 25, 2013

Page 4

Councilperson Derrick Slocum thanked Public Works Director Randy Dorner and the employees of Public Works for doing such a good job cleaning the streets after the snow storm.

Councilperson Pat Ewert stated commodities would be handed out at the Senior Center on Wednesday, February 27 at 1:00 p.m.

Under Other Business, Mayor Ken Hampton presented a Consideration of Agreement with Haysville Swim Club.

Recreation Director Georgie Carter advised this was the proposed agreement for 2013. Carter stated there are changes to the agreement from last year, which are highlighted in red. Carter also stated the major changes were on the memo and includes: removing last years 10 percent of concession profits, and changing that to a per meet fee of \$50.00 and adding a materials charge of \$136.50. Carter stated the scheduled practices are also included in the packet.

Councilperson Keith Pierce asked how Recreation Director Georgie Carter came to the amount of the materials charge. Carter stated the materials fees include trash bags, toilet paper, paper towels, and hand soap. Carter advised she charged for a box of each one, and one-third of a box of hand soap. Pierce asked if it was based on usage. Carter stated yes, it is based on usage seen in the past. Pierce asked Carter what they charged for the after season pool party for Haysville Swim Club. Carter stated they get the large pool, intermediate pool, and the slides for \$160.00. Carter advised they had already reserved the pool and pay the same fee as everyone else.

Mayor Ken Hampton introduced Christy Winn of Haysville Swim Club Re: Agreement with Haysville Swim Club.

Christy Winn, Haysville Swim Club, 3339 S. McComas, advised they came to Council to negotiate a few items in the agreement, including: the \$50.00 per meet charge, the materials charge, and the responsibility of paying for the lifeguards. Winn stated there were 8 teams in the Great Plains Swim League. Winn advised she had spoken to all of the teams in the GPSL and none of the teams have to pay meet fees, materials fees, and half of the teams pay for lifeguards. Winn stated she believed the fees were high for a non-profit organization to pay. Winn advised the swim meets bring in a lot of people and money for the businesses of Haysville. Winn listed the amounts that other teams pay in the Great Plains Swim League. Winn stated they would like to renegotiate the contract on those four points and make a better agreement for the team. Recreation Director Georgie Carter passed out price comparisons for other teams she had spoken with. Councilperson Seth Konkel asked if other sports groups that use City facilities are charged fees as well. Carter stated Haysville Youth Sports is charged per hour for lights, a per field fee for maintenance, and a per day usage fee that covers materials. Konkel asked if that was standard. Carter stated it depends on the City and who runs the facilities. Councilperson Mike Kanaga asked if this agreement has always been the same, with the amounts

Regular Council Meeting

February 25, 2013

Page 5

changing. Carter advised the City has never charged Haysville Swim Club for anything in the past. Councilperson Keith Pierce advised he was not opposed to a pool fee, but is having a little issue with the materials fee. Winn offered to let the City run the concession stand and keep all the profits as part of the negotiation. Carter advised she would rather the City not run the concession stand due to staffing issues. Pierce stated he has different issues he is sympathetic toward, but the City is losing money when it closes for the Swim Club. Pierce also stated he thought it may be time for the Swim Club to pay a fee that is fair and reasonable, of some sort after 45 years of free usage. Konkel asked who drew up the agreement and have negotiations gone on before. Konkel advised he felt Council was the final authority and shouldn't negotiate as 8 different people. Konkel stated he felt there would be a better outcome if staff negotiated with the Haysville Swim Club and brought the agreement back when a contract had been agreed upon. Carter stated the agreement was sent out a month ago, but the President of the club had personal issues, so they were not able to meet. Carter advised she was contacted last week and was told they did not agree to all of the fees, and she told them the agreement would have to go to Council. Winn stated the Swim Club is not opposed to paying something, but they think it is a high price for a non-profit group to pay. Konkel stated he understood what she was asking for, but in order to negotiate what is fair, he would have to know more, like how much they had in their bank account and how much they charge members. Winn advised she gave Carter a copy of their bank account information. Carter passed it to the Council members. Councilperson Russ Kessler asked what the total cost for the Haysville Swim Club is with the agreement as written right now. Winn stated it would be \$150.00 for the three meets, \$136.50 for materials, and the charges for the lifeguards. Winn advised according to USA Swimming, the Haysville Swim Club is not required to have lifeguards because some of the coaches and officials are lifeguard trained. Carter stated it was \$286.50 for the total agreement. Carter advised USA Swimming does require the Swim Club to have two lifeguards per meet. Pool Supervisor Jill Ward stated the rules for GPSL state they have to have two lifeguards during the meets, with one on the lifeguard stand. Ward stated the Haysville Swim Club has usually asked for lifeguards and they write a check to the lifeguards themselves. Ward stated the Haysville Swim Club can bring in their own lifeguards, but she needed verification that they are certified for insurance purposes. Konkel asked if they were sure that the City's insurance company would allow for non-employee lifeguards. City Clerk Janie Cox advised she would check. Kanaga stated it might be best to table the issue for the next meeting and have more information. Carter offered a set price of \$225.00 for the year. Winn stated she could not make the decision on her own and it would have to go back to the board. Councilperson Mike Conrady stated he was not against the pool fees for the Swim Club, and Council had just approved to raise the pool fees for 2013 to help the pool earn money. Councilperson Bob Rardin stated he didn't think it was Council's position to negotiate a price for any of the agreements. Rardin stated the Haysville Swim Club and Recreation Director Georgie Carter needed to go back and agree on a price and bring it back to Council. Mayor Hampton stated staff's recommendation was for \$225.00 for the year. Pierce asked if the \$225.00 also included the Haysville Swim Club keeping all of their concession money. Carter stated yes. Pierce asked if the amount also included the lifeguards, depending on what insurance stated. Carter stated she would not recommend

Regular Council Meeting

February 25, 2013

Page 6

not having lifeguards on duty. Carter stated they would have to also schedule and pay for their lifeguards. City Clerk Janie Cox advised she would check with the insurance company to see if they would allow non-employee lifeguards. Conrady stated he was not opposed to the \$225.00 fee and asked if the contract could be for three years instead of one. City Attorney Alison McKenney-Brown stated the City of Haysville only does one year contracts. Konkel asked if the motion was for Carter to negotiate with the Haysville Swim Club or for the fee of \$225.00. Pierce advised his motion was for Carter to counter offer and if the Haysville Swim Club agrees, it will come back to Council.

Motion by Pierce-Second by Slocum

Mr. Mayor and Council, I move that we not accept the contract as initially presented and we allow her to counter offer back to the Haysville Swim Club, the \$225.00 flat fee for the pool and supplies, and remit 100 percent of the concession proceeds back to the Haysville Swim Club, and still maintain the lifeguard arrangement that was in the original contract.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Mayor Ken Hampton presented an Authorization to Continue Lease Agreement with John Deere.

Public Works Director Randy Dorner stated this would be continuing the lease the City has had for several years. Dorner advised this was for the tractor backhoe that is used to dig water digs with and also loads the salt and sand trucks. Dorner asked for authorization to continue the lease for another year.

Motion by Rardin-Second by Ewert

Mr. Mayor and Council, if there is no more discussion, I make a motion we approve the leasing with John Deere.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

There was no Old Business.

Mayor Ken Hampton asked for Department Reports.

Chief Administrative Officer Will Black had nothing to report.

City Clerk Janie Cox stated the City will soon be offering e-billing to water customers. Cox advised instead of receiving a water bill in the mail, customers can sign up to receive their bill via email. Cox stated information and forms will be put on the City's website and forms will also be available at City Hall.

Regular Council Meeting

February 25, 2013

Page 7

Chief of Police Jeff Whitfield reminded everyone to drive safely when the streets are slick and icy. Whitfield advised black ice is very dangerous and looks like wet pavement. Whitfield reminded everyone to keep safety equipment, a flashlight, and a blanket in your car for emergencies. Whitfield advised everyone to watch Channel 7 for updates for locations around the City and closures.

Public Works Director Randy Dorner stated Turkle Street has been flagged and locates are completed. Dorner also stated they are still working toward the July 4 deadline. Dorner advised the City had put down over 200 tons of sand and salt mixture. Dorner stated they had put down one ton of calcium chloride. Dorner advised Public Works has a snow removal plan that is followed and states they start with the main streets, and then to the secondary arterial routes. Dorner reminded everyone to stay back from snow removal crews and equipment for safety issues. Dorner stated street sweepers will be out after the snow melts. Councilperson Mike Conrady asked how much sand and salt the City had left for the upcoming storm. Dorner stated they had gotten more salt and sand in and they should have enough for more snow.

Recreation Director Georgie Carter stated the spring soccer deadline was March 2. Carter advised the Shamrock Shuffle 5k would be on March 16, starting at City Hall at 9:00 a.m. Carter stated there would be a middle school dance at the Haysville Activity Center on March 15.

Under Appointments, Mayor Ken Hampton presented David Straub, 809 W. Grand to be appointed to Board of Zoning Appeals.

Motion by Kanaga-Second by Rardin

Mr. Mayor, I move that we allow you to appoint David Straub to the Board of Zoning Appeals.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

There were no Off Agenda Citizens to Be Heard.

There was not an Executive Session.

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

Motion by Ewert-Second by Slocum

I'd like to make a motion that we pay the last half of February's bills.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

There was nothing under the Consent Agenda.

Regular Council Meeting

February 25, 2013

Page 8

Under Council Items Mayor Ken Hampton asked for any Council concerns.

Councilperson Seth Konkel stated he sent Public Works Director Randy Dorner a council concern on Hydraulic Court. Dorner stated he would look into it.

Mayor Ken Hampton presented for approval Adjournment.

Motion by Pierce-Second by Konkel

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

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

The Regular Council Meeting adjourned at 8:10 p.m.

Janie Cox, City Clerk

ARTICLE 13.
DOOR TO DOOR SALES

5-1301 DEFINITIONS.

“Door-to-door salesperson,” “solicitor,” “canvasser,” and “peddler,” as used in this Article, mean any individual whose business is mainly or principally carried on by traveling either by foot, automobile or any other type of conveyance from place to place, from house to house or from street to street, taking or attempting to take orders for the sale of goods, wares, merchandise or personal property of any kind whatsoever, for present or future delivery, or for services to be furnished or performed in the future, whether or not such individual has, carries or exposes for sale a sample of the subject of such sale or whether he or she is collecting advance payments or not; and also includes any person who, without traveling from place to place, sells or offers any such goods for sale from any automobile or other type of conveyance; provided, however, that this definition does not include persons selling only to retailers, nor any person representing any tax-exempt charitable, educational, fraternal, dependent upon charitable gifts, ~~or~~ community service organization, or juveniles soliciting for odd jobs within the community such as snow removal or lawn mowing. persons with a regular newspaper delivery route or regular milk or food delivery route that do not generally solicit new business by door to door sales.

5-1302 Permit required, Exemptions.

- A. It is unlawful for any person to engage in the business of door-to-door sales, solicitation, canvasser or peddler, as defined in this Article, within the City without first obtaining a permit as provided in this Article.
- B. Permits issued pursuant to this Article shall be valid for a period of thirty days, six months, or one year ~~one year~~ following the date of issuance.
- C. All persons engaging in the business of door to door sales, solicitation, canvasser or peddler as used in the article must carry a copy of the approved application on their person at all times while conducting business, and produce it for anyone who asks to see such permit.
- D. Persons holding a current valid business permit issued by the City of Haysville associated with an existing business located within the City of Haysville may conduct door-to-door lawful solicitation under the terms of such business license without obtaining a separate license under this article. Individuals conducting solicitation in association with a business license shall carry 1) a copy of the business license, and 2) valid personal identification, and each such individual shall present such information to any party solicited for such business or any law enforcement officer.

5-1303 Application.

Any person desiring to apply for a permit under the provisions of this Article shall file with the Ceity Celerk a sworn application in writing, in duplicate, on a form to be furnished by the Ceity Celerk, including the following:

- A. The name and description of the applicant;
- B. The permanent home address and local address of the applicant;
- C. A brief description of the nature of the business to be carried on or the goods or services to be sold, and the length of time such applicant has been engaged in such business;
- D. If employed, the name and address of the employer, together with credentials establishing such relationship; if the applicant is intending to use employees to carry out this business, the name and identifying information of each such employee who will be working in the City and such identifying information as required by the Clerk;
- E. The length of time for which the permit is desired;
- F. If a vehicle(s) is/are to be used, a description of the same, together with the permit number or other means of identification;
- G. The names of at least two reliable persons who will certify as to the applicant's good character and business responsibility to enable an investigator to properly evaluate such character and business responsibility;
- H. A statement as to whether or not the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance, giving the nature of the offense and the punishment or penalty assessed therefor~~e~~; and
- I. A suitable release, authorizing the city's police department to conduct such background investigation of the applicant and all employees as the Ppolice Cehief may deem appropriate~~z~~.

5-1304

Fee.

The application shall be accompanied by a non-refundable fee as set out in Chapter 17 which shall be due and payable at the time the application is received. Such fee shall be set by the governing body in an amount appropriate to cover the cost of investigation of the applicant's background.

5-1305

Investigation--Authority.

Upon receipt of any such application, the original thereof shall be referred to the Cehief of Ppolice, who shall cause such investigation to be made of the facts stated in the application and of the applicant's business and moral character as he or she deems necessary for the protection of the public good, and shall report the results thereof to the Ceity Celerk within ten days after receipt of the application.

This investigation may be waived by the Chief of Police for those vendors, and those employees of such vendors, who have obtained such a background check conducted by the Haysville Police Department within the previous

twelve months in association with a previously issued door to door license issued pursuant to this Article, if neither such vendor, nor any of such vendor's employees, have generated complaints in association with such previously obtained license. An investigation must be conducted upon all vendors, and applicable employees, pursuant to this Article at least annually.

5-1306

Issuance of OR denial of permit.

A. If the character and business responsibility of the applicant are found to be good and the facts stated in the application are found to be true, the Cehief of Ppolice shall endorse his or her recommendation for approval upon the application and return the same to the Ceity Celerk who shall deliver to the applicant his-the permit and issue a permit. Such permit shall show the name, address and the kind of goods or services be sold there under, the date of issuance and expiration date, together with the permit number or other identifying description of any vehicle proposed to be used by the permittee.

B. If the applicant's character or business responsibility is found to be unsatisfactory or the facts stated in the application are found to be untrue, the Cehief of Ppolice shall endorse his or her recommendation for disapproval upon the application, and the reasons therefore, and return the application to the Ceity Celerk, who shall notify the applicant that his application is disapproved and that no permit will be issued.

5-1307

Revocation.

A. Permits issued under the provisions of this Article may be revoked by the governing body of the city Chief of Police or his or her designee after notice and hearing for any of the following causes:

1. Fraud, misrepresentation or a false statement contained in the application for a permit;
2. Fraud, misrepresentation or a false statement made in the course of carrying on the business provided for in the permit;
3. Any violation of the provisions of this Article;
4. Conviction of any crime felony or misdemeanor, including but not limited to those crimes involving moral turpitude, fraud or misrepresentation;
5. Conducting the business of the permit in an unlawful manner or in such manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

6. Violation of any part of this Article by any representative of the permit holder, or by any individual, corporation, partnership or organization that the permit holder represents.

B. Revocation of a permit shall be immediate for any of the above listed reasons, or for any reason deemed to pose a risk to the health, safety, or welfare of the City. Individuals shall be notified verbally by the enforcing officer of the revocation of such permit. A written notification shall be mailed to the address provided on the permit application by registered mail. Failure

to accept delivery of such registered letter shall not be deemed a failure of notification.

C. Notice for the hearing for revocation or denial of a permit shall be given in writing shall setting forth specifically the grounds of for complaint and the time and place of hearing the denial or revocation. Such notice shall be mailed, postage prepaid, to the permittee at his or her last known address as shown upon the his permit or application for permit at least five days prior to the date set for hearing. A request for an administrative hearing to appeal the decision to deny or revoke such application or permit must be made in writing to the City Clerk within five (5) days of receipt of such written notice.

5-1308

Appeal--Hearing.

Any person aggrieved by the action of the Cehief of Ppolice or Ceity Celerk in the denial of an application for a permit or the revocation of a permit shall have the right to appeal to the governing body of the city within ten days after the denial or revocation of the permit, application by filing with the Ceity Celerk a written notice of intention to appeal, setting forth fully the grounds for such appeal, and providing all evidence to support such appeal. The governing body shall, at its next meeting after the filing of such appeal, fix a time and place for a hearing thereon. Notice of such hearing shall be given to the applicant in the manner provided for notice of hearing on revocation of a permit issued hereunder. The decision of the governing body on such appeal shall be final ~~and conclusive.~~

5-1309

Hours of operation.

No person shall engage in the business of door-to-door sales, solicitation, canvasser or peddler between the hours of 8:00 P.M. and 10 A.M. unless permitted to do so under other applicable city ordinance.

5-13108

Exemption.

The provisions of this Article do not apply to any person required by city ordinance to obtain a mobile ice cream vending permit.

5-131109

Penalty for violation.

Any person who canvasses or solicits in the city contrary to the provisions of this Article or refuses to surrender his permit after the same has expired or has been suspended, revoked or canceled, or who otherwise violates any of the provisions of this Article shall, upon conviction thereof, be found guilty of an unclassified misdemeanor, and may be punished by a fine of not more than one-five hundred dollars, imprisonment for not to exceed thirty days, or by both such fine and imprisonment.

(Code 2010)

CHAPTER XVII. FEE SCHEDULE

- Article 1. Charges, Taxes, Fees and Certain Salaries
- Article 2. Expiration and Renewal
- Article 3. Specific Charges, Taxes, Fees and Certain Salaries

**ARTICLE 3.
SPECIFIC CHARGES, TAXES, FEES AND CERTAIN SALARIES**

17-325. DOOR TO DOOR SALES. The registration fee required to be paid for persons or entities engaging in door to door sales pursuant to section 5-10~~67~~ of this code shall include the cost of background investigations for up to five individuals. All additional individuals shall be assessed the cost of such background investigation as set forth below. ~~be five dollars (\$5.00).~~

| | |
|---|-----------------|
| <u>Thirty (30) day permit</u> | <u>\$100.00</u> |
| <u>Six (6) month permit</u> | <u>\$300.00</u> |
| <u>One (1) year permit</u> | <u>\$500.00</u> |
| <u>Background investigation for each individual</u> | |
| <u>not included within permit fee</u> | <u>\$10.00</u> |

(Code 2003; Code 2007)

Rules and Regulations: Running Events held on Public Roadways

DESIGNATION OF SPECIAL EVENTS: The following special events may be held upon public streets or property following submission of a complete application for a permit to hold such special event within the City of Haysville, and approval of such application by the Chief Administrative Officer:

1. Fun Runs of no longer than 10 kilometers

SPECIAL EVENT PERMIT; APPLICATION FOR PERMIT.

1. Any individual desiring to obtain a Special Event Permit to hold an event listed under 12-301 shall complete and submit an Application for a Special Event Permit sixty days prior to the date associated with such Special Event.
2. The application fee shall be as set forth within Chapter 17.
3. Upon signature of the Special Event Permit Application by the Chief Administrative Officer of the City of Haysville, the Application shall be deemed approved, subject to the terms and conditions set forth within the Application.

STANDARDS ASSOCIATED WITH APPROVAL OF APPLICATION FOR SPECIAL EVENT PERMIT. The Chief Administrative Officer may approve an application for special event permit after the following conditions have been met:

1. Approval of the event by Public Works Director. The Public Works Director shall review the proposed area to be utilized for the special event and determine if such area may feasibly be blocked from general public use, including limiting or prohibiting traffic use, for the time period designated.
2. Approval of the event by Chief of Police. The Chief of Police shall review the proposed area to be utilized for the special event and determine if such area may feasibly be blocked from general public use, including limiting or prohibiting traffic use, for the time period designated. Such feasibility review shall include determination of law enforcement personnel availability to monitor that appropriate blockades have been placed by special event staff and that special event staff are stationed at critical points to monitor such blockades.
3. Approval of the event by the Recreation Director. The Recreation Director shall determine 1) that no more than two such events are held within the City in any given month, 2) that any such events are open to the participation of Haysville residents who may choose to participate, and 3) shall maintain a calendar of such special events to be posted on all City associated media sites.
4. A determination that the Special Event Permit Application has been completed, that all terms and conditions of the Application have been met, and that the insurance required in association with the Special Event has been provided to the City Clerk.

APPROVAL OF COUNCIL. Until otherwise determined by act of City Council, final approval of all applications for permits for such special events shall be made by the City Council.

CITY OF HAYSVILLE, KANSAS

APPLICATION FOR *SPECIAL EVENT PERMIT*

I hereby apply to the City of Haysville, Kansas, for a Special Event Permit, WHICH DOES NOT INCLUDE APPLICATION FOR THE TEMPORARY SALE OF ALCOHOLIC OR CEREAL MALT BEVERAGE, under the provisions of the Haysville Code.

Every named permittee shall have an approved permit in immediate possession at all times during the approved special event, and shall display such permit to Haysville staff upon demand. PERMIT NUMBER _____

Name of Event: _____ Date(s) of Event: _____ Time of Event _____

The premises upon which the applicant is seeking a special event permit are described as follows: (note: The applicant shall define the premises of the temporary event by 1) clearly defining the place of business as either a permanent or temporary structure, 2) the exact location of such structure, and/or 3) the exact boundaries of the area for which the applicant desires such special event permit, including any outdoor areas upon which temporary event is requested to be permitted, such as a designated park, legal description of a lot, roadways associated with a parade or race, etc.):

Applicant Information

Name of Applicant:

Date of birth:

Age:

SSN:

Current address:

City:

State:

ZIP Code:

Mailing address:

City:

State:

ZIP Code:

Home Phone:

Mobile Phone:

Driver's License: (State)

#

Business Information

Name of Business:

Business address:

City:

State:

ZIP Code:

Business Phone:

Premises Owner Phone:

Name of Premises Owner:

Years of ownership:

Address of Premises Owner:

City:

State:

ZIP Code:

Criminal History

Within the past five years, have you ever been convicted of:

1) Felony? Yes _____ No _____

2) A crime of Moral Turpitude? Yes _____ No _____

(moral turpitude includes any act associated with prostitution, pandering, crimes opposed to decency, gambling)

If the answer to any part of this section is "Yes" explain (use a separate sheet if necessary):

Certification

I certify the foregoing information is true and I am aware that any falsification on this form and any attachments hereto is cause for revocation of the permit issued as a result thereof.

Signature of applicant: _____ Date: _____

Agreements

Permittee shall furnish a **Certificate of Insurance** evidencing coverage for any damage caused by Permittee, or Permittee's agents, servants, employees, guests, invitees, volunteers and/or individuals participating in the event(s) described herein. Such Certificate of Insurance shall name "City of Haysville, Kansas, and its officers, employees and agents" as additional insureds 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 attention of Haysville City Clerk, 200 W. Grand, Haysville, Kansas, 67226. 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 Permittee to provide City an approved Certificate of Insurance prior to use of above described recreational area, public area, or public roadway, shall cancel and make void this permit.

Permittee 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 any streets, easements, or public areas within the City, and not caused by City negligence. City shall give to Permittee notice of any claim made or litigation instituted which directly or indirectly contingently or otherwise in any way affects or might affect Permittee. Permittee shall have the right to compromise and participate in the defense of the same to the extent of their own interests.

Tort Claims Applicability, Reimbursement for Damage: I understand that the City of Haysville does not assume liability for any loss or damage associated with the aforescribed recreational activity permitted to be operated within Haysville parks or on public property/roadways pursuant to this permit, and understand that this permit is approved subject to applicability of the provisions of K.S.A. 75-6104. Permittee shall reimburse City for any cost associated with damage to the recreational facility, public area, or public roadways that exceed normal or routine maintenance requirements.

I, hereby agree to comply with all of the ordinances of the City of Haysville and the laws of the State of Kansas, and all the rules and regulations prescribed by the City relating to the operation of the identified "temporary event", and I agree to notify the City immediately if any information provided on this application shall change at any time prior to or during the term of the permit, and do hereby further consent to the immediate revocation of my permit, by the proper officials, for any violation of such laws, rules and regulations. I authorize the verification of the information provided on this form AND agree to permit an investigation of my business history, criminal background, and any other screening by or on behalf of the City of Haysville, Kansas, for the limited purpose of determining the truthfulness of this application, as provided by the law of the State of Kansas, and the City of Haysville, Kansas.

Signature of Applicant _____ Date _____

Signature of Authorized Haysville Official _____ Date _____

OFFICE USE ONLY

Date Received: _____ By: _____ Fee: _____ Receipt #: _____

Permit approved: _____ Permit disapproved: _____ By: _____ Date: _____

Police Department Approval of Request: _____ Maintenance Department Approval of request: _____

Recreation Department Approval of Request: _____

Reason (if disapproved by any above named reviewer): _____



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: March 6, 2013

RE: Pool Manual

Enclosed in your packet is the 2013 pool manual. All revisions have been highlighted in red for quick reference.

This is before you for your consideration.

Dewey Gunzelman Memorial Swimming Pool Staff Manual 2013



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

IMPORTANT PHONE NUMBERS

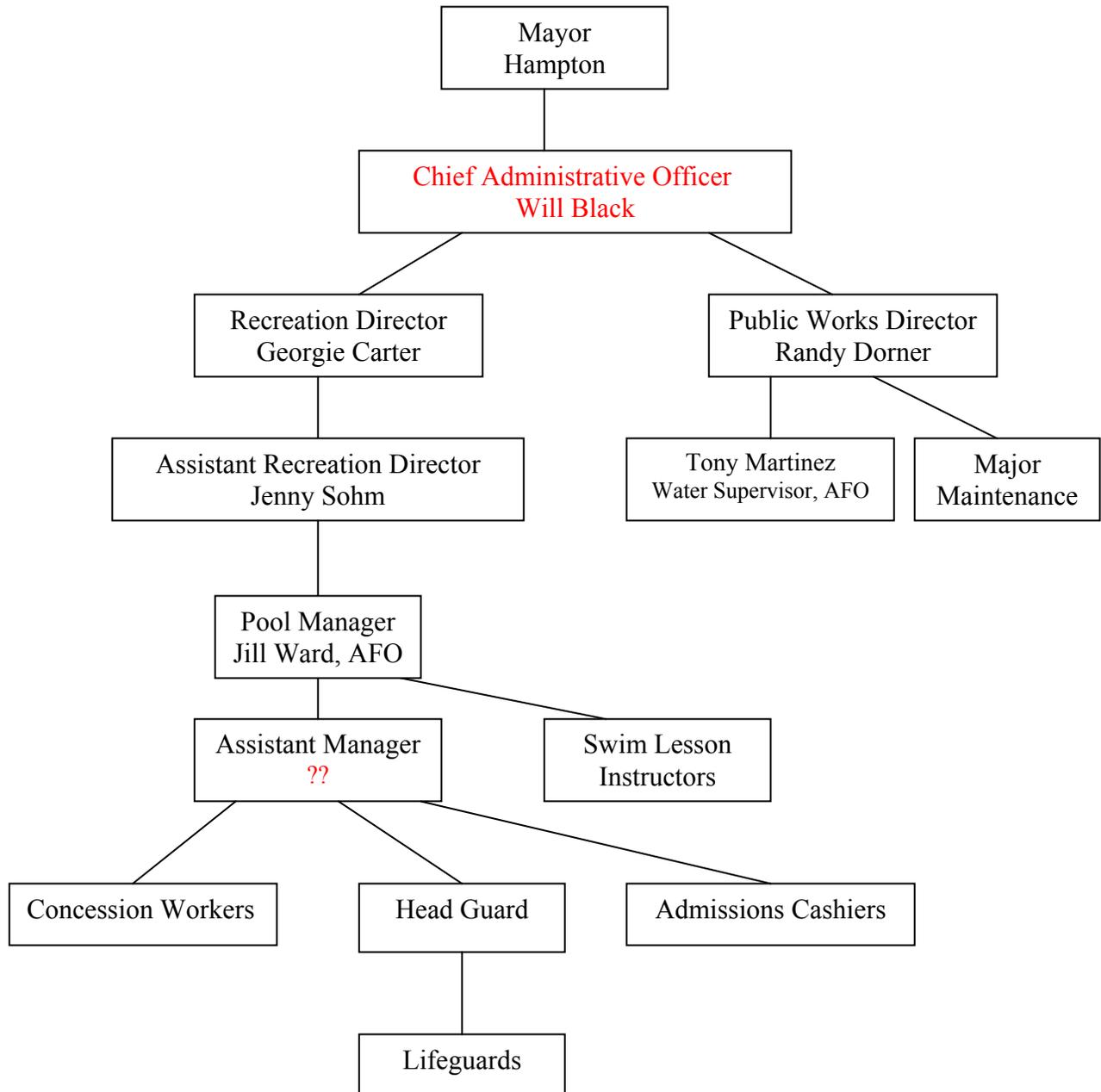
| | |
|---|-------------------------------|
| EMERGENCIES Police, Ambulance, Fire, Chemical Spill | 911 |
| HAYSVILLE RECREATION DEPARTMENT Georgie Carter, Recreation Director Jenny Sohm, Assistant Recreation Director | 529-5922 |
| CITY BUILDING Will Black, Chief Administrative Officer Janie Cox, City Clerk Teri Sanders, Assistant City Clerk | 529-5900 |
| POLICE DEPARTMENT - Non-Emergency Number Jeff Whitfield, Chief of Police Bruce Powers, Captain | 911 529-5912 |
| PUBLIC WORKS DEPARTMENT Randy Dorner, Public Works Director Roy Jolivet, Assistant Public Works Director Tony Martinez, Water Supervisor, AFO Kirby Manny, Park Supervisor Dave Harper, Wastewater Supervisor | 529-5940 |
| POOL MANAGER Jill Ward, AFO | |
| AMERICAN RED CROSS Midway Chapter - Health and Safety Office | 219-4000 |

TABLE OF CONTENTS

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

| | | |
|-------|--|-------|
| | Suspension Guidelines | 15 |
| | Staff Discipline Policy | 15-16 |
| | Pool Rules | 16-17 |
| | Waterslide Rules | 18 |
| | Diving Board Rules | 18 |
| | Splash Pad Rules | 18-19 |
| VI. | Pool Emergency Procedures | 19-22 |
| | All Types of Emergencies and Accidents | 19 |
| | Life-Threatening Emergencies | 19 |
| | Non Life-Threatening Emergencies | 19-20 |
| | Whistle Signals | 20 |
| | Solid Fecal Matter/Vomit/Blood | 20-21 |
| | Loose Fecal Matter/Diarrhea | 21 |
| | Vomit or Blood on Deck | 21 |
| | Pool Disinfection Charts | 22 |
| VII. | Responsibilities of Pool Employees | 23 |
| | Job Descriptions | 24 |
| | Pool Manager | 25-26 |
| | Assistant Manager | 27 |
| | Head Lifeguard | 28 |
| | Lifeguard | 29 |
| | Swim Lesson Instructor | 30 |
| | Admissions Cashier | 31 |
| | Concession Stand Worker | 32 |
| VIII. | Pool Care and Maintenance | 33-34 |
| | Pool Care | 33 |
| | Maintenance | 33-34 |
| | Daily Procedures | 34 |
| IX. | Reminders for Lifeguards | 35-36 |
| X. | CPR Procedures | 37 |
| XI. | Heat Emergencies | 38 |
| XII. | Acknowledgment and Receipt of Book | 39 |

I. CHANNEL OF AUTHORITY



II. GENERAL INFORMATION FOR PERSONNEL

Pool Season Dates & Times

The Dewey Gunzelman Memorial Swimming Pool will open for the 2013 season on Saturday, May 25th and close on Sunday, August 11th. The regular pool hours are 1:00 - 6:30 pm daily, unless otherwise posted.

The splash pad will be open daily from May 1 - until the third weekend in October (weather pending) from 9 am - 10 pm daily. The splash pad will be open free to the public.

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 serve 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, 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.

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. Behavior on grounds includes the

parking lot. Only Recreation Department/City staff is allowed in the office. Remember: the public can see and hear you at all times! Inappropriate behavior could result in termination.

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 will be taken at 2:00 and 4:00 pm. 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. Guards must stay within 10 ft of their stand unless they're on break.

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. You will also need to swim your 300 per week before payday.

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.

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, siblings, 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 (HS Student) or \$55 (Single), so your gross wage would increase by \$40 or \$55 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.

Pool employees will be required to sign for the pool bags when picking them up at City Hall.

III. FEES

Admission Prices

The Haysville Governing Body shall be responsible for establishing an admission and fees schedule. Friends and family of pool personnel will be subject to admissions and fees as well.

| | | |
|-----------------------------|------------|--------|
| Daily Admission Fees | Age 0 - 5 | \$1.00 |
| | Age 6 - 61 | \$2.50 |
| | Age 62 + | \$1.50 |

| | | |
|----------------------|------------|------|
| Coupon Books: | 20 Tickets | \$35 |
| | 50 Tickets | \$70 |

Individual Passes: \$65/Person

Season Family Passes:

Early Bird Price: (April 1 - May 23) \$110 Limited to 4 People, Additional People \$25
Regular Price: (After May 23) \$125 Limited to 4 People, Additional People \$25

- \$1 for fitness/lap swimming after 4:00 pm for anyone 18 or older (Lap lanes only)
- Reduced fee of \$1.50 for ages 6 - 61 and \$1.00 for age 61 + during Family Swim Nights from 5:30 - 6:30 pm on Saturdays and Sundays.

Facility Rentals

The Pool Manager and/or Assistant Manager will schedule all rentals. Rentals are subject to the availability of lifeguards. A minimum of two pool personnel, one of whom will be the Manager, Assistant Manager, or Head Lifeguard will be required to supervise each party. A Pool Rental Request form must be completed and fees paid to reserve a date. For safety reasons the participation number is limited to the number indicated on the Pool Rental Request form. No rentals over one hundred (100) people will be allowed after dark.

Reservations will be accepted on a first-come, first-serve basis. Rental requests will be accepted at the HAC beginning April 1st and then only at the pool beginning May 25th.

Rates: \$120 for (1 1/2 hours includes 2 guards) Deposit: \$50

- an additional \$30 if slide is used (extra guard)
- an additional \$30 if the intermediate pool will be used (extra guard)
- an additional \$30 for more than 75 people

Deposits will be deposited; a refund can take up to two weeks to be returned after a rental. The entire rental fee is due at reservation, the deposit can not be used towards payment. A refund form will be filled out by the pool manager for deposit afterwards and turned into City Hall.

IV. SWIM LESSONS AND CLASSES

Swim Lesson Program

- Level I Tadpoles - 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 Froglets - 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 Otters - 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 Fishes - The objective is to increase swimmer's endurance by swimming familiar strokes. The breaststroke and sidestroke are introduced.
- Level V Dolphins - The objective is to coordinate and refine key swimming strokes. Skills such as surface dives, turns and the butterfly are introduced.
- Level VI Sharks - 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 3 - 13 (no pm class June 4)
Session 2 June 17 - 28 (no pm class June 25)
Session 3 July 1 - 12 (no classes July 4/no pm class July 9)
Session 4 July 22 - August 1

- Days: Classes held Monday - Thursday (Fridays will be used for make up days)
- Times: 9:45 - 10:30 am (Only available during session 3 and 4)
10:45 - 11:30 am
11:45 am - 12:30 pm
7:10 - 7:55 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 3 - 13 (no pm class June 4) |
| Session 2 | June 17 - 28 (no pm class June 25) |
| Session 3 | July 1 - 12 (no classes July 4/no pm class July 9) |
| Session 4 | July 22 - August 1 |

- Days: Classes held Monday - Thursday (Fridays will be used for make up days)
- Times: 11:45 am - 12:15 pm
6:30 pm - 7:00 pm
7:10 - 7:40 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 2 | June 17 - 28 (no pm class June 25) |
| Session 3 | July 1 - 12 (no classes July 4/no pm class July 9) |
| Session 4 | July 22 - August 1 |

- Days: Classes held Monday - Thursday (Fridays will be used for make up days)
- Times: 6:30 pm - 7:00 pm
- Ages: 6 month - 4 years old
- Fee: \$25/Student
- Min # of Participants: 8

Private Lessons

- By Appointment Only
- \$40 - Four - 30 Minute Sessions
- \$60 - Four - 30 Minutes Sessions (Experienced guard, have taught for more than 2 years)

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 Tadpoles - Otters - Instructor should remain in the water during instruction.
 - b. Intermediate and Above Classes Fish - Shark - 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 15.
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 the 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. No Outside Food.
33. Not responsible for lost or stolen items.
34. 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 free daily from May 1st through the third weekend in October (weather pending) from 9 am - 10 pm daily.

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, without 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.

14. Do not cover/block drains.

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.

Solid Fecal Matter/Vomit/Blood

1. Once matter/vomit/blood is identified clear all pools immediately. Do not allow anyone to enter the contaminated pool until decontamination is completed.
- 2a. When an incident occurs a chlorine reading needs to be taken as soon as possible from the deep end and documented.
- 2b. If fecal matter is solid, remove feces at once with a net; dispose of the fecal matter into the toilet and make sure you disinfect the net after use; this can be done by leaving the net in the pool.
3. Raise the chlorine to 2 mg/l (if less than 2 mg/l and ensure the water's pH is between 7.2-7.5 and temperature is about 77F (25C). The chlorine concentration was selected to keep the pool closure time to approximately 45 minutes. See chart below for approximate times.

4. Maintain the chlorine level at 2 mg/l and pH between 7.2-7.5 for up to 45 minutes before allowing anyone into the pool.

5. A second chlorine reading should be taken before reopening. Documentation needs to include both readings and how long the pool was closed.

Loose Fecal Matter/Diarrhea

1. Once loose matter/diarrhea is identified clear all pools immediately. Do not allow anyone to enter the contaminated pool until decontamination is completed.

2a. When an incident occurs a chlorine reading needs to be taken as soon as possible from the deep end and documented.

2b. If there is any matter to remove, remove feces at once with net; dispose of the fecal matter into the toilet and make sure you disinfect the net after use; this can be done by leaving the net in the pool. Vacuuming the stool from the pool is not recommended.

3. Raise the chlorine concentration to 20 mg/l and maintain the water's pH between 7.2-7.5 and temperature at about 77F. The chlorine and pH should remain at these levels for at least 12.75 hours to achieve the CT inactivation value of 15,300. At this chlorine concentration the pool will remain closed until levels are at normal operating levels. See chart below for approximate times.

4. Ensure that the filtration system is operating when the pool reaches and maintains the proper chlorine level during disinfection. The reason for this is the contaminated water has run through the filters therefore the super chlorinated water needs to disinfect the filters as well.

5. Backwash the filters thoroughly after reaching the CT value of 20 mg/l (12.75 hrs) four times. Be sure the effluent is discharged directly to waste instead of returning the contaminated water back to the pool. Do not return the backwash through the filter.

6. A second chlorine reading should be taken before reopening. Documentation needs to include both readings and how long the pool was closed. Allow swimmers back into the pool after the required CT value has been achieved and the chlorine level has been returned to the normal operating range. 1-5 mg/l.

Vomit or Blood on Deck

1. Clean deck with bleach solution and rinse.

Pool Disinfection Time

Refer to the following tables to determine the length of disinfection.

Giardia inactivation for formed-stool fecal accident

| Chlorine level in mg/L | Disinfection time |
|-------------------------------|--------------------------|
| 1.0 | 45 minutes |
| 2.0 | 25 minutes |
| 3.0 | 19 minutes |

Crypto inactivation for diarrhea fecal accident

| Chlorine level in mg/L | Disinfection time |
|-------------------------------|--------------------------|
| 1.0 | 255 hours |
| 10.0 | 25.5 hours |
| 20.0 | 12.75 hours |

Germ inactivated time for chlorinated water*

| Germ | Time |
|-------------|-----------------------------------|
| E. Coli | Less than 1 minute |
| Hepatitis A | About 16 minutes |
| Giardia | About 45 minutes |
| Crypto | About 15,300 minutes or 10.6 days |

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.

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 16 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 only.
 - 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 “scan” 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 C-A-B



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



A - AIRWAY

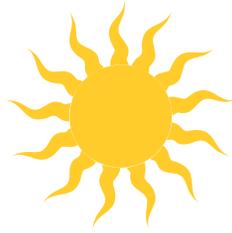
- Place victim flat on his/her back on a hard surface.
- Shake victim at the shoulders and shout, "Are you okay?"
- If no response, call emergency medical system **911** then,
- **Head-tilt/chin-lift** - open victims' airway by tilting their head back with one hand while lifting up their chin with your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

CONTINUE UNINTERRUPTED UNTIL ADVANCED LIFE SUPPORT IS AVAILABLE or told to stop by Medical Professionals.



XI. HEAT EMERGENCIES

Heat Exhaustion Symptoms:

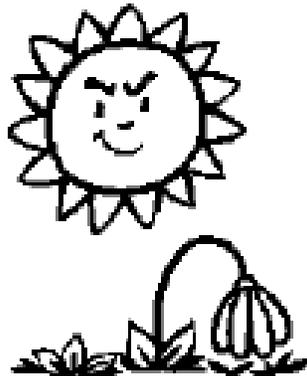
- Weakness and exhaustion
- Nausea, dizziness
- Skin moist, cool, pale or flushed
- Headache

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.



CITY OF HAYSVILLE, KANSAS

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

TO: The Honorable Ken Hampton
City Council Members

FROM: Georgie Carter, Recreation Director

SUBJECT: Cardio Theater System

DATE: March 4, 2013

In order to purchase new equipment we have been putting money into the equipment reserve account for the past two years. After a survey of our members this past month the two top requested pieces of equipment are an Adaptive Motion Trainer (AMT) and a rowing machine. Mid-States Fitness Equipment is the only local company that sells PreCor equipment which is the brand we carry. We were going to sell our two older treadmills through Purple Wave but they have never contacted us back about listing our equipment. Mid-States Fitness is giving us a \$400 trade-in for the two older treadmills (\$200 each).

| | |
|------------------------------|----------|
| Mid-States Fitness Equipment | \$8,094 |
| Push Pedal Pull | \$9,698 |
| Fitness Showcase | \$10,145 |

I would recommend purchasing the two pieces of equipment from Mid-States Fitness Equipment at a total cost of \$8,094.00 (deducted from the Equipment Reserve Fund). This is before you for your consideration.

March 8, 2013

City of Haysville
200 W. Grand Ave.
PO Box 404
Haysville, KS 67060-040

Attention: Randy Dorner, Public Works Director

Reference: Turkle Street Improvements
PEC Project No. 35-12000-1263

Dear Mr. Dorner:

This letter is written to serve as an agreement between the City of Haysville (CLIENT) and Professional Engineering Consultants, P.A. (PEC) to provide professional services for the Kansas Department of Health & Environment (KDHE) Notice of Intent (NOI) permitting for the Turkle Street Improvements – Notice of Intent (NOI), herein called the PROJECT.

Specifically, PEC proposes to perform the Scope of Services as outlined in Paragraph A. below, provided for your review and approval.

A. Scope of Services:

1. Assist in preparing the KDHE Notice of Intent.
2. Assist in preparing the Storm Water Pollution Prevention Plan.
3. Include the Erosion Control Plan Sheets, Erosion Sediment Control Plan Sheets and Project Key Map as per plan documents provided by the CLIENT.
4. Address any specific questions from KDHE related to the NOI application.
5. Provide the KDHE Storm Water Inspection Report Document.
6. Provide \$60 filing/application fee with permit application, payable to KDHE.

B. Responsibility of CLIENT:

The CLIENT agrees to provide the following pursuant to PEC accomplishing the Scope of Services outlined herein.

1. Provide owner/developer contact name, address, telephone number and timeline information needed to complete the NOI permit application.
2. Provide erosion control plan sheet and detail sheets.

C. Exclusions:

The following shall be specifically excluded from the Scope of Services to be provided by PEC.

1. Geotechnical investigations, site field surveys, construction staking.
2. Design or bidding phase services for street improvement project.
3. Construction administration inspections and observations.

Mr. Randy Dorner
March 8, 2013
Page 2

D. Payment Provisions:

PEC proposes to perform the Scope of Services for the Lump Sum amount of \$1,200 plus reimbursable expense of \$60 for filing/application fee.

Unless otherwise agreed upon, billings will be made upon completion of the work. Taxes are not included in stated fees. Client shall reimburse PEC for any sales, use and value-added taxes, which apply to these services.

E. Time of Performance:

PEC proposes to complete the Scope of Services and submit the permit to KDHE within 10 calendar days following receipt of an executed copy of this agreement exclusive of any delays beyond the control of PEC.

This letter and the "Standard Conditions" attached hereto comprise the entire agreement between the CLIENT and PEC. They may be altered only by Supplemental Agreement.

Thank you for contacting us to provide professional services on the subject PROJECT. Should you have questions or if additional information is required, please do not hesitate to call. Return receipt of an executed copy of this letter will serve as our contract and notice to proceed with the work.

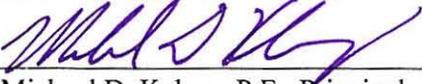
Very truly yours,

PROFESSIONAL ENGINEERING CONSULTANTS, P.A.


Joseph Hickle, P.E.
Project Engineer

JEH/mc

PROFESSIONAL ENGINEERING CONSULTANTS, P.A.

By: 
Michael D. Kelsey, P.E., Principal

Date: 3/7/13

ACCEPTED:

CITY OF HAYSVILLE

By: _____

Title: _____

Date: _____

PEC STANDARD CONDITIONS

1. **STANDARD OF CARE:** Professional Engineering Consultants, P.A., its officers, directors, employees, agents, shareholders, partners, consultants, sub-consultants, contractor, and sub-contractors (collectively "PEC") shall provide professional services to Client, its officers, directors, employees, agents, owners, members, shareholders, partners, consultants, sub-consultants, contractors, and sub-contractors, (collectively "Client") according to the agreed upon scope of services. PEC will perform the services with the level of care and skill ordinarily exercised by other consultants of the same profession under similar circumstances at the time the services are performed, and in the same locality.

2. **USE OF DOCUMENTS:** Drawings, specifications, reports, programs, manuals, cost estimates, or other documents, including documents on electronic media, prepared under this Agreement are instruments of service and as such are only applicable to the subject PROJECT. Use of these documents for any other purpose without written authorization and consent of PEC is prohibited. PEC shall retain ownership thereof.

3. **INSURANCE:** PEC and the Client agree to each maintain statutory Worker's Compensation, Employer's Liability Insurance, General Liability Insurance, and Automobile Insurance coverage for the duration of this agreement. Additionally, PEC will maintain Professional Liability Insurance for PEC's negligent acts, errors, or omissions in providing services pursuant to this Agreement. If the Client is a design professional, then the Client agrees to maintain Professional Liability Insurance for its negligent acts, errors, or omissions in providing services pursuant to this Agreement. If a project is Design-Build, the Client and all subcontractors providing professional design or other services (e.g., architects, engineers, inspectors) shall maintain professional or similar liability insurance for claims arising from its negligent performance of said services. Proof of insurance shall be provided, upon request, prior to commencement of said services.

4. **NO GUARANTEE:** PEC does not provide a warranty or guarantee, express or implied, for any portion of the scope of services including drawings, specifications, reports, programs, manuals, cost estimates, or other documents of service. PEC does not warrant or guarantee any certification of the project, including any level of LEED certification. Items of beneficial use to the Owner, whether or not included in the contract documents, shall be paid for by the Owner. The provisions of this paragraph shall apply notwithstanding any statement or language contained in any other document or agreement that might be related to the project.

5. **INDEMNIFICATION/HOLD HARMLESS:** PEC agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client and its employees from any liability, damages, or costs (including reasonable attorneys' fees and costs of defense) resulting from PEC's negligent acts, errors, or omissions through services provided pursuant to this Agreement by PEC or anyone for whom PEC is legally liable. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless PEC, its employees and subconsultants from any liability, damages, or costs (including reasonable attorneys' fees and costs of defense) resulting from the negligent acts, errors, or omissions by Client or those contractors, subcontractors, consultants, or anyone for whom Client is legally liable, and arising from the project(s) that is the subject of this agreement. PEC is not obligated to indemnify the Client in any manner whatsoever for the Clients' own negligence. If any liability, damages, or costs (including reasonable attorneys' fees and costs of defense) result from the concurrent negligence of PEC and the Client, this indemnification shall only apply to the extent of each party's proportion of the responsibility.

6. **DISPUTES:** 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.

7. **ASSIGNMENT OR SUBLETTING OF CONTRACT:** Client shall not assign, transfer, or sublet any rights, duties, or interests accruing from this Agreement without the prior written consent of PEC. This Agreement shall be binding upon the Client, its successors and assigns.

8. **NON PAYMENT/TERMINATION OF AGREEMENT:** If the Client fails to make payment for services and expenses within 30 days following receipt of an invoice, PEC may, after giving seven days written notice to the Client, without liability for delay charges, suspend services under this Agreement until PEC has been paid in full for all amounts due. Each party to this Agreement reserves the right to terminate the Agreement at any time, without cause, upon 15 days written notice and subject to payment to PEC for the value of services rendered up to the time of termination.

9. **DIFFERING SITE CONDITIONS:** The conditions at the site are the property of the Client/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 Client 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/Client 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.

10. **EXTRA WORK:** Services not specified in the Scope of Services set forth in this Agreement or due to regulatory changes shall be considered "extra work". No "extra work" will be performed without additional compensation per a supplemental agreement.

11. **FORCE MAJEURE:** The Client shall not hold PEC responsible for damages or for delays in performance caused by force majeure, acts of God, or other acts or circumstances beyond the control of PEC, or that could not have been reasonably foreseen and prevented including, but not limited to, fire, weather, floods, earthquakes, epidemics, war, riots, terrorism, strikes, and unanticipated site conditions.

12. **AGREEMENT SOLELY FOR PARTIES' BENEFIT:** This agreement is solely for the benefit of PEC and Client. Nothing herein is intended in any way to benefit any third party or otherwise create any duty or obligation on behalf of PEC or Client in favor of such third parties.

13. **LIMITATION OF LIABILITY:** To the fullest extent permitted by law, PEC's total liability to Client is limited to the greater of \$50,000 or two times PEC's fee, for any and all damages or expenses arising out of this Agreement from any cause(s) or under any theory of liability. In no event shall PEC be liable for consequential damages, including, without limitation, loss of use or loss of profits, incurred by Client or its subsidiaries or successors, regardless of whether such damages are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.

| VENDOR NO NAME | PAYMENT AMT |
|-------------------------------|-------------|
| 10 A & E ANALYTICAL | 210.00 |
| 100 AMSAN | 326.19 |
| 265 ALLPAK BATTERY | 49.00 |
| 290 AMERI-GRAPHICS SPECIAL T | 355.20 |
| 445 ASSESSMENT STRATEGIES LLC | 175.00 |
| 470 ASSOCIATED MATERIAL & SUP | 164.71 |
| 505 ATHCO LLC | 266.26 |
| 530 AUSTIN DISTRIBUTING | 387.72 |
| 579 BBDD LLC | 3,730.95 |
| 680 BAYSINGER POLICE SUPPLY | 179.88 |
| 777 BIG TOOL STORE | 440.74 |
| 830 B-R-C BEARING COMPANY INC | 224.48 |
| 844 BROOKS JIM | 35.00 |
| 996 CAPITAL ONE BANK N A | 6,579.26 |
| 1024 CASE CHAD | 35.00 |
| 1155 CINTAS CORPORATION | 321.22 |
| 1170 CITY BLUE PRINT INC | 135.00 |
| 1225 CLOUDMARK INC | 1,899.00 |
| 1269 COMPUTER HUT INC | 1,387.80 |
| 1325 COX COMMUNICATIONS | 774.99 |
| 1441 DRD ENTERPRISES LLC | 9,988.55 |
| 1487 DATA TECHNOLOGIES INC | 940.00 |
| 1544 DISCOUNT AUTO GLASS INC | 139.00 |
| 1755 ERNSTMANN MACHINE CO INC | 102.00 |
| 1781 EXPRESS SERVICES INC | 888.59 |

| VENDOR NO NAME | PAYMENT AMT |
|-------------------------------|-------------|
| 1950 FOLEY INDUSTRIES | 7,691.13 |
| 1959 FORT SCOTT COMMUNITY CLG | 280.00 |
| 2168 GRAYBAR | 54.96 |
| 2246 HAMPEL OIL | 9,108.00 |
| 2261 HARPER DAVE | 35.00 |
| 2290 HAYSVILLE CHAMBER | 850.00 |
| 2330 HAYSVILLE HEALTH MART | 31.25 |
| 2335 HAYSVILLE 1 LLC | 9,234.23 |
| 2367 HAYSVILLE TRUE VALUE | 344.40 |
| 2375 HEART AMERICA- ICC | 180.00 |
| 2386 HELMERS CONSTRUCTION | 2,528.63 |
| 2583 HURTIG BECKY | 150.00 |
| 2586 HUTCHINSON SALT COMPANY | 885.95 |
| 2673 INSTANT TIRE SERVICE | 770.04 |
| 2740 INTOXIMETERS | 74.95 |
| 2770 J D'S GRAPHICS | 100.00 |
| 2773 JG&K ENTERPRISES | 6,464.48 |
| 2838 JOLIVET ROY | 35.00 |
| 2842 JOHN DEERE CREDIT | 7,500.00 |
| 2874 K & A PROPERTY MAINT | 650.00 |
| 2973 KS BG INC | 666.36 |
| 3050 KS FIRE EQUIPMENT CO | 1,009.65 |
| 3080 KDHE -CERTIFICATE FEES | 75.00 |
| 3150 KDOR WATER SALES TAX | 524.31 |
| 3230 KS GAS SERVICE-PRIMARY | 5,835.73 |

| VENDOR NO NAME | PAYMENT AMT |
|--------------------------------|-------------|
| 3295 KS ONE-CALL SYSTEM | 208.60 |
| 3500 KONICA MINOLTA BUS SYS | 215.42 |
| 3502 KONICA MINOLTA PREMIERE | 343.75 |
| 3840 MARTINEZ, ANTONIO JR. | 35.00 |
| 4320 NATIONAL RIFLE ASSOCIATIO | 595.00 |
| 4339 NEOPOST USA INC | 96.00 |
| 4348 NEW MEDICAL HEALTH CARE | 152.50 |
| 4370 OFFICE DEPOT | 689.91 |
| 4465 PAVING MAINT SUPPLY | 670.00 |
| 4495 PENNER SYLVIA | 75.00 |
| 4520 PETTY CASH | 614.17 |
| 4648 POORMAN'S AUTO SUPPLY #5 | 37.56 |
| 4652 POWELL LARRY J | 238.13 |
| 4668 POWERS BRUCE | 35.00 |
| 4710 PRICE BROS EQUIPMENT CO | 124.95 |
| 4750 PROFESSIONAL ENGINEERING | 2,510.00 |
| 4780 PRO-KEM SUPPLIES INC | 88.00 |
| 4860 QUILL CORPORATION | 29.07 |
| 5056 RINEHART SEAN | 35.00 |
| 5173 S & S EQUIPMENT COMPANY | 185.82 |
| 5178 SEDGWICK COUNTY ASSN OF C | 100.00 |
| 5231 SAM'S CLUB | 401.71 |
| 5320 SECURITY 1ST TITLE | 1,000.00 |
| 5330 SEDGWICK COUNTY ELECTRIC | 1,833.51 |
| 5335 SEDG CTY FIN-JAIL FEES | 1,740.97 |

| VENDOR NO NAME | PAYMENT AMT |
|--------------------------------|-------------|
| 5345 SEDG CTY CODE ENFORCE | 274.53 |
| 5441 SIGNATURE PEST | 60.00 |
| 5450 SIMS ELECTRIC SERVICE INC | 143.97 |
| 5537 SOUTH CENTRAL KS CT | 1,095.00 |
| 5913 TIGERDIRECT | 68.85 |
| 5940 TRUCK PARTS & EQUIPMENT | 95.07 |
| 6238 VETERINARY EMERGENCY & | 105.00 |
| 6327 WARREN FAMILY LLC | 13,499.77 |
| 6350 WASTE MANANGEMENT OF WICH | 536.25 |
| 6407 WESTAR ENERGY | 29,216.84 |
| 6626 WICHITA WINNELSON CO | 107.96 |
| 10030 DOWNS RANDY | 90.00 |
| 10140 MCKELVEY TRACI | 52.00 |
| 10270 RITTHALER DYLAN | 60.00 |
| 10390 STONE WILLIAM G | 71.50 |
| 10720 YBARRA JESSIE | 144.00 |
| | ===== |
| REPORT TOTAL | 142,490.42 |

| FUND | NAME | TOTAL |
|------|------------|------------|
| 01 | GENERAL FU | 69,354.49 |
| 10 | SEWER FUND | 25,902.43 |
| 11 | WATER FUND | 26,777.83 |
| 12 | MUNICIPAL | 329.16 |
| 14 | STORMWATER | 147.60 |
| 21 | STREET FUN | 10,404.57 |
| 30 | RECREATION | 5,714.35 |
| 36 | CAPITAL IM | 3,310.00 |
| 81 | EQUIPMENT | 549.99 |
| | | ===== |
| | TOTAL | 142,490.42 |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|---------------------------------|------|-----------|-----------|--|---------|----------|---------|----------------|----------------|------|-----|------|-------|
| ----- | | | | | | | | | | | | | |
| INTRUST | | | | | | | | | | | | | |
| GENERAL FUND | | | | | | | | | | | | | |
| 265 ALLPAK BATTERY | | | | | | | | | | | | | |
| 224015 | 1 I | 3/12/2013 | 2/22/2013 | 2 BATTERIES | 49.00 | | 49.00 | | 49.00 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 49.00 | | 49.00 | | 49.00 | | | | |
| 445 ASSESSMENT STRATEGIES LLC | | | | | | | | | | | | | |
| PO 130408 | 1 I | 3/12/2013 | 3/02/2013 | PERSONNEL TESTING: J HE | 175.00 | | 175.00 | | 175.00 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 175.00 | | 175.00 | | 175.00 | | | | |
| 505 ATHCO LLC | | | | | | | | | | | | | |
| 17253 | 1 I | 3/12/2013 | 2/14/2013 | REPAIR FAIR-PLAY SCOREB | 238.50 | | 238.50 | | 238.50 | 01 | | | 1 |
| | 2 I | | | FREIGHT | 27.76 | | 27.76 | | 27.76 | 01 | | | 1 |
| | | | | * INVOICE TOTALS | 266.26 | | 266.26 | | 266.26 | | | | |
| | | | | ** VENDOR TOTALS * | 266.26 | | 266.26 | | 266.26 | | | | |
| 579 BBDD LLC | | | | | | | | | | | | | |
| PO 130425 | 1 I | 3/12/2013 | 3/07/2013 | NEIGHBORHOOD REVITALIZA | 3730.95 | | 3730.95 | | 3730.95 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 3730.95 | | 3730.95 | | 3730.95 | | | | |
| 680 BAYSINGER POLICE SUPPLY INC | | | | | | | | | | | | | |
| 74376 | 1 I | 3/12/2013 | 3/04/2013 | BADGE ID CASE 12EA | 179.88 | | 179.88 | | 179.88 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 179.88 | | 179.88 | | 179.88 | | | | |
| 996 CAPITAL ONE BANK N A | | | | | | | | | | | | | |
| FEB 2013 | 1 I | 3/12/2013 | 3/08/2013 | USTREAM TV415 | 49.00 | | 49.00 | | 49.00 | 01 | | | 1 |
| | 4 I | | | AMAZON MARKETPLACE | 27.36 | | 27.36 | | 27.36 | 01 | | | 1 |
| | 5 I | | | VIMEO - YEARLY SUBSCRIP | 59.95 | | 59.95 | | 59.95 | 01 | | | 1 |
| | 6 I | | | TRAIINGROUP | 408.00 | | 408.00 | | 408.00 | 01 | | | 1 |
| | 7 I | | | DAYS INN | 66.67 | | 66.67 | | 66.67 | 01 | | | 1 |
| | 8 I | | | TRANSCRIPTION GEAR | 242.02 | | 242.02 | | 242.02 | 01 | | | 1 |
| | 9 I | | | FLAGS USA | 128.00 | | 128.00 | | 128.00 | 01 | | | 1 |
| | 10 I | | | UNIVERSAL MERCANTILE EX | 23.00 | | 23.00 | | 23.00 | 01 | | | 1 |
| | 11 I | | | PETALS SYMPATHY FLOWERS | 47.96 | | 47.96 | | 47.96 | 01 | | | 1 |
| | 31 I | | | UPS | 24.87 | | 24.87 | | 24.87 | 01 | | | 1 |
| | | | | * INVOICE TOTALS | 1076.83 | | 1076.83 | | 1076.83 | | | | |
| | | | | ** VENDOR TOTALS * | 1076.83 | | 1076.83 | | 1076.83 | | | | |
| 1024 CHAD CASE | | | | | | | | | | | | | |
| FEB 2013 | 1 I | 3/12/2013 | 3/06/2013 | REIMBURSE CELL PHONE US ON CALL PERSONNEL | 35.00 | | 35.00 | | 35.00 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 35.00 | | 35.00 | | 35.00 | | | | |
| 1155 CINTAS CORPORATION #451 | | | | | | | | | | | | | |
| 451583447 | 4 I | 3/12/2013 | 2/26/2013 | UNIFORM CLEAN & RENT | 19.04 | | 19.04 | | 19.04 | 01 | | | 1 |
| | 5 I | | | UNIFORM CLEAN & RENT | 3.57 | | 3.57 | | 3.57 | 01 | | | 1 |
| | | | | * INVOICE TOTALS | 22.61 | | 22.61 | | 22.61 | | | | |
| 451586007 | 4 I | 3/12/2013 | 3/05/2013 | UNIFORM CLEAN & RENT | 19.04 | | 19.04 | | 19.04 | 01 | | | 1 |
| | 5 I | | | UNIFORM CLEAN & RENT | 3.57 | | 3.57 | | 3.57 | 01 | | | 1 |
| | | | | * INVOICE TOTALS | 22.61 | | 22.61 | | 22.61 | | | | |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|-------------------------------------|------|-----------|-----------|-------------------------|---------|----------|---------|----------------|----------------|------|-----|------|-------|
| ** VENDOR TOTALS * | | | | | 45.22 | | 45.22 | | 45.22 | | | | |
| 1225 CLOUDMARK INC | | | | | | | | | | | | | |
| 38170 | 1 I | 3/12/2013 | 3/06/2013 | CLOUDMARK 1YR LICENSE | 1899.00 | | 1899.00 | | 1899.00 | 01 | | | 1 |
| ** VENDOR TOTALS * | | | | | 1899.00 | | 1899.00 | | 1899.00 | | | | |
| 1269 COMPUTER HUT INC | | | | | | | | | | | | | |
| 6072 | 1 I | 3/12/2013 | 3/05/2013 | SYMANTIC PROTECTION SUI | 1387.80 | | 1387.80 | | 1387.80 | 01 | | | 1 |
| ** VENDOR TOTALS * | | | | | 1387.80 | | 1387.80 | | 1387.80 | | | | |
| 1325 COX COMMUNICATIONS | | | | | | | | | | | | | |
| MAR 2013 | 1 I | 3/12/2013 | 3/06/2013 | SR CTR CABLE & DATA SER | 109.42 | | 109.42 | | 109.42 | 01 | | | 1 |
| | 4 I | | | CITY/PD/COURT DATA SERV | 45.00 | | 45.00 | | 45.00 | 01 | | | 1 |
| | 5 I | | | CITY/PD/COURT DATA SERV | 142.00 | | 142.00 | | 142.00 | 01 | | | 1 |
| | 6 I | | | CITY/PD/COURT DATA SERV | 4.70 | | 4.70 | | 4.70 | 01 | | | 1 |
| | 7 I | | | CITY/PD/COURT DATA SERV | 10.90 | | 10.90 | | 10.90 | 01 | | | 1 |
| | 8 I | | | CITY/PD/COURT DATA SERV | 13.20 | | 13.20 | | 13.20 | 01 | | | 1 |
| | 9 I | | | CITY/PD/COURT DATA SERV | 4.70 | | 4.70 | | 4.70 | 01 | | | 1 |
| | 10 I | | | CITY/PD/COURT DATA SERV | 4.70 | | 4.70 | | 4.70 | 01 | | | 1 |
| | 11 I | | | CITY/PD/COURT DATA SERV | 4.70 | | 4.70 | | 4.70 | 01 | | | 1 |
| | 12 I | | | PUBLIC WORKS DATA SERV | 31.80 | | 31.80 | | 31.80 | 01 | | | 1 |
| | 13 I | | | PUBLIC WORKS DATA SERV | 31.80 | | 31.80 | | 31.80 | 01 | | | 1 |
| * INVOICE TOTALS | | | | | 402.92 | | 402.92 | | 402.92 | | | | |
| ** VENDOR TOTALS * | | | | | 402.92 | | 402.92 | | 402.92 | | | | |
| 1441 DRD ENTERPRISES LLC | | | | | | | | | | | | | |
| PO 130426 | 1 I | 3/12/2013 | 3/07/2013 | NEIGHBORHOOD REVITALIZA | 9988.55 | | 9988.55 | | 9988.55 | 01 | | | 1 |
| ** VENDOR TOTALS * | | | | | 9988.55 | | 9988.55 | | 9988.55 | | | | |
| 1544 NORTHSTAR AUTOMOTIVE GLASS LLC | | | | | | | | | | | | | |
| 189320 | 1 I | 3/12/2013 | 3/04/2013 | 1999 GRAND MARQUIS WIND | 139.00 | | 139.00 | | 139.00 | 01 | | | 1 |
| ** VENDOR TOTALS * | | | | | 139.00 | | 139.00 | | 139.00 | | | | |
| 2290 HAYSVILLE CHAMBER OF COMMERCE | | | | | | | | | | | | | |
| DUES 2013 | 1 I | 3/12/2013 | 3/07/2013 | MAYOR | 500.00 | | 500.00 | | 500.00 | 01 | | | 1 |
| | 2 I | | | WILL BLACK | 50.00 | | 50.00 | | 50.00 | 01 | | | 1 |
| | 3 I | | | JEANA MORGAN | 50.00 | | 50.00 | | 50.00 | 01 | | | 1 |
| | 5 I | | | JANIE COX | 50.00 | | 50.00 | | 50.00 | 01 | | | 1 |
| | 6 I | | | JEFF WHITFIELD | 50.00 | | 50.00 | | 50.00 | 01 | | | 1 |
| | 9 I | | | ECONOMIC DIRECTOR | 50.00 | | 50.00 | | 50.00 | 01 | | | 1 |
| * INVOICE TOTALS | | | | | 750.00 | | 750.00 | | 750.00 | | | | |
| ** VENDOR TOTALS * | | | | | 750.00 | | 750.00 | | 750.00 | | | | |
| 2335 HAYSVILLE 1 LLC | | | | | | | | | | | | | |
| PO 130423 | 1 I | 3/12/2013 | 3/07/2013 | NEIGHBORHOOD REVITALIZA | 9234.23 | | 9234.23 | | 9234.23 | 01 | | | 1 |
| ** VENDOR TOTALS * | | | | | 9234.23 | | 9234.23 | | 9234.23 | | | | |
| 2367 HAYSVILLE TRUE VALUE | | | | | | | | | | | | | |
| FEB 2013 | 1 I | 3/12/2013 | 3/08/2013 | MONTHLY HARDWARE SUPPLI | 11.17 | | 11.17 | | 11.17 | 01 | | | 1 |
| | 3 I | | | MONTHLY HARDWARE SUPPLI | 3.80 | | 3.80 | | 3.80 | 01 | | | 1 |
| | 5 I | | | MONTHLY HARDWARE SUPPLI | 7.49 | | 7.49 | | 7.49 | 01 | | | 1 |
| | 8 I | | | MONTHLY HARDWARE SUPPLI | 41.60 | | 41.60 | | 41.60 | 01 | | | 1 |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|-------------------------------------|----|----------|-----------|-----------------------------------|---------|----------|---------|----------------|----------------|------|-----|------|-------|
| 9 | I | | | MONTHLY HARDWARE SUPPLI | 16.06 | | 16.06 | | 16.06 | 01 | | | 1 |
| 10 | I | | | MONTHLY HARDWARE SUPPLI | 8.66 | | 8.66 | | 8.66 | 01 | | | 1 |
| | | | | * INVOICE TOTALS | 88.78 | | 88.78 | | 88.78 | | | | |
| | | | | ** VENDOR TOTALS * | 88.78 | | 88.78 | | 88.78 | | | | |
| 2375 HEART OF AMERICA CHAPTER-ICC | | | | | | | | | | | | | |
| PO 130400 | 1 | I | 3/12/2013 | 3/06/2013 SPRING CONFERENCE REGIS | 180.00 | | 180.00 | | 180.00 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 180.00 | | 180.00 | | 180.00 | | | | |
| 2583 BECKY C HURTIG | | | | | | | | | | | | | |
| PO 130401 | 1 | I | 3/12/2013 | 2/28/2013 J WARD, CASE 2012/4227 | 150.00 | | 150.00 | | 150.00 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 150.00 | | 150.00 | | 150.00 | | | | |
| 2740 INTOXIMETERS INC | | | | | | | | | | | | | |
| 384515 | 1 | I | 3/12/2013 | 2/19/2013 MOUTHPIECE ONEWAY 200EA | 58.00 | | 58.00 | | 58.00 | 01 | | | 1 |
| | 2 | I | | FREIGHT | 16.95 | | 16.95 | | 16.95 | 01 | | | 1 |
| | | | | * INVOICE TOTALS | 74.95 | | 74.95 | | 74.95 | | | | |
| | | | | ** VENDOR TOTALS * | 74.95 | | 74.95 | | 74.95 | | | | |
| 2770 J D'S GRAPHICS | | | | | | | | | | | | | |
| 3210 | 1 | I | 3/12/2013 | 3/06/2013 VICTIM STATEMENT FORMS | 35.00 | | 35.00 | | 35.00 | 01 | | | 1 |
| | 2 | I | | VOLUNTARY WRITTEN STATE | 35.00 | | 35.00 | | 35.00 | 01 | | | 1 |
| | 3 | I | | FUEL REPORTS 1600 | 30.00 | | 30.00 | | 30.00 | 01 | | | 1 |
| | | | | * INVOICE TOTALS | 100.00 | | 100.00 | | 100.00 | | | | |
| | | | | ** VENDOR TOTALS * | 100.00 | | 100.00 | | 100.00 | | | | |
| 2773 JG&K ENTERPRISES | | | | | | | | | | | | | |
| PO 130424 | 1 | I | 3/12/2013 | 3/07/2013 NEIGHBORHOOD REVITALIZA | 6464.48 | | 6464.48 | | 6464.48 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 6464.48 | | 6464.48 | | 6464.48 | | | | |
| 2874 K & A PROPERTY MAINTENANCE LLC | | | | | | | | | | | | | |
| 2995 | 1 | I | 3/12/2013 | 3/01/2013 CLEAN ADMIN OFFICES RES | 60.00 | | 60.00 | | 60.00 | 01 | | | 1 |
| | 2 | I | | CLEAN PD/COURT RESTROOM | 100.00 | | 100.00 | | 100.00 | 01 | | | 1 |
| | 3 | I | | CLEAN COMMUNITY BLDG RE | 45.00 | | 45.00 | | 45.00 | 01 | | | 1 |
| | 4 | I | | CLEAN SR CTR COMPLETE | 425.00 | | 425.00 | | 425.00 | 01 | | | 1 |
| | 5 | I | | CLEAN BASEMENT RESTROOM | 20.00 | | 20.00 | | 20.00 | 01 | | | 1 |
| | | | | * INVOICE TOTALS | 650.00 | | 650.00 | | 650.00 | | | | |
| | | | | ** VENDOR TOTALS * | 650.00 | | 650.00 | | 650.00 | | | | |
| 3050 KANSAS FIRE EQUIPMENT CO INC | | | | | | | | | | | | | |
| 365240 | 1 | I | 3/12/2013 | 3/06/2013 VICKERS BLDG FIRE INSPE | 15.00 | | 15.00 | | 15.00 | 01 | | | 1 |
| 365242 | 1 | I | 3/12/2013 | 3/06/2013 ADMIN BLDG FIRE INSPECT | 40.00 | | 40.00 | | 40.00 | 01 | | | 1 |
| 365243 | 1 | I | 3/12/2013 | 3/06/2013 COMMUNITY BLDG FIRE INS | 15.00 | | 15.00 | | 15.00 | 01 | | | 1 |
| 365245 | 1 | I | 3/12/2013 | 3/06/2013 SENIOR CENTER FIRE INSP | 15.00 | | 15.00 | | 15.00 | 01 | | | 1 |
| 365249 | 1 | I | 3/12/2013 | 3/06/2013 BLACKSMITH SHOP FIRE IN | 15.00 | | 15.00 | | 15.00 | 01 | | | 1 |
| 365250 | 1 | I | 3/12/2013 | 3/06/2013 POLICE DEPT FIRE INSPEC | 177.75 | | 177.75 | | 177.75 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 277.75 | | 277.75 | | 277.75 | | | | |
| 3230 KANSAS GAS SERVICE | | | | | | | | | | | | | |
| FEB 2013 | 1 | I | 3/12/2013 | 3/06/2013 PD MONTHLY GAS SERVICE | 181.90 | | 181.90 | | 181.90 | 01 | | | 1 |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|-------------|----|----------|-----------|-----------------------------------|---------|----------|---------|----------------|----------------|------|-----|------|-------|
| | 2 | I | | BLDG & GRDS MONTHLY GAS | 522.47 | | 522.47 | | 522.47 | 01 | | | 1 |
| | 3 | I | | SR CTR MONTHLY GAS SERV | 450.61 | | 450.61 | | 450.61 | 01 | | | 1 |
| | | | | * INVOICE TOTALS | 1154.98 | | 1154.98 | | 1154.98 | | | | |
| | | | | ** VENDOR TOTALS * | 1154.98 | | 1154.98 | | 1154.98 | | | | |
| | | | | 3500 KONICA MINOLTA BUSINESS | | | | | | | | | |
| 223807708 | 1 | I | 3/12/2013 | 3/06/2013 ADMIN COPIER MAINTENANC | 215.42 | | 215.42 | | 215.42 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 215.42 | | 215.42 | | 215.42 | | | | |
| | | | | 3502 KONICA MINOLTA PREMIERE | | | | | | | | | |
| 223268780 | 1 | I | 3/12/2013 | 2/26/2013 KONICA C550 COPIER LEAS | 343.75 | | 343.75 | | 343.75 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 343.75 | | 343.75 | | 343.75 | | | | |
| | | | | 4320 NRA - LEAD | | | | | | | | | |
| PO 130430 | 1 | I | 3/12/2013 | 3/07/2013 NRA LE FIREARM INST SCH | 595.00 | | 595.00 | | 595.00 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 595.00 | | 595.00 | | 595.00 | | | | |
| | | | | 4339 NEOPOST USA INC | | | | | | | | | |
| 40074259 | 1 | I | 3/12/2013 | 3/01/2013 WJ150 QUARTERLY METER R | 96.00 | | 96.00 | | 96.00 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 96.00 | | 96.00 | | 96.00 | | | | |
| | | | | 4348 NEW MARKET HEALTH CARE LLC | | | | | | | | | |
| 184629 | 1 | I | 3/12/2013 | 2/11/2013 J HEHNKE UDS/BAT/PCP | 152.50 | | 152.50 | | 152.50 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 152.50 | | 152.50 | | 152.50 | | | | |
| | | | | 4370 OFFICE DEPOT | | | | | | | | | |
| 22041001 | 1 | I | 3/12/2013 | 1/31/2013 MISC OFFICE SUPPLIES | 85.33 | | 85.33 | | 85.33 | 01 | | | 1 |
| 25778001 | 1 | I | 3/12/2013 | 2/01/2013 CLIPS, BINDERS - 3TUBS | 5.46 | | 5.46 | | 5.46 | 01 | | | 1 |
| 29537001 | 1 | I | 3/12/2013 | 2/28/2013 LASER JET CARTRIDGE | 346.87 | | 346.87 | | 346.87 | 01 | | | 1 |
| | 2 | I | | TONER CARTRIDGE BLACK | 79.77 | | 79.77 | | 79.77 | 01 | | | 1 |
| | 3 | I | | MISC OFFICE SUPPLIES | 156.62 | | 156.62 | | 156.62 | 01 | | | 1 |
| | | | | * INVOICE TOTALS | 583.26 | | 583.26 | | 583.26 | | | | |
| 6921001 | 1 | I | 3/12/2013 | 2/17/2013 3/4"X1000" TAPE 12RL | 15.86 | | 15.86 | | 15.86 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 689.91 | | 689.91 | | 689.91 | | | | |
| | | | | 4495 SYLVIA PENNER | | | | | | | | | |
| PO 130435 | 1 | I | 3/12/2013 | 3/07/2013 PRO TEM JUDGE CASE 2012 | 75.00 | | 75.00 | | 75.00 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 75.00 | | 75.00 | | 75.00 | | | | |
| | | | | 4520 PETTY CASH | | | | | | | | | |
| PO 130436 | 1 | I | 3/12/2013 | 3/07/2013 REIMBURSE FUND | 10.00 | | 10.00 | | 10.00 | 01 | | | 1 |
| | 5 | I | | REIMBURSE FUND | 66.66 | | 66.66 | | 66.66 | 01 | | | 1 |
| | 8 | I | | REIMBURSE FUND | 100.00 | | 100.00 | | 100.00 | 01 | | | 1 |
| | | | | * INVOICE TOTALS | 176.66 | | 176.66 | | 176.66 | | | | |
| | | | | ** VENDOR TOTALS * | 176.66 | | 176.66 | | 176.66 | | | | |
| | | | | 4652 LARRY J POWELL | | | | | | | | | |
| PO 130438 | 1 | I | 3/12/2013 | 3/07/2013 KPERS 17-OPT RETURN | 238.13 | | 238.13 | | 238.13 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 238.13 | | 238.13 | | 238.13 | | | | |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|-------------------------------------|-----|-----------|-----------|--|---------|----------|---------|----------------|----------------|------|-----|------|-------|
| ----- | | | | | | | | | | | | | |
| 4668 BRUCE K POWERS | | | | | | | | | | | | | |
| FEB 2013 | 1 I | 3/12/2013 | 3/07/2013 | REIMBURSE CELL PHONE US ON CALL PERSONNEL | 35.00 | | 35.00 | | 35.00 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 35.00 | | 35.00 | | 35.00 | | | | |
| 4780 PRO-KEM SUPPLIES INC | | | | | | | | | | | | | |
| 7638 | 1 I | 3/12/2013 | 2/26/2013 | PULSE SERVICE - PD OFFI | 40.00 | | 40.00 | | 40.00 | 01 | | | 1 |
| | 2 I | | | PULSE SERVICE CTY BLD 4 | 32.00 | | 32.00 | | 32.00 | 01 | | | 1 |
| | 3 I | | | PULSE SERVICE SR CTR 2E | 16.00 | | 16.00 | | 16.00 | 01 | | | 1 |
| | | | | * INVOICE TOTALS | 88.00 | | 88.00 | | 88.00 | | | | |
| | | | | ** VENDOR TOTALS * | 88.00 | | 88.00 | | 88.00 | | | | |
| 4860 QUILL CORPORATION | | | | | | | | | | | | | |
| 9338006 | 1 I | 3/12/2013 | 2/11/2013 | FORMATTED 3-1/2" DISK 3 | 29.07 | | 29.07 | | 29.07 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 29.07 | | 29.07 | | 29.07 | | | | |
| 5178 SEDGWICK COUNTY ASSN OF CITIES | | | | | | | | | | | | | |
| 2013-12 | 1 I | 3/12/2013 | 2/17/2013 | 2013 ANNUAL DUES | 100.00 | | 100.00 | | 100.00 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 100.00 | | 100.00 | | 100.00 | | | | |
| 5231 SAM'S CLUB / GECRB | | | | | | | | | | | | | |
| FEB 2013 | 4 I | 3/12/2013 | 3/07/2013 | PC PARK MATERIALS | 122.05 | | 122.05 | | 122.05 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 122.05 | | 122.05 | | 122.05 | | | | |
| 5335 SEDGWICK COUNTY DIV OF FINANCE | | | | | | | | | | | | | |
| FEB 2013 | 1 I | 3/12/2013 | 3/07/2013 | PRISONER HOUSING 833HRS | 1740.97 | | 1740.97 | | 1740.97 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 1740.97 | | 1740.97 | | 1740.97 | | | | |
| 5345 SEDGWICK COUNTY | | | | | | | | | | | | | |
| FEB 2013 | 1 I | 3/12/2013 | 3/08/2013 | INSPECTION RECEIPTS FEB | 274.53 | | 274.53 | | 274.53 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 274.53 | | 274.53 | | 274.53 | | | | |
| 5441 SIGNATURE PEST CONTROL | | | | | | | | | | | | | |
| 35119 | 1 I | 3/12/2013 | 2/08/2013 | PEST CONTROL SENIOR CEN | 60.00 | | 60.00 | | 60.00 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 60.00 | | 60.00 | | 60.00 | | | | |
| 5450 SIMS ELECTRIC SERVICE INC | | | | | | | | | | | | | |
| 14322 | 1 I | 3/12/2013 | 3/08/2013 | 200 W GRAND BASEMENT RE | 143.97 | | 143.97 | | 143.97 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 143.97 | | 143.97 | | 143.97 | | | | |
| 5537 CHRISTOPHER M DAVIS PCO | | | | | | | | | | | | | |
| JAN 2013 | 1 I | 3/12/2013 | 3/07/2013 | D IVY #12-4154 | 165.00 | | 165.00 | | 165.00 | 01 | | | 1 |
| | 2 I | | | J DOLL #12-2527 | 165.00 | | 165.00 | | 165.00 | 01 | | | 1 |
| | 3 I | | | G STOUGH #12-2386 | 150.00 | | 150.00 | | 150.00 | 01 | | | 1 |
| | 4 I | | | J COOLEY #12-3952 | 150.00 | | 150.00 | | 150.00 | 01 | | | 1 |
| | 5 I | | | C KLEIN #12-913 | 150.00 | | 150.00 | | 150.00 | 01 | | | 1 |
| | 6 I | | | D EVANS #12-2127 | 150.00 | | 150.00 | | 150.00 | 01 | | | 1 |
| | 7 I | | | C WHACK #11-2754 | 150.00 | | 150.00 | | 150.00 | 01 | | | 1 |
| | 8 I | | | M CLAWSON UA | 15.00 | | 15.00 | | 15.00 | 01 | | | 1 |
| | | | | * INVOICE TOTALS | 1095.00 | | 1095.00 | | 1095.00 | | | | |
| | | | | ** VENDOR TOTALS * | 1095.00 | | 1095.00 | | 1095.00 | | | | |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|-----------------------------------|------|-----------|-----------|-------------------------|----------|----------|----------|----------------|----------------|------|-----|------|-------|
| ----- | | | | | | | | | | | | | |
| 5913 TIGERDIRECT | | | | | | | | | | | | | |
| 66480101 | 1 I | 3/12/2013 | 2/25/2013 | ASUS 24X DVD SATA OEM | 68.85 | | 68.85 | | 68.85 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 68.85 | | 68.85 | | 68.85 | | | | |
| 6238 VETERINARY EMERGENCY & | | | | | | | | | | | | | |
| 101306 | 1 I | 3/12/2013 | 2/11/2013 | ROX EMERGENCY EXAM | 105.00 | | 105.00 | | 105.00 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 105.00 | | 105.00 | | 105.00 | | | | |
| 6327 THE WARREN FAMILY LLC | | | | | | | | | | | | | |
| PO 130427 | 1 I | 3/12/2013 | 3/07/2013 | NEIGHBORHOOD REVITALIZA | 13499.77 | | 13499.77 | | 13499.77 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 13499.77 | | 13499.77 | | 13499.77 | | | | |
| 6350 WASTE MANANGEMENT OF WICHITA | | | | | | | | | | | | | |
| PO 130462 | 1 I | 3/12/2013 | 3/08/2013 | SENIOR CENTER TRASH SER | 50.00 | | 50.00 | | 50.00 | 01 | | | 1 |
| | 2 I | | | CITY BLDG TRASH SERVICE | 40.00 | | 40.00 | | 40.00 | 01 | | | 1 |
| | 9 I | | | RIGGS PARK TRASH SERVIC | 160.00 | | 160.00 | | 160.00 | 01 | | | 1 |
| | 10 I | | | COMMUNITY BLDG TRASH SE | 50.00 | | 50.00 | | 50.00 | 01 | | | 1 |
| | | | | * INVOICE TOTALS | 300.00 | | 300.00 | | 300.00 | | | | |
| | | | | ** VENDOR TOTALS * | 300.00 | | 300.00 | | 300.00 | | | | |
| 6407 WESTAR ENERGY | | | | | | | | | | | | | |
| FEB 2013 | 1 I | 3/12/2013 | 3/08/2013 | MONTHLY ELECTRIC UTILIT | 290.52 | | 290.52 | | 290.52 | 01 | | | 1 |
| | 2 I | | | MONTHLY ELECTRIC UTILIT | 1090.84 | | 1090.84 | | 1090.84 | 01 | | | 1 |
| | 3 I | | | MONTHLY ELECTRIC UTILIT | 780.73 | | 780.73 | | 780.73 | 01 | | | 1 |
| | 4 I | | | MONTHLY ELECTRIC UTILIT | 1998.23 | | 1998.23 | | 1998.23 | 01 | | | 1 |
| | 5 I | | | MONTHLY ELECTRIC UTILIT | 337.21 | | 337.21 | | 337.21 | 01 | | | 1 |
| | | | | * INVOICE TOTALS | 4497.53 | | 4497.53 | | 4497.53 | | | | |
| FEB2013 | 1 I | 3/12/2013 | 3/08/2013 | MONTHLY ELECTRIC UTILIT | 6111.80 | | 6111.80 | | 6111.80 | 01 | | | 1 |
| | | | | ** VENDOR TOTALS * | 10609.33 | | 10609.33 | | 10609.33 | | | | |
| | | | | GENERAL FUND | 69354.49 | | 69354.49 | | 69354.49 | | | | |
| SEWER FUND | | | | | | | | | | | | | |
| 10 A & E ANALYTICAL LAB INC | | | | | | | | | | | | | |
| 3238 | 1 I | 3/12/2013 | 2/19/2013 | AMMONIA 2EA | 40.00 | | 40.00 | | 40.00 | 10 | | | 1 |
| | 2 I | | | TOTAL KJELDAHL NITROGEN | 50.00 | | 50.00 | | 50.00 | 10 | | | 1 |
| | 3 I | | | TOTAL PHOSPHOROUS 2EA | 50.00 | | 50.00 | | 50.00 | 10 | | | 1 |
| | 4 I | | | NITRATE+NITRITE AS NITR | 70.00 | | 70.00 | | 70.00 | 10 | | | 1 |
| | | | | * INVOICE TOTALS | 210.00 | | 210.00 | | 210.00 | | | | |
| | | | | ** VENDOR TOTALS * | 210.00 | | 210.00 | | 210.00 | | | | |
| 100 AMSAN | | | | | | | | | | | | | |
| 280618000 | 1 I | 3/12/2013 | 1/14/2013 | PAPER GOODS | 108.73 | | 108.73 | | 108.73 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 108.73 | | 108.73 | | 108.73 | | | | |
| 530 AUSTIN DISTRIBUTING | | | | | | | | | | | | | |
| 1364732 | 1 I | 3/12/2013 | 2/08/2013 | 10C2AT HOSE & CRIMPS | 119.81 | | 119.81 | | 119.81 | 10 | | | 1 |
| 1364947 | 1 I | 3/12/2013 | 2/11/2013 | 924GZ CAT LOADER ADAPTE | 9.43 | | 9.43 | | 9.43 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 129.24 | | 129.24 | | 129.24 | | | | |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|-------------------------------|------|-----------|-----------|-------------------------|---------|----------|---------|----------------|----------------|------|-----|------|-------|
| ----- | | | | | | | | | | | | | |
| 777 BIG TOOL STORE | | | | | | | | | | | | | |
| 318816 | 1 I | 3/12/2013 | 2/11/2013 | LASER MEASURER | 130.66 | | 130.66 | | 130.66 | 10 | | | 1 |
| 320130 | 1 I | 3/12/2013 | 2/26/2013 | 4" 6PT SPINDLE KDTOOLS | 9.33 | | 9.33 | | 9.33 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 139.99 | | 139.99 | | 139.99 | | | | |
| 830 B-R-C BEARING COMPANY INC | | | | | | | | | | | | | |
| 440261 | 1 I | 3/12/2013 | 3/06/2013 | AG SPHERICAL INSERT BEA | 71.70 | | 71.70 | | 71.70 | 10 | | | 1 |
| 440307 | 1 I | 3/12/2013 | 2/15/2013 | SKF SEAL, PUMP #5 | 9.38 | | 9.38 | | 9.38 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 81.08 | | 81.08 | | 81.08 | | | | |
| 996 CAPITAL ONE BANK N A | | | | | | | | | | | | | |
| FEB 2013 | 2 I | 3/12/2013 | 3/08/2013 | PAYFLOW | 15.23 | | 15.23 | | 15.23 | 10 | | | 1 |
| | 15 I | | | NORTHERN TOOL & EQUIPME | 158.32 | | 158.32 | | 158.32 | 10 | | | 1 |
| | 19 I | | | HARBOR FREIGHT | 50.00 | | 50.00 | | 50.00 | 10 | | | 1 |
| | 29 I | | | GLOBAL INDUSTRIAL | 813.14 | | 813.14 | | 813.14 | 10 | | | 1 |
| | 33 I | | | FEDEX | 86.19 | | 86.19 | | 86.19 | 10 | | | 1 |
| | | | | * INVOICE TOTALS | 1122.88 | | 1122.88 | | 1122.88 | | | | |
| | | | | ** VENDOR TOTALS * | 1122.88 | | 1122.88 | | 1122.88 | | | | |
| 1155 CINTAS CORPORATION #451 | | | | | | | | | | | | | |
| 451583447 | 1 I | 3/12/2013 | 2/26/2013 | SHOP TOWELS & SUPPLIES | 16.28 | | 16.28 | | 16.28 | 10 | | | 1 |
| | 6 I | | | UNIFORM CLEAN & RENT | 35.86 | | 35.86 | | 35.86 | 10 | | | 1 |
| | | | | * INVOICE TOTALS | 52.14 | | 52.14 | | 52.14 | | | | |
| 451586007 | 1 I | 3/12/2013 | 3/05/2013 | SHOP TOWELS & SUPPLIES | 16.28 | | 16.28 | | 16.28 | 10 | | | 1 |
| | 6 I | | | UNIFORM CLEAN & RENT | 35.86 | | 35.86 | | 35.86 | 10 | | | 1 |
| | | | | * INVOICE TOTALS | 52.14 | | 52.14 | | 52.14 | | | | |
| | | | | ** VENDOR TOTALS * | 104.28 | | 104.28 | | 104.28 | | | | |
| 1170 CITY BLUE PRINT INC | | | | | | | | | | | | | |
| 308245 | 1 I | 3/12/2013 | 2/15/2013 | LT-8 300 S/N 3390 | 45.00 | | 45.00 | | 45.00 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 45.00 | | 45.00 | | 45.00 | | | | |
| 1325 COX COMMUNICATIONS | | | | | | | | | | | | | |
| MAR 2013 | 14 I | 3/12/2013 | 3/06/2013 | PUBLIC WORKS DATA SERV | 31.80 | | 31.80 | | 31.80 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 31.80 | | 31.80 | | 31.80 | | | | |
| 1487 DATA TECHNOLOGIES INC | | | | | | | | | | | | | |
| 34564 | 1 I | 3/12/2013 | 2/27/2013 | UTILITY E-BILLS & INSTA | 470.00 | | 470.00 | | 470.00 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 470.00 | | 470.00 | | 470.00 | | | | |
| 1781 EXPRESS SERVICES INC | | | | | | | | | | | | | |
| 12149737-4 | 1 I | 3/12/2013 | 2/19/2013 | J RHYNARD 40.43HRS | 494.24 | | 494.24 | | 494.24 | 10 | | | 1 |
| 12173833-0 | 1 I | 3/12/2013 | 2/26/2013 | J RHYNARD 32.43HRS | 394.35 | | 394.35 | | 394.35 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 888.59 | | 888.59 | | 888.59 | | | | |
| 1950 FOLEY INDUSTRIES | | | | | | | | | | | | | |
| 1226702 | 1 I | 3/12/2013 | 1/31/2013 | 924GZ PIN AS & SEALS | 149.69 | | 149.69 | | 149.69 | 10 | | | 1 |
| 1227311 | 1 I | 3/12/2013 | 1/31/2013 | 924GZ LOADER LINK AS & | 249.88 | | 249.88 | | 249.88 | 10 | | | 1 |
| 1229321 | 1 I | 3/12/2013 | 2/05/2013 | 924GZ PIN AS/ELEMENTS/F | 126.76 | | 126.76 | | 126.76 | 10 | | | 1 |
| 1230109 | 1 I | 3/12/2013 | 2/01/2013 | 924GZ LOADER MISC CHARG | 1336.26 | | 1336.26 | | 1336.26 | 10 | | | 1 |
| 1230110 | 1 I | 3/12/2013 | 2/07/2013 | 924GZ LOADER WASHERS | 30.83 | | 30.83 | | 30.83 | 10 | | | 1 |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|------------------------------------|------|-----------|-----------|--|---------|----------|---------|----------------|----------------|------|-----|------|-------|
| 1230111 | 1 I | 3/12/2013 | 2/07/2013 | 924GZ LOADER COUPLING | 35.01 | | 35.01 | | 35.01 | 10 | | | 1 |
| 1230928 | 1 I | 3/12/2013 | 2/08/2013 | 924GZ FILTER & SEALS | 66.20 | | 66.20 | | 66.20 | 10 | | | 1 |
| 1231674 | 1 I | 3/12/2013 | 2/07/2013 | 924GZ LOADER WASHERS | 58.24 | | 58.24 | | 58.24 | 10 | | | 1 |
| 1232582 | 1 I | 3/12/2013 | 2/12/2013 | 924GZ LOADER SPIDER BRG | 55.38 | | 55.38 | | 55.38 | 10 | | | 1 |
| 1238928 | 1 I | 3/12/2013 | 2/23/2013 | 924GZ LOADER PARTS | 232.28 | | 232.28 | | 232.28 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 2340.53 | | 2340.53 | | 2340.53 | | | | |
| 1959 FORT SCOTT COMMUNITY COLLEGE | | | | | | | | | | | | | |
| 122S-0221 | 1 I | 3/12/2013 | 2/21/2013 | D HARPER "UTILITY MGMT | 140.00 | | 140.00 | | 140.00 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 140.00 | | 140.00 | | 140.00 | | | | |
| 2261 DAVE HARPER | | | | | | | | | | | | | |
| FEB 2013 | 1 I | 3/12/2013 | 3/06/2013 | PERSONAL CELL PHONE REI | 35.00 | | 35.00 | | 35.00 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 35.00 | | 35.00 | | 35.00 | | | | |
| 2290 HAYSVILLE CHAMBER OF COMMERCE | | | | | | | | | | | | | |
| DUES 2013 | 7 I | 3/12/2013 | 3/07/2013 | RANDY DORNER | 25.00 | | 25.00 | | 25.00 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 25.00 | | 25.00 | | 25.00 | | | | |
| 2367 HAYSVILLE TRUE VALUE | | | | | | | | | | | | | |
| FEB 2013 | 2 I | 3/12/2013 | 3/08/2013 | MONTHLY HARDWARE SUPPLI | 83.51 | | 83.51 | | 83.51 | 10 | | | 1 |
| | 11 I | | | MONTHLY HARDWARE SUPPLI | 8.48 | | 8.48 | | 8.48 | 10 | | | 1 |
| | | | | * INVOICE TOTALS | 91.99 | | 91.99 | | 91.99 | | | | |
| | | | | ** VENDOR TOTALS * | 91.99 | | 91.99 | | 91.99 | | | | |
| 2673 INSTANT TIRE SERVICE | | | | | | | | | | | | | |
| 21316 | 1 I | 3/12/2013 | 2/27/2013 | 317 SKID STEER TIRES | 233.68 | | 233.68 | | 233.68 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 233.68 | | 233.68 | | 233.68 | | | | |
| 2838 ROY JOLIVET | | | | | | | | | | | | | |
| FEB 2013 | 1 I | 3/12/2013 | 3/06/2013 | REIMBURSE CELL PHONE US ON CALL PERSONNEL | 11.67 | | 11.67 | | 11.67 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 11.67 | | 11.67 | | 11.67 | | | | |
| 2842 JOHN DEERE FINANCIAL | | | | | | | | | | | | | |
| PO 130407 | 1 I | 3/12/2013 | 3/06/2013 | JD 310SJ LEASE WLBH | 2500.00 | | 2500.00 | | 2500.00 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 2500.00 | | 2500.00 | | 2500.00 | | | | |
| 2973 KANSAS BG INC | | | | | | | | | | | | | |
| A40102 | 1 I | 3/12/2013 | 2/27/2013 | GAS STORAGE TANK SUPERC | 222.12 | | 222.12 | | 222.12 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 222.12 | | 222.12 | | 222.12 | | | | |
| 3050 KANSAS FIRE EQUIPMENT CO INC | | | | | | | | | | | | | |
| 365248 | 1 I | 3/12/2013 | 3/06/2013 | SHOP/WELLS/GARAGE FIRE | 222.30 | | 222.30 | | 222.30 | 10 | | | 1 |
| 365251 | 1 I | 3/12/2013 | 3/06/2013 | PUBLIC WORKS FIRE INSPE | 5.00 | | 5.00 | | 5.00 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 227.30 | | 227.30 | | 227.30 | | | | |
| 3080 KDHE - BUREAU OF WATER | | | | | | | | | | | | | |
| PO 130414 | 1 I | 3/12/2013 | 3/06/2013 | D KIRKLAND, WW CLASS I | 25.00 | | 25.00 | | 25.00 | 10 | | | 1 |
| | | | | ** VENDOR TOTALS * | 25.00 | | 25.00 | | 25.00 | | | | |
| 3230 KANSAS GAS SERVICE | | | | | | | | | | | | | |
| FEB 2013 | 4 I | 3/12/2013 | 3/06/2013 | SEWER MONTHLY GAS SERVI | 3339.56 | | 3339.56 | | 3339.56 | 10 | | | 1 |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|-----------------------------------|-----|-----------|-----------|--|----------|----------|----------|----------------|----------------|------|-----|------|-------|
| ** VENDOR TOTALS * | | | | | 3339.56 | | 3339.56 | | 3339.56 | | | | |
| 3295 KANSAS ONE-CALL SYSTEM INC | | | | | | | | | | | | | |
| 3020282 | 1 I | 3/12/2013 | 3/06/2013 | LOCATE FEES | 69.54 | | 69.54 | | 69.54 | 10 | | | 1 |
| ** VENDOR TOTALS * | | | | | 69.54 | | 69.54 | | 69.54 | | | | |
| 4520 PETTY CASH | | | | | | | | | | | | | |
| PO 130436 | 2 I | 3/12/2013 | 3/07/2013 | REIMBURSE FUND | 66.67 | | 66.67 | | 66.67 | 10 | | | 1 |
| ** VENDOR TOTALS * | | | | | 66.67 | | 66.67 | | 66.67 | | | | |
| 4750 PROFESSIONAL ENGINEERING | | | | | | | | | | | | | |
| 510315 | 1 I | 3/12/2013 | 2/25/2013 | MONTHLY RETAINER | 66.67 | | 66.67 | | 66.67 | 10 | | | 1 |
| ** VENDOR TOTALS * | | | | | 66.67 | | 66.67 | | 66.67 | | | | |
| 5056 SEAN RINEHART | | | | | | | | | | | | | |
| FEB 2013 | 1 I | 3/12/2013 | 3/07/2013 | REIMBURSE CELL PHONE US ON CALL PERSONNEL | 11.67 | | 11.67 | | 11.67 | 10 | | | 1 |
| ** VENDOR TOTALS * | | | | | 11.67 | | 11.67 | | 11.67 | | | | |
| 5173 S & S EQUIPMENT COMPANY INC | | | | | | | | | | | | | |
| 112456 | 1 I | 3/12/2013 | 1/04/2013 | LABOR | 65.00 | | 65.00 | | 65.00 | 10 | | | 1 |
| | 2 I | | | ELEMENT, OIL FLTR QR25 | 47.86 | | 47.86 | | 47.86 | 10 | | | 1 |
| | 3 I | | | ELEMENT | 34.20 | | 34.20 | | 34.20 | 10 | | | 1 |
| | 4 I | | | QUIN-CIP, 1 GALLON 20WT | 38.76 | | 38.76 | | 38.76 | 10 | | | 1 |
| * INVOICE TOTALS | | | | | 185.82 | | 185.82 | | 185.82 | | | | |
| ** VENDOR TOTALS * | | | | | 185.82 | | 185.82 | | 185.82 | | | | |
| 6350 WASTE MANANGEMENT OF WICHITA | | | | | | | | | | | | | |
| PO 130462 | 3 I | 3/12/2013 | 3/08/2013 | CITY BLDG TRASH SERVICE | 40.00 | | 40.00 | | 40.00 | 10 | | | 1 |
| | 6 I | | | PUBLIC WORKS TRASH SERV | 33.33 | | 33.33 | | 33.33 | 10 | | | 1 |
| * INVOICE TOTALS | | | | | 73.33 | | 73.33 | | 73.33 | | | | |
| ** VENDOR TOTALS * | | | | | 73.33 | | 73.33 | | 73.33 | | | | |
| 6407 WESTAR ENERGY | | | | | | | | | | | | | |
| FEB 2013 | 6 I | 3/12/2013 | 3/08/2013 | MONTHLY ELECTRIC UTILIT | 12905.29 | | 12905.29 | | 12905.29 | 10 | | | 1 |
| ** VENDOR TOTALS * | | | | | 12905.29 | | 12905.29 | | 12905.29 | | | | |
| SEWER FUND | | | | | 25902.43 | | 25902.43 | | 25902.43 | | | | |
| WATER FUND | | | | | | | | | | | | | |
| 100 AMSAN | | | | | | | | | | | | | |
| 280618000 | 2 I | 3/12/2013 | 1/14/2013 | PAPER GOODS | 108.73 | | 108.73 | | 108.73 | 11 | | | 1 |
| ** VENDOR TOTALS * | | | | | 108.73 | | 108.73 | | 108.73 | | | | |
| 530 AUSTIN DISTRIBUTING | | | | | | | | | | | | | |
| 1364732 | 2 I | 3/12/2013 | 2/08/2013 | 10C2AT HOSE & CRIMPS | 119.82 | | 119.82 | | 119.82 | 11 | | | 1 |
| 1364947 | 2 I | 3/12/2013 | 2/11/2013 | 924GZ CAT LOADER ADAPTE | 9.42 | | 9.42 | | 9.42 | 11 | | | 1 |
| ** VENDOR TOTALS * | | | | | 129.24 | | 129.24 | | 129.24 | | | | |
| 777 BIG TOOL STORE | | | | | | | | | | | | | |
| 318816 | 2 I | 3/12/2013 | 2/11/2013 | LASER MEASURER | 130.66 | | 130.66 | | 130.66 | 11 | | | 1 |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|-------------|------|-----------|-----------|--|---------|----------|---------|----------------|----------------|------|-----|------|-------|
| 320130 | 2 I | 3/12/2013 | 2/26/2013 | 4" 6PT SPINDLE KDTOOLS | 9.33 | | 9.33 | | 9.33 | 11 | | | 1 |
| | | | | ** VENDOR TOTALS * | 139.99 | | 139.99 | | 139.99 | | | | |
| | | | | 830 B-R-C BEARING COMPANY INC | | | | | | | | | |
| 440261 | 2 I | 3/12/2013 | 3/06/2013 | AG SPHERICAL INSERT BEA | 71.70 | | 71.70 | | 71.70 | 11 | | | 1 |
| | | | | ** VENDOR TOTALS * | 71.70 | | 71.70 | | 71.70 | | | | |
| | | | | 844 JIM BROOKS | | | | | | | | | |
| FEB 2013 | 1 I | 3/12/2013 | 3/06/2013 | REIMBURSE CELL PHONE US ON CALL PERSONNEL | 17.50 | | 17.50 | | 17.50 | 11 | | | 1 |
| | | | | ** VENDOR TOTALS * | 17.50 | | 17.50 | | 17.50 | | | | |
| | | | | 996 CAPITAL ONE BANK N A | | | | | | | | | |
| FEB 2013 | 3 I | 3/12/2013 | 3/08/2013 | PAYFLOW | 15.22 | | 15.22 | | 15.22 | 11 | | | 1 |
| | 16 I | | | NORTHERN TOOL & EQUIPME | 158.32 | | 158.32 | | 158.32 | 11 | | | 1 |
| | 18 I | | | ATWOODS | 66.58 | | 66.58 | | 66.58 | 11 | | | 1 |
| | 20 I | | | HARBOR FREIGHT | 49.99 | | 49.99 | | 49.99 | 11 | | | 1 |
| | 23 I | | | PARKWOOD INN & SUITES - | 100.70 | | 100.70 | | 100.70 | 11 | | | 1 |
| | 30 I | | | GLOBAL INDUSTRIAL | 813.14 | | 813.14 | | 813.14 | 11 | | | 1 |
| | | | | * INVOICE TOTALS | 1203.95 | | 1203.95 | | 1203.95 | | | | |
| | | | | ** VENDOR TOTALS * | 1203.95 | | 1203.95 | | 1203.95 | | | | |
| | | | | 1155 CINTAS CORPORATION #451 | | | | | | | | | |
| 451583447 | 2 I | 3/12/2013 | 2/26/2013 | SHOP TOWELS & SUPPLIES | 16.28 | | 16.28 | | 16.28 | 11 | | | 1 |
| | 7 I | | | UNIFORM CLEAN & RENT | 36.07 | | 36.07 | | 36.07 | 11 | | | 1 |
| | | | | * INVOICE TOTALS | 52.35 | | 52.35 | | 52.35 | | | | |
| 451586007 | 2 I | 3/12/2013 | 3/05/2013 | SHOP TOWELS & SUPPLIES | 16.28 | | 16.28 | | 16.28 | 11 | | | 1 |
| | 7 I | | | UNIFORM CLEAN & RENT | 36.07 | | 36.07 | | 36.07 | 11 | | | 1 |
| | | | | * INVOICE TOTALS | 52.35 | | 52.35 | | 52.35 | | | | |
| | | | | ** VENDOR TOTALS * | 104.70 | | 104.70 | | 104.70 | | | | |
| | | | | 1170 CITY BLUE PRINT INC | | | | | | | | | |
| 308245 | 2 I | 3/12/2013 | 2/15/2013 | LT-8 300 S/N 3390 | 45.00 | | 45.00 | | 45.00 | 11 | | | 1 |
| | | | | ** VENDOR TOTALS * | 45.00 | | 45.00 | | 45.00 | | | | |
| | | | | 1325 COX COMMUNICATIONS | | | | | | | | | |
| MAR 2013 | 15 I | 3/12/2013 | 3/06/2013 | PUBLIC WORKS DATA SERV | 31.80 | | 31.80 | | 31.80 | 11 | | | 1 |
| | | | | ** VENDOR TOTALS * | 31.80 | | 31.80 | | 31.80 | | | | |
| | | | | 1487 DATA TECHNOLOGIES INC | | | | | | | | | |
| 34564 | 2 I | 3/12/2013 | 2/27/2013 | UTILITY E-BILLS & INSTA | 470.00 | | 470.00 | | 470.00 | 11 | | | 1 |
| | | | | ** VENDOR TOTALS * | 470.00 | | 470.00 | | 470.00 | | | | |
| | | | | 1950 FOLEY INDUSTRIES | | | | | | | | | |
| 1226702 | 2 I | 3/12/2013 | 1/31/2013 | 924GZ PIN AS & SEALS | 149.69 | | 149.69 | | 149.69 | 11 | | | 1 |
| 1227311 | 2 I | 3/12/2013 | 1/31/2013 | 924GZ LOADER LINK AS & | 249.89 | | 249.89 | | 249.89 | 11 | | | 1 |
| 1229321 | 2 I | 3/12/2013 | 2/05/2013 | 924GZ PIN AS/ELEMENTS/F | 126.76 | | 126.76 | | 126.76 | 11 | | | 1 |
| 1230109 | 2 I | 3/12/2013 | 2/01/2013 | 924GZ LOADER MISC CHARG | 1336.26 | | 1336.26 | | 1336.26 | 11 | | | 1 |
| 1230110 | 2 I | 3/12/2013 | 2/07/2013 | 924GZ LOADER WASHERS | 30.83 | | 30.83 | | 30.83 | 11 | | | 1 |
| 1230111 | 2 I | 3/12/2013 | 2/07/2013 | 924GZ LOADER COUPLING | 35.01 | | 35.01 | | 35.01 | 11 | | | 1 |
| 1230928 | 2 I | 3/12/2013 | 2/08/2013 | 924GZ FILTER & SEALS | 66.20 | | 66.20 | | 66.20 | 11 | | | 1 |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | SQ | CK |
|------------------------------------|------|-----------|-----------|--|---------|----------|---------|----------------|----------------|------|-----|------|----|----|
| 1231674 | 2 I | 3/12/2013 | 2/07/2013 | 924GZ LOADER WASHERS | 58.25 | | 58.25 | | 58.25 | 11 | | | | 1 |
| 1232582 | 2 I | 3/12/2013 | 2/12/2013 | 924GZ LOADER SPIDER BRG | 55.37 | | 55.37 | | 55.37 | 11 | | | | 1 |
| 1238928 | 2 I | 3/12/2013 | 2/23/2013 | 924GZ LOADER PARTS | 232.27 | | 232.27 | | 232.27 | 11 | | | | 1 |
| | | | | ** VENDOR TOTALS * | 2340.53 | | 2340.53 | | 2340.53 | | | | | |
| 1959 FORT SCOTT COMMUNITY COLLEGE | | | | | | | | | | | | | | |
| 122S-0221 | 2 I | 3/12/2013 | 2/21/2013 | T MARTINEZ "UTIL MGMT S | 140.00 | | 140.00 | | 140.00 | 11 | | | | 1 |
| | | | | ** VENDOR TOTALS * | 140.00 | | 140.00 | | 140.00 | | | | | |
| 2246 HAMPEL OIL | | | | | | | | | | | | | | |
| 90454258 | 1 I | 3/12/2013 | 2/28/2013 | UNLEADED GAS 1200GAL | 4140.00 | | 4140.00 | | 4140.00 | 11 | | | | 1 |
| | 2 I | | | DIESEL 1350GAL | 4968.00 | | 4968.00 | | 4968.00 | 11 | | | | 1 |
| | | | | * INVOICE TOTALS | 9108.00 | | 9108.00 | | 9108.00 | | | | | |
| | | | | ** VENDOR TOTALS * | 9108.00 | | 9108.00 | | 9108.00 | | | | | |
| 2290 HAYSVILLE CHAMBER OF COMMERCE | | | | | | | | | | | | | | |
| DUES 2013 | 8 I | 3/12/2013 | 3/07/2013 | RANDY DORNER | 25.00 | | 25.00 | | 25.00 | 11 | | | | 1 |
| | | | | ** VENDOR TOTALS * | 25.00 | | 25.00 | | 25.00 | | | | | |
| 2367 HAYSVILLE TRUE VALUE | | | | | | | | | | | | | | |
| FEB 2013 | 7 I | 3/12/2013 | 3/08/2013 | MONTHLY HARDWARE SUPPLI | 75.96 | | 75.96 | | 75.96 | 11 | | | | 1 |
| | 13 I | | | MONTHLY HARDWARE SUPPLI | 7.58 | | 7.58 | | 7.58 | 11 | | | | 1 |
| | | | | * INVOICE TOTALS | 83.54 | | 83.54 | | 83.54 | | | | | |
| | | | | ** VENDOR TOTALS * | 83.54 | | 83.54 | | 83.54 | | | | | |
| 2386 KATHY HELMERS | | | | | | | | | | | | | | |
| PO 130480 | 1 I | 3/12/2013 | 3/08/2013 | 300 LAMAR, 108SF OF DRI | 594.00 | | 594.00 | | 594.00 | 11 | | | | 1 |
| | 2 I | | | 253 MAYNARD, 196.5SF DR | 1080.75 | | 1080.75 | | 1080.75 | 11 | | | | 1 |
| | 3 I | | | 334 W 6TH 155.25SF DRIV | 853.88 | | 853.88 | | 853.88 | 11 | | | | 1 |
| | | | | * INVOICE TOTALS | 2528.63 | | 2528.63 | | 2528.63 | | | | | |
| | | | | ** VENDOR TOTALS * | 2528.63 | | 2528.63 | | 2528.63 | | | | | |
| 2673 INSTANT TIRE SERVICE | | | | | | | | | | | | | | |
| 21316 | 2 I | 3/12/2013 | 2/27/2013 | 317 SKID STEER TIRES | 233.68 | | 233.68 | | 233.68 | 11 | | | | 1 |
| | | | | ** VENDOR TOTALS * | 233.68 | | 233.68 | | 233.68 | | | | | |
| 2838 ROY JOLIVET | | | | | | | | | | | | | | |
| FEB 2013 | 2 I | 3/12/2013 | 3/06/2013 | REIMBURSE CELL PHONE US ON CALL PERSONNEL | 11.67 | | 11.67 | | 11.67 | 11 | | | | 1 |
| | | | | ** VENDOR TOTALS * | 11.67 | | 11.67 | | 11.67 | | | | | |
| 2842 JOHN DEERE FINANCIAL | | | | | | | | | | | | | | |
| PO 130407 | 2 I | 3/12/2013 | 3/06/2013 | JD 310SJ LEASE WLBH | 2500.00 | | 2500.00 | | 2500.00 | 11 | | | | 1 |
| | | | | ** VENDOR TOTALS * | 2500.00 | | 2500.00 | | 2500.00 | | | | | |
| 2973 KANSAS BG INC | | | | | | | | | | | | | | |
| A40102 | 2 I | 3/12/2013 | 2/27/2013 | GAS STORAGE TANK SUPERC | 222.12 | | 222.12 | | 222.12 | 11 | | | | 1 |
| | | | | ** VENDOR TOTALS * | 222.12 | | 222.12 | | 222.12 | | | | | |
| 3050 KANSAS FIRE EQUIPMENT CO INC | | | | | | | | | | | | | | |
| 365248 | 2 I | 3/12/2013 | 3/06/2013 | SHOP/WELLS/GARAGE FIRE | 222.30 | | 222.30 | | 222.30 | 11 | | | | 1 |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|-------------|-----|-----------|-----------|--|--------|----------|--------|----------------|----------------|------|-----|------|-------|
| 365251 | 2 I | 3/12/2013 | 3/06/2013 | PUBLIC WORKS FIRE INSPE | 5.00 | | 5.00 | | 5.00 | 11 | | | 1 |
| | | | | ** VENDOR TOTALS * | 227.30 | | 227.30 | | 227.30 | | | | |
| | | | | 3080 KDHE - BUREAU OF WATER | | | | | | | | | |
| PO 130470 | 1 I | 3/12/2013 | 3/08/2013 | L MCMILLAN WATER III CE | 25.00 | | 25.00 | | 25.00 | 11 | | | 1 |
| | 2 I | | | J SIMONS WATER II CERT | 25.00 | | 25.00 | | 25.00 | 11 | | | 1 |
| | | | | * INVOICE TOTALS | 50.00 | | 50.00 | | 50.00 | | | | |
| | | | | ** VENDOR TOTALS * | 50.00 | | 50.00 | | 50.00 | | | | |
| | | | | 3150 KANSAS DEPT OF REVENUE | | | | | | | | | |
| FEB 2013 | 1 I | 3/12/2013 | 3/06/2013 | WATER SALES TAX RETURN | 524.31 | | 524.31 | | 524.31 | 11 | | | 1 |
| | | | | ** VENDOR TOTALS * | 524.31 | | 524.31 | | 524.31 | | | | |
| | | | | 3230 KANSAS GAS SERVICE | | | | | | | | | |
| FEB 2013 | 5 I | 3/12/2013 | 3/06/2013 | WATER MONTHLY GAS SERVI | 347.18 | | 347.18 | | 347.18 | 11 | | | 1 |
| | | | | ** VENDOR TOTALS * | 347.18 | | 347.18 | | 347.18 | | | | |
| | | | | 3295 KANSAS ONE-CALL SYSTEM INC | | | | | | | | | |
| 3020282 | 2 I | 3/12/2013 | 3/06/2013 | LOCATE FEES | 69.53 | | 69.53 | | 69.53 | 11 | | | 1 |
| | | | | ** VENDOR TOTALS * | 69.53 | | 69.53 | | 69.53 | | | | |
| | | | | 3840 MARTINEZ, ANTONIO JR. | | | | | | | | | |
| FEB 2013 | 1 I | 3/12/2013 | 3/06/2013 | PERSONAL CELL PHONE REI | 35.00 | | 35.00 | | 35.00 | 11 | | | 1 |
| | | | | ** VENDOR TOTALS * | 35.00 | | 35.00 | | 35.00 | | | | |
| | | | | 4520 PETTY CASH | | | | | | | | | |
| PO 130436 | 3 I | 3/12/2013 | 3/07/2013 | REIMBURSE FUND | 22.00 | | 22.00 | | 22.00 | 11 | | | 1 |
| | 4 I | | | REIMBURSE FUND | 66.67 | | 66.67 | | 66.67 | 11 | | | 1 |
| | | | | * INVOICE TOTALS | 88.67 | | 88.67 | | 88.67 | | | | |
| | | | | ** VENDOR TOTALS * | 88.67 | | 88.67 | | 88.67 | | | | |
| | | | | 4710 PRICE BROS EQUIPMENT CO | | | | | | | | | |
| 2A23239 | 1 I | 3/12/2013 | 1/14/2013 | SQUARE SHAFT - TRENCHER | 36.80 | | 36.80 | | 36.80 | 11 | | | 1 |
| | 2 I | | | SPLIT SPROCKET - TRENCH | 79.34 | | 79.34 | | 79.34 | 11 | | | 1 |
| | 3 I | | | PIN 2EA - TRENCHER | 1.80 | | 1.80 | | 1.80 | 11 | | | 1 |
| | 4 I | | | FREIGHT | 7.01 | | 7.01 | | 7.01 | 11 | | | 1 |
| | | | | * INVOICE TOTALS | 124.95 | | 124.95 | | 124.95 | | | | |
| | | | | ** VENDOR TOTALS * | 124.95 | | 124.95 | | 124.95 | | | | |
| | | | | 4750 PROFESSIONAL ENGINEERING | | | | | | | | | |
| 510315 | 2 I | 3/12/2013 | 2/25/2013 | MONTHLY RETAINER | 66.67 | | 66.67 | | 66.67 | 11 | | | 1 |
| | | | | ** VENDOR TOTALS * | 66.67 | | 66.67 | | 66.67 | | | | |
| | | | | 5056 SEAN RINEHART | | | | | | | | | |
| FEB 2013 | 2 I | 3/12/2013 | 3/07/2013 | REIMBURSE CELL PHONE US ON CALL PERSONNEL | 11.67 | | 11.67 | | 11.67 | 11 | | | 1 |
| | | | | ** VENDOR TOTALS * | 11.67 | | 11.67 | | 11.67 | | | | |
| | | | | 5330 SEDGWICK COUNTY ELECTRIC COOP | | | | | | | | | |
| PO 130476 | 1 I | 3/12/2013 | 3/04/2013 | ELECTRIC USE @ WEST WAT | 914.80 | | 914.80 | | 914.80 | 11 | | | 1 |
| | 2 I | | | ELECTRIC USE @ EAST WAT | 918.71 | | 918.71 | | 918.71 | 11 | | | 1 |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|-----------------------------------|------|-----------|-----------|-------------------------|----------|----------|----------|----------------|----------------|------|-----|------|-------|
| * INVOICE TOTALS | | | | | 1833.51 | | 1833.51 | | 1833.51 | | | | |
| ** VENDOR TOTALS * | | | | | 1833.51 | | 1833.51 | | 1833.51 | | | | |
| 6350 WASTE MANAGEMENT OF WICHITA | | | | | | | | | | | | | |
| PO 130462 | 4 I | 3/12/2013 | 3/08/2013 | CITY BLDG TRASH SERVICE | 40.00 | | 40.00 | | 40.00 | 11 | | | 1 |
| | 7 I | | | PUBLIC WORKS TRASH SERV | 33.33 | | 33.33 | | 33.33 | 11 | | | 1 |
| * INVOICE TOTALS | | | | | 73.33 | | 73.33 | | 73.33 | | | | |
| ** VENDOR TOTALS * | | | | | 73.33 | | 73.33 | | 73.33 | | | | |
| 6407 WESTAR ENERGY | | | | | | | | | | | | | |
| FEB 2013 | 7 I | 3/12/2013 | 3/08/2013 | MONTHLY ELECTRIC UTILIT | 3701.97 | | 3701.97 | | 3701.97 | 11 | | | 1 |
| ** VENDOR TOTALS * | | | | | 3701.97 | | 3701.97 | | 3701.97 | | | | |
| 6626 WICHITA WINNELSON CO | | | | | | | | | | | | | |
| 243318 | 1 I | 3/12/2013 | 2/15/2013 | WATER PUMP PARTS | 107.96 | | 107.96 | | 107.96 | 11 | | | 1 |
| ** VENDOR TOTALS * | | | | | 107.96 | | 107.96 | | 107.96 | | | | |
| WATER FUND | | | | | 26777.83 | | 26777.83 | | 26777.83 | | | | |
| MUNICIPAL POOL | | | | | | | | | | | | | |
| 996 CAPITAL ONE BANK N A | | | | | | | | | | | | | |
| FEB 2013 | 27 I | 3/12/2013 | 3/08/2013 | KANSAS DEPT OF AGRICULT | 205.00 | | 205.00 | | 205.00 | 12 | | | 1 |
| ** VENDOR TOTALS * | | | | | 205.00 | | 205.00 | | 205.00 | | | | |
| 3050 KANSAS FIRE EQUIPMENT CO INC | | | | | | | | | | | | | |
| 365244 | 1 I | 3/12/2013 | 3/06/2013 | SWIMMING POOL FIRE INSP | 15.00 | | 15.00 | | 15.00 | 12 | | | 1 |
| ** VENDOR TOTALS * | | | | | 15.00 | | 15.00 | | 15.00 | | | | |
| 6407 WESTAR ENERGY | | | | | | | | | | | | | |
| FEB 2013 | 8 I | 3/12/2013 | 3/08/2013 | MONTHLY ELECTRIC UTILIT | 109.16 | | 109.16 | | 109.16 | 12 | | | 1 |
| ** VENDOR TOTALS * | | | | | 109.16 | | 109.16 | | 109.16 | | | | |
| MUNICIPAL POOL | | | | | 329.16 | | 329.16 | | 329.16 | | | | |
| STORMWATER SEWER | | | | | | | | | | | | | |
| 1155 CINTAS CORPORATION #451 | | | | | | | | | | | | | |
| 451583447 | 8 I | 3/12/2013 | 2/26/2013 | UNIFORM CLEAN & RENT | 4.84 | | 4.84 | | 4.84 | 14 | | | 1 |
| 451586007 | 8 I | 3/12/2013 | 3/05/2013 | UNIFORM CLEAN & RENT | 4.84 | | 4.84 | | 4.84 | 14 | | | 1 |
| ** VENDOR TOTALS * | | | | | 9.68 | | 9.68 | | 9.68 | | | | |
| 2367 HAYSVILLE TRUE VALUE | | | | | | | | | | | | | |
| FEB 2013 | 14 I | 3/12/2013 | 3/08/2013 | MONTHLY HARDWARE SUPPLI | 18.19 | | 18.19 | | 18.19 | 14 | | | 1 |
| ** VENDOR TOTALS * | | | | | 18.19 | | 18.19 | | 18.19 | | | | |
| 4520 PETTY CASH | | | | | | | | | | | | | |
| PO 130436 | 9 I | 3/12/2013 | 3/07/2013 | REIMBURSE FUND | 82.17 | | 82.17 | | 82.17 | 14 | | | 1 |
| ** VENDOR TOTALS * | | | | | 82.17 | | 82.17 | | 82.17 | | | | |
| 4648 POORMAN AUTO SUPPLY #5 | | | | | | | | | | | | | |
| 568853 | 1 I | 3/12/2013 | 2/13/2013 | AIR FILTERS 6EA | 37.56 | | 37.56 | | 37.56 | 14 | | | 1 |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|----------------------------------|------|-----------|-----------|--|--------|----------|--------|----------------|----------------|------|-----|------|-------|
| ** VENDOR TOTALS * | | | | | 37.56 | | 37.56 | | 37.56 | | | | |
| STORMWATER SEWER | | | | | 147.60 | | 147.60 | | 147.60 | | | | |
| STREET FUND | | | | | | | | | | | | | |
| 100 AMSAN | | | | | | | | | | | | | |
| 280618000 | 3 I | 3/12/2013 | 1/14/2013 | PAPER GOODS | 108.73 | | 108.73 | | 108.73 | 21 | | | 1 |
| ** VENDOR TOTALS * | | | | | 108.73 | | 108.73 | | 108.73 | | | | |
| 470 ASSOCIATED MATERIAL & SUPPLY | | | | | | | | | | | | | |
| 27584 | 1 I | 3/12/2013 | 2/28/2013 | FILL SAND 47.15 TONS | 122.59 | | 122.59 | | 122.59 | 21 | | | 1 |
| 27585 | 1 I | 3/12/2013 | 2/28/2013 | FILL SAND 16.2 TONS | 42.12 | | 42.12 | | 42.12 | 21 | | | 1 |
| ** VENDOR TOTALS * | | | | | 164.71 | | 164.71 | | 164.71 | | | | |
| 530 AUSTIN DISTRIBUTING | | | | | | | | | | | | | |
| 1364732 | 3 I | 3/12/2013 | 2/08/2013 | 10C2AT HOSE & CRIMPS | 119.82 | | 119.82 | | 119.82 | 21 | | | 1 |
| 1364947 | 3 I | 3/12/2013 | 2/11/2013 | 924GZ CAT LOADER ADAPTE | 9.42 | | 9.42 | | 9.42 | 21 | | | 1 |
| ** VENDOR TOTALS * | | | | | 129.24 | | 129.24 | | 129.24 | | | | |
| 777 BIG TOOL STORE | | | | | | | | | | | | | |
| 318816 | 3 I | 3/12/2013 | 2/11/2013 | LASER MEASURER | 130.67 | | 130.67 | | 130.67 | 21 | | | 1 |
| 320078 | 1 I | 3/12/2013 | 2/25/2013 | LASER VIEW GLASSES 2EA | 20.76 | | 20.76 | | 20.76 | 21 | | | 1 |
| 320130 | 3 I | 3/12/2013 | 2/26/2013 | 4" 6PT SPINDLE KDTOOLS | 9.33 | | 9.33 | | 9.33 | 21 | | | 1 |
| ** VENDOR TOTALS * | | | | | 160.76 | | 160.76 | | 160.76 | | | | |
| 830 B-R-C BEARING COMPANY INC | | | | | | | | | | | | | |
| 440261 | 3 I | 3/12/2013 | 3/06/2013 | AG SPHERICAL INSERT BEA | 71.70 | | 71.70 | | 71.70 | 21 | | | 1 |
| ** VENDOR TOTALS * | | | | | 71.70 | | 71.70 | | 71.70 | | | | |
| 844 JIM BROOKS | | | | | | | | | | | | | |
| FEB 2013 | 2 I | 3/12/2013 | 3/06/2013 | REIMBURSE CELL PHONE US ON CALL PERSONNEL | 17.50 | | 17.50 | | 17.50 | 21 | | | 1 |
| ** VENDOR TOTALS * | | | | | 17.50 | | 17.50 | | 17.50 | | | | |
| 996 CAPITAL ONE BANK N A | | | | | | | | | | | | | |
| FEB 2013 | 17 I | 3/12/2013 | 3/08/2013 | NORTHERN TOOL & EQUIPME | 158.32 | | 158.32 | | 158.32 | 21 | | | 1 |
| ** VENDOR TOTALS * | | | | | 158.32 | | 158.32 | | 158.32 | | | | |
| 1155 CINTAS CORPORATION #451 | | | | | | | | | | | | | |
| 451583447 | 3 I | 3/12/2013 | 2/26/2013 | SHOP TOWELS & SUPPLIES | 16.27 | | 16.27 | | 16.27 | 21 | | | 1 |
| | 9 I | | | UNIFORM CLEAN & RENT | 12.40 | | 12.40 | | 12.40 | 21 | | | 1 |
| * INVOICE TOTALS | | | | | 28.67 | | 28.67 | | 28.67 | | | | |
| 451586007 | 3 I | 3/12/2013 | 3/05/2013 | SHOP TOWELS & SUPPLIES | 16.27 | | 16.27 | | 16.27 | 21 | | | 1 |
| | 9 I | | | UNIFORM CLEAN & RENT | 12.40 | | 12.40 | | 12.40 | 21 | | | 1 |
| * INVOICE TOTALS | | | | | 28.67 | | 28.67 | | 28.67 | | | | |
| ** VENDOR TOTALS * | | | | | 57.34 | | 57.34 | | 57.34 | | | | |
| 1170 CITY BLUE PRINT INC | | | | | | | | | | | | | |
| 308245 | 3 I | 3/12/2013 | 2/15/2013 | LT-8 300 S/N 3390 | 45.00 | | 45.00 | | 45.00 | 21 | | | 1 |
| ** VENDOR TOTALS * | | | | | 45.00 | | 45.00 | | 45.00 | | | | |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|-----------------------------------|----|----------|-----------|-----------|--|----------|-----|----------------|----------------|------|-----|------|-------|
| ----- | | | | | | | | | | | | | |
| 1325 COX COMMUNICATIONS | | | | | | | | | | | | | |
| MAR 2013 | 16 | I | 3/12/2013 | 3/06/2013 | PUBLIC WORKS DATA SERV | 31.80 | | 31.80 | 31.80 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 31.80 | | 31.80 | 31.80 | | | | |
| 1755 ERNSTMANN MACHINE CO INC | | | | | | | | | | | | | |
| 23837 | 1 | I | 3/12/2013 | 2/08/2013 | MATERIAL USED FOR REPAI | 102.00 | | 102.00 | 102.00 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 102.00 | | 102.00 | 102.00 | | | | |
| 1950 FOLEY INDUSTRIES | | | | | | | | | | | | | |
| 1226702 | 3 | I | 3/12/2013 | 1/31/2013 | 924GZ PIN AS & SEALS | 149.69 | | 149.69 | 149.69 | 21 | | | 1 |
| 1227311 | 3 | I | 3/12/2013 | 1/31/2013 | 924GZ LOADER LINK AS & | 249.89 | | 249.89 | 249.89 | 21 | | | 1 |
| 1229321 | 3 | I | 3/12/2013 | 2/05/2013 | 924GZ PIN AS/ELEMENTS/F | 126.76 | | 126.76 | 126.76 | 21 | | | 1 |
| 1230109 | 3 | I | 3/12/2013 | 2/01/2013 | 924GZ LOADER MISC CHARG | 1336.26 | | 1336.26 | 1336.26 | 21 | | | 1 |
| 1230110 | 3 | I | 3/12/2013 | 2/07/2013 | 924GZ LOADER WASHERS | 30.82 | | 30.82 | 30.82 | 21 | | | 1 |
| 1230111 | 3 | I | 3/12/2013 | 2/07/2013 | 924GZ LOADER COUPLING | 35.01 | | 35.01 | 35.01 | 21 | | | 1 |
| 1230928 | 3 | I | 3/12/2013 | 2/08/2013 | 924GZ FILTER & SEALS | 66.19 | | 66.19 | 66.19 | 21 | | | 1 |
| 1231674 | 3 | I | 3/12/2013 | 2/07/2013 | 924GZ LOADER WASHERS | 58.25 | | 58.25 | 58.25 | 21 | | | 1 |
| 1232582 | 3 | I | 3/12/2013 | 2/12/2013 | 924GZ LOADER SPIDER BRG | 55.37 | | 55.37 | 55.37 | 21 | | | 1 |
| 1238105 | 1 | I | 3/12/2013 | 2/21/2013 | 120G ROAD GRADER CUTTIN | 669.56 | | 669.56 | 669.56 | 21 | | | 1 |
| 1238928 | 3 | I | 3/12/2013 | 2/23/2013 | 924GZ LOADER PARTS | 232.27 | | 232.27 | 232.27 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 3010.07 | | 3010.07 | 3010.07 | | | | |
| 2367 HAYSVILLE TRUE VALUE | | | | | | | | | | | | | |
| FEB 2013 | 4 | I | 3/12/2013 | 3/08/2013 | MONTHLY HARDWARE SUPPLI | 19.79 | | 19.79 | 19.79 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 19.79 | | 19.79 | 19.79 | | | | |
| 2586 HUTCHINSON SALT COMPANY | | | | | | | | | | | | | |
| 95017 | 1 | I | 3/12/2013 | 2/23/2013 | ROAD SALT 13.67TONS | 396.43 | | 396.43 | 396.43 | 21 | | | 1 |
| 95070 | 1 | I | 3/12/2013 | 2/27/2013 | 16.88 TON ROAD SALT | 489.52 | | 489.52 | 489.52 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 885.95 | | 885.95 | 885.95 | | | | |
| 2673 INSTANT TIRE SERVICE | | | | | | | | | | | | | |
| 21311 | 1 | I | 3/12/2013 | 3/06/2013 | REMOVE WHEELS & INSTALL | 69.00 | | 69.00 | 69.00 | 21 | | | 1 |
| 21316 | 3 | I | 3/12/2013 | 2/27/2013 | 317 SKID STEER TIRES | 233.68 | | 233.68 | 233.68 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 302.68 | | 302.68 | 302.68 | | | | |
| 2838 ROY JOLIVET | | | | | | | | | | | | | |
| FEB 2013 | 3 | I | 3/12/2013 | 3/06/2013 | REIMBURSE CELL PHONE US ON CALL PERSONNEL | 11.66 | | 11.66 | 11.66 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 11.66 | | 11.66 | 11.66 | | | | |
| 2842 JOHN DEERE FINANCIAL | | | | | | | | | | | | | |
| PO 130407 | 3 | I | 3/12/2013 | 3/06/2013 | JD 310SJ LEASE WLBH | 2500.00 | | 2500.00 | 2500.00 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 2500.00 | | 2500.00 | 2500.00 | | | | |
| 2973 KANSAS BG INC | | | | | | | | | | | | | |
| A40102 | 3 | I | 3/12/2013 | 2/27/2013 | GAS STORAGE TANK SUPERC | 222.12 | | 222.12 | 222.12 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 222.12 | | 222.12 | 222.12 | | | | |
| 3050 KANSAS FIRE EQUIPMENT CO INC | | | | | | | | | | | | | |
| 365247 | 1 | I | 3/12/2013 | 3/06/2013 | SIGH SHOP FIRE INSPECTI | 15.00 | | 15.00 | 15.00 | 21 | | | 1 |
| 365248 | 3 | I | 3/12/2013 | 3/06/2013 | SHOP/WELLS/GARAGE FIRE | 222.30 | | 222.30 | 222.30 | 21 | | | 1 |
| 365251 | 3 | I | 3/12/2013 | 3/06/2013 | PUBLIC WORKS FIRE INSPE | 5.00 | | 5.00 | 5.00 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 242.30 | | 242.30 | 242.30 | | | | |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|------------------------------------|----|----------|-----------|-----------|--|----------|-----|----------------|----------------|------|-----|------|-------|
| ----- | | | | | | | | | | | | | |
| 3230 KANSAS GAS SERVICE | | | | | | | | | | | | | |
| FEB 2013 | 6 | I | 3/12/2013 | 3/06/2013 | STREET MONTHLY GAS SERV | 317.11 | | 317.11 | 317.11 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 317.11 | | 317.11 | 317.11 | | | | |
| 3295 KANSAS ONE-CALL SYSTEM INC | | | | | | | | | | | | | |
| 3020282 | 3 | I | 3/12/2013 | 3/06/2013 | LOCATE FEES | 69.53 | | 69.53 | 69.53 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 69.53 | | 69.53 | 69.53 | | | | |
| 4465 PAVING MAINTENANCE SUPPLY INC | | | | | | | | | | | | | |
| 2907 | 1 | I | 3/12/2013 | 2/25/2013 | LED VEHICLE LIGHT BAR | 670.00 | | 670.00 | 670.00 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 670.00 | | 670.00 | 670.00 | | | | |
| 4750 PROFESSIONAL ENGINEERING | | | | | | | | | | | | | |
| 510315 | 3 | I | 3/12/2013 | 2/25/2013 | MONTHLY RETAINER | 66.66 | | 66.66 | 66.66 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 66.66 | | 66.66 | 66.66 | | | | |
| 5056 SEAN RINEHART | | | | | | | | | | | | | |
| FEB 2013 | 3 | I | 3/12/2013 | 3/07/2013 | REIMBURSE CELL PHONE US ON CALL PERSONNEL | 11.66 | | 11.66 | 11.66 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 11.66 | | 11.66 | 11.66 | | | | |
| 5940 TRUCK PARTS & EQUIPMENT INC | | | | | | | | | | | | | |
| 1113353 | 1 | I | 3/12/2013 | 2/25/2013 | 16.5X7 Q ROCKWELL 2EA | 53.88 | | 53.88 | 53.88 | 21 | | | 1 |
| | 2 | I | | | NATIONAL TEFLON SEAL | 41.19 | | 41.19 | 41.19 | 21 | | | 1 |
| | | | | | * INVOICE TOTALS | 95.07 | | 95.07 | 95.07 | | | | |
| | | | | | ** VENDOR TOTALS * | 95.07 | | 95.07 | 95.07 | | | | |
| 6350 WASTE MANANGEMENT OF WICHITA | | | | | | | | | | | | | |
| PO 130462 | 8 | I | 3/12/2013 | 3/08/2013 | PUBLIC WORKS TRASH SERV | 33.34 | | 33.34 | 33.34 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 33.34 | | 33.34 | 33.34 | | | | |
| 6407 WESTAR ENERGY | | | | | | | | | | | | | |
| FEB 2013 | 9 | I | 3/12/2013 | 3/08/2013 | MONTHLY ELECTRIC UTILIT | 899.53 | | 899.53 | 899.53 | 21 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 899.53 | | 899.53 | 899.53 | | | | |
| | | | | | STREET FUND | 10404.57 | | 10404.57 | 10404.57 | | | | |
| RECREATION DEPARTMENT | | | | | | | | | | | | | |
| 290 AMERI-GRAPHICS SPECIAL T'S | | | | | | | | | | | | | |
| 5153 | 1 | I | 3/12/2013 | 2/13/2013 | ARENA BALL T-SHIRTS 12E | 177.60 | | 177.60 | 177.60 | 30 | | | 1 |
| 5156 | 1 | I | 3/12/2013 | 2/24/2013 | NAVY & WHITE T-SHIRTS 1 | 177.60 | | 177.60 | 177.60 | 30 | | | 1 |
| | | | | | ** VENDOR TOTALS * | 355.20 | | 355.20 | 355.20 | | | | |
| 996 CAPITAL ONE BANK N A | | | | | | | | | | | | | |
| FEB 2013 | 12 | I | 3/12/2013 | 3/08/2013 | CITY OF WICHITA | 340.00 | | 340.00 | 340.00 | 30 | | | 1 |
| | 13 | I | | | ORIENTAL TRADING | 398.23 | | 398.23 | 398.23 | 30 | | | 1 |
| | 14 | I | | | ORIENTAL TRADING | 20.48 | | 20.48 | 20.48 | 30 | | | 1 |
| | 22 | I | | | SHELL OIL | 31.52 | | 31.52 | 31.52 | 30 | | | 1 |
| | 24 | I | | | DICK'S SPORTING GOODS | 196.91 | | 196.91 | 196.91 | 30 | | | 1 |
| | 25 | I | | | BEST BUY | 689.97 | | 689.97 | 689.97 | 30 | | | 1 |
| | 26 | I | | | EVERLAST WORLDWIDE | 28.38 | | 28.38 | 28.38 | 30 | | | 1 |
| | 28 | I | | | AMAZON - CAP BARBELL BA | 124.62 | | 124.62 | 124.62 | 30 | | | 1 |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|------------------------------------|----|----------|-----------|-------------------------|-------------------------|----------|---------|----------------|----------------|------|-----|------|-------|
| 32 | I | | | DUROPOWER - GYM LIGHT B | 432.18 | | 432.18 | | 432.18 | 30 | | | 1 |
| | | | | * INVOICE TOTALS | 2262.29 | | 2262.29 | | 2262.29 | | | | |
| | | | | ** VENDOR TOTALS * | 2262.29 | | 2262.29 | | 2262.29 | | | | |
| 1325 COX COMMUNICATIONS | | | | | | | | | | | | | |
| MAR 2013 | 2 | I | 3/12/2013 | 3/06/2013 | ACT CTR CABLE | 117.67 | | 117.67 | 117.67 | 30 | | | 1 |
| | 3 | I | | | ACT CTR DATA SERV | 159.00 | | 159.00 | 159.00 | 30 | | | 1 |
| | | | | * INVOICE TOTALS | 276.67 | | 276.67 | | 276.67 | | | | |
| | | | | ** VENDOR TOTALS * | 276.67 | | 276.67 | | 276.67 | | | | |
| 2168 GRAYBAR | | | | | | | | | | | | | |
| 965046189 | 1 | I | 3/12/2013 | 2/19/2013 | SINGLE FACE EXIT SIGN | 54.96 | | 54.96 | 54.96 | 30 | | | 1 |
| | | | | ** VENDOR TOTALS * | 54.96 | | 54.96 | | 54.96 | | | | |
| 2290 HAYSVILLE CHAMBER OF COMMERCE | | | | | | | | | | | | | |
| DUES 2013 | 4 | I | 3/12/2013 | 3/07/2013 | GEORGIE CARTER | 50.00 | | 50.00 | 50.00 | 30 | | | 1 |
| | | | | ** VENDOR TOTALS * | 50.00 | | 50.00 | | 50.00 | | | | |
| 2330 HAYSVILLE HEALTH MART | | | | | | | | | | | | | |
| 3866489 | 1 | I | 3/12/2013 | 2/27/2013 | WORK COMP MEDICATION CL | 31.25 | | 31.25 | 31.25 | 30 | | | 1 |
| | | | | ** VENDOR TOTALS * | 31.25 | | 31.25 | | 31.25 | | | | |
| 2367 HAYSVILLE TRUE VALUE | | | | | | | | | | | | | |
| FEB 2013 | 6 | I | 3/12/2013 | 3/08/2013 | MONTHLY HARDWARE SUPPLI | 8.17 | | 8.17 | 8.17 | 30 | | | 1 |
| | 12 | I | | | MONTHLY HARDWARE SUPPLI | 24.48 | | 24.48 | 24.48 | 30 | | | 1 |
| | 15 | I | | | MONTHLY HARDWARE SUPPLI | 9.46 | | 9.46 | 9.46 | 30 | | | 1 |
| | | | | * INVOICE TOTALS | 42.11 | | 42.11 | | 42.11 | | | | |
| | | | | ** VENDOR TOTALS * | 42.11 | | 42.11 | | 42.11 | | | | |
| 3050 KANSAS FIRE EQUIPMENT CO INC | | | | | | | | | | | | | |
| 365246 | 1 | I | 3/12/2013 | 3/06/2013 | ACTIVITY CENTER FIRE IN | 20.00 | | 20.00 | 20.00 | 30 | | | 1 |
| | | | | ** VENDOR TOTALS * | 20.00 | | 20.00 | | 20.00 | | | | |
| 3230 KANSAS GAS SERVICE | | | | | | | | | | | | | |
| FEB 2013 | 7 | I | 3/12/2013 | 3/06/2013 | RECREATION DEPT MONTHLY | 676.90 | | 676.90 | 676.90 | 30 | | | 1 |
| | | | | ** VENDOR TOTALS * | 676.90 | | 676.90 | | 676.90 | | | | |
| 4520 PETTY CASH | | | | | | | | | | | | | |
| PO 130436 | 6 | I | 3/12/2013 | 3/07/2013 | REIMBURSE FUND | 100.00 | | 100.00 | 100.00 | 30 | | | 1 |
| | 7 | I | | | REIMBURSE FUND | 100.00 | | 100.00 | 100.00 | 30 | | | 1 |
| | | | | * INVOICE TOTALS | 200.00 | | 200.00 | | 200.00 | | | | |
| | | | | ** VENDOR TOTALS * | 200.00 | | 200.00 | | 200.00 | | | | |
| 5231 SAM'S CLUB / GEGRB | | | | | | | | | | | | | |
| FEB 2013 | 1 | I | 3/12/2013 | 3/07/2013 | LATCHKEY SNACKS & SUPPL | 253.28 | | 253.28 | 253.28 | 30 | | | 1 |
| | 2 | I | | | CLEANING SUPPLIES | 16.86 | | 16.86 | 16.86 | 30 | | | 1 |
| | 3 | I | | | RECREATION EQUIPMENT MA | 9.52 | | 9.52 | 9.52 | 30 | | | 1 |
| | | | | * INVOICE TOTALS | 279.66 | | 279.66 | | 279.66 | | | | |
| | | | | ** VENDOR TOTALS * | 279.66 | | 279.66 | | 279.66 | | | | |

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|----------------------------------|------|-----------|-----------|-------------------------|---------|----------|---------|----------------|----------------|------|-----|------|-------|
| ----- | | | | | | | | | | | | | |
| 6350 WASTE MANAGEMENT OF WICHITA | | | | | | | | | | | | | |
| PO 130462 | 5 I | 3/12/2013 | 3/08/2013 | ACTIVITY CENTER TRASH S | 80.00 | | 80.00 | | 80.00 | 30 | | | 1 |
| | 11 I | | | W 71ST STREET ADJUSTMEN | 23.75- | | 23.75- | | 23.75- | 30 | | | 1 |
| | | | | * INVOICE TOTALS | 56.25 | | 56.25 | | 56.25 | | | | |
| | | | | ** VENDOR TOTALS * | 56.25 | | 56.25 | | 56.25 | | | | |
| 6407 WESTAR ENERGY | | | | | | | | | | | | | |
| FEB 2013 | 10 I | 3/12/2013 | 3/08/2013 | MONTHLY ELECTRIC UTILIT | 893.29 | | 893.29 | | 893.29 | 30 | | | 1 |
| | 11 I | | | MONTHLY ELECTRIC UTILIT | 98.27 | | 98.27 | | 98.27 | 30 | | | 1 |
| | | | | * INVOICE TOTALS | 991.56 | | 991.56 | | 991.56 | | | | |
| | | | | ** VENDOR TOTALS * | 991.56 | | 991.56 | | 991.56 | | | | |
| 10030 RANDY DOWNS | | | | | | | | | | | | | |
| PO 130456 | 1 I | 3/12/2013 | 2/27/2013 | CAMPUS HS BASKETBALL | 72.00 | | 72.00 | | 72.00 | 30 | | | 1 |
| PO 130463 | 1 I | 3/12/2013 | 3/06/2013 | CAMPUS HS BASKETBALL | 18.00 | | 18.00 | | 18.00 | 30 | | | 1 |
| | | | | ** VENDOR TOTALS * | 90.00 | | 90.00 | | 90.00 | | | | |
| 10140 TRACI MCKELVEY | | | | | | | | | | | | | |
| PO 130457 | 1 I | 3/12/2013 | 2/28/2013 | RUTH CLARK VOLLEYBALL | 28.00 | | 28.00 | | 28.00 | 30 | | | 1 |
| | 2 I | | | HAC VOLLEYALL | 24.00 | | 24.00 | | 24.00 | 30 | | | 1 |
| | | | | * INVOICE TOTALS | 52.00 | | 52.00 | | 52.00 | | | | |
| | | | | ** VENDOR TOTALS * | 52.00 | | 52.00 | | 52.00 | | | | |
| 10270 DYLAN RITTHALER | | | | | | | | | | | | | |
| PO 130458 | 1 I | 3/12/2013 | 2/27/2013 | CAMPUS HS SCOREKEEPER | 30.00 | | 30.00 | | 30.00 | 30 | | | 1 |
| PO 130464 | 1 I | 3/12/2013 | 3/06/2013 | CAMPUS HS SCOREKEEPER | 30.00 | | 30.00 | | 30.00 | 30 | | | 1 |
| | | | | ** VENDOR TOTALS * | 60.00 | | 60.00 | | 60.00 | | | | |
| 10390 WILLIAM G STONE | | | | | | | | | | | | | |
| PO 130459 | 1 I | 3/12/2013 | 2/24/2013 | HAC ARENA BALL | 71.50 | | 71.50 | | 71.50 | 30 | | | 1 |
| | | | | ** VENDOR TOTALS * | 71.50 | | 71.50 | | 71.50 | | | | |
| 10720 JESSIE YBARRA | | | | | | | | | | | | | |
| PO 130460 | 1 I | 3/12/2013 | 2/27/2013 | CAMPUS HS BASKETBALL | 72.00 | | 72.00 | | 72.00 | 30 | | | 1 |
| PO 130465 | 1 I | 3/12/2013 | 3/06/2013 | CAMPUS HS BASKETBALL | 72.00 | | 72.00 | | 72.00 | 30 | | | 1 |
| | | | | ** VENDOR TOTALS * | 144.00 | | 144.00 | | 144.00 | | | | |
| | | | | RECREATION DEPART | 5714.35 | | 5714.35 | | 5714.35 | | | | |
| CAPITAL IMPROVEMENTS | | | | | | | | | | | | | |
| 4750 PROFESSIONAL ENGINEERING | | | | | | | | | | | | | |
| 510325 | 1 I | 3/12/2013 | 2/25/2013 | HAYSVILLE CITY LANDSCAP | 1350.00 | | 1350.00 | | 1350.00 | 36 | | | 1 |
| 510328 | 1 I | 3/12/2013 | 2/25/2013 | HAYSVILLE PC COMPLEX 32 | 960.00 | | 960.00 | | 960.00 | 36 | | | 1 |
| | | | | ** VENDOR TOTALS * | 2310.00 | | 2310.00 | | 2310.00 | | | | |
| 5320 SECURITY 1ST TITLE LLC | | | | | | | | | | | | | |
| PO 130422 | 1 I | 3/12/2013 | 3/07/2013 | J&L SCHROEDER 615 W ALE | 1000.00 | | 1000.00 | | 1000.00 | 36 | | | 1 |
| | | | | ** VENDOR TOTALS * | 1000.00 | | 1000.00 | | 1000.00 | | | | |
| | | | | CAPITAL IMPROVEME | 3310.00 | | 3310.00 | | 3310.00 | | | | |

HKMESSAGE
09.07.12

Fri Mar 8, 2013 2:33 PM

City of Haysville
SCHEDULED CLAIMS LIST

OPER: SA

PAGE 19

| INVOICE#/LN | TY | DUE DATE | INV DATE | REFERENCE | GROSS | DISCOUNT | NET | DISCOUNT TAKEN | PAYMENT AMOUNT | DIST | MAN | CHCK | CK SQ |
|--------------------------|----|----------|-----------|-----------|-------------------------|----------|-----------|----------------|----------------|------|-----|------|-------|
| ----- | | | | | | | | | | | | | |
| EQUIPMENT RESERVE FUND | | | | | | | | | | | | | |
| 996 CAPITAL ONE BANK N A | | | | | | | | | | | | | |
| FEB 2013 | 21 | I | 3/12/2013 | 3/08/2013 | NORTHERN TOOL & EQUIPME | 549.99 | | 549.99 | 549.99 | 81 | | | 1 |
| ** VENDOR TOTALS * | | | | | 549.99 | | 549.99 | | 549.99 | | | | |
| EQUIPMENT RESERVE | | | | | 549.99 | | 549.99 | | 549.99 | | | | |
| BANK TOTALS | | | | | 142490.42 | | 142490.42 | | 142490.42 | | | | |
| TOTAL MANUAL CHECKS | | | | | | | | | .00 | | | | |
| TOTAL E-PAYMENTS | | | | | | | | | .00 | | | | |
| TOTAL PURCH CARDS | | | | | | | | | .00 | | | | |
| TOTAL OPEN PAYMENTS | | | | | | | | | 142490.42 | | | | |
| GRAND TOTALS | | | | | 142490.42 | | 142490.42 | | 142490.42 | | | | |

FEBRUARY TRANSFERS

| TRANSFER TO: | DESCRIPTION | FUND | AMOUNT | TOTAL |
|---------------------------------|---|---------------------|------------------|-----------|
| Capital Improvements | Transfer 1/2 Sales/Use Tax/January Collection | General Fund | 69,509.82 | 69,509.82 |
| General - Office Rent | Transfer for February 2013 | Wastewater Water | 150.00 150.00 | 300.00 |
| W/W Revenue Bond Debt Service | Transfer for February 2013 | Wastewater | 32,980.42 | 32,980.42 |
| W/W G.O. Bond Debt Service Fund | Transfer for February 2013 | Wastewater | 5,343.04 | 5,343.04 |
| General | Transfer Employee Benefits - February 2013 | Wastewater | 7,140.88 | 7,140.88 |
| General | Transfer Employee Benefits - February 2013 | Water | 6,874.64 | 6,874.64 |
| General | Transfer Employee Benefits - February 2013 | Street | 4,582.24 | 4,582.24 |
| General | Transfer Employee Benefits - February 2013 | Stormwater | 855.95 | 855.95 |



CITY OF HAYSVILLE

ACTION REQUEST FORM

To: Public Works Director

Date: _____

Address of Request: 7149 Hydraulic Court (please complete a separate form for each property)

The following action is being requested:

Residents have complained of possible code violations with new structure and other items on property.

Please:

Check into this

Contact me to discuss this further by phone or email (circle one)

Get me information regarding this

Other

Submitted By:

Name: Seth Konkel

Phone #: _____

Email _____

FIRST RESPONSE:

Remarks from staff:

We contacted the homeowner approximately 3 weeks ago on the nuisances. He has cleaned everything up around the yard as of inspection on February 11, and working on the last car to be removed. The garage that he is working on has a permit and was started in June of last year and will be good for two years or the completion of the project.

Signature: _____

Date: _____

UPDATE:

Remarks from staff

Signature: _____

Date: _____

No Supporting Documents