

CITY OF HAYSVILLE

Agenda

March 9, 2015

CALL TO ORDER

ROLL CALL

INVOCATION BY: Pastor Mark Lyon, First Christian Church

PLEDGE OF ALLEGIANCE

PRESENTATION AND APPROVAL OF MINUTES

- A. [Minutes of February 23rd, 2015](#)

ITEM #1 CITIZENS TO BE HEARD

- A. Kenny Swart Re: 2015 Haysville Fall Festival

ITEM #2 APPROVAL OF LICENSES AND BONDS

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Governing Body Announcements
- B. [Letter from Cox Communications Re: Channel Changes](#)

ITEM #5 OLD BUSINESS

ITEM #6 OTHER BUSINESS

- A. [Consideration of Insurance Renewal with Madrigal Insurance](#)
- B. [Consideration of Pool Manual](#)

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 Council President Russ Kessler at 7:01 p.m. in the Haysville Municipal Building, 200 West Grand Avenue.

President Kessler stated he would be presiding over this council meeting in Mayor Armstrong's absence. He stated for the record that he would be voting on any motion that comes before the Council.

Roll was taken by Recording Secretary Ginger Cullen: Crum here, Benner here, Kanaga here, Kessler here, Rardin here, Konkel here, Pierce here. Councilperson Pat Ewert was not present.

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

President Russ Kessler led everyone present in the Pledge of Allegiance.

Under Presentation and Approval of Minutes, President Russ Kessler presented for approval the Minutes of February 9th, 2015.

Motion by Konkel – Second by Pierce

I move that we approve the February 9th, 2015 minutes.

Crum yea, Benner yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Under Citizens to be Heard, President Russ Kessler introduced the Sedgwick County Fire Department. Captain Judd Brackeen reported on the number of calls ran from Fire Station #34 in January and advised of activities in the community the station had participated in.

Under Approval of Licenses and Bonds, President Russ Kessler presented Refuse Haulers License Renewal for Best Value Services at 1939 Emmett.

Motion by Konkel – Second by Pierce

I move that we approve the Refuse Haulers License for Best Value Services at 1939 Emmett.

Crum yea, Benner yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Under Approval of Licenses and Bonds, President Russ Kessler presented Refuse Haulers License Renewal for Waste Connections at 2745 N. Ohio in Wichita.

Motion by Konkel – Second by Pierce

I move that we approve the Refuse Haulers License for Waste Connections at 2745 N. Ohio in Wichita.

Crum yea, Benner yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Regular Council Meeting

February 23, 2015

Page 2

Under Approval of Licenses and Bonds, President Russ Kessler presented Manufactured Home Park Renewal for Peachwood Manor at 6895 S. Broadway.

Motion by Konkel – Second by Pierce

I move that we approve the Manufactured Home Park Renewal for Peachwood Manor at 6895 S. Broadway.

Crum yea, Benner yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

There were no Ordinances or Resolutions.

Under Notices and Communications, President Russ Kessler asked for Governing Body Announcements. Councilperson Steve Crum advised of upcoming events at the library and that e-readers would soon be available for citizens to check out. He also gave details of the upcoming Campus High School swim team swim-a-thon, which benefits the Make-a-Wish Foundation.

Under Notices and Communications, President Russ Kessler presented a Memo to Council Regarding Flood Plain Changes. Planning Coordinator Zach McHatton gave details of the pending updates to the flood plain maps and stated there would be a community consultation meeting on Wednesday, February 25th from 2:00 to 4:00 p.m. at the Sedgwick County Extension office. McHatton stated that a 90 day appeal window would occur afterward, and the City intended to appeal the proposed map. McHatton stated the updates are favorable to Haysville overall as nearly 100 homes would be removed from the flood plain. McHatton stated Haysville participates in the CRS program which entitles residents to a ten percent discount on their flood insurance. He stated that outreach would occur involving the 30 homes which would be added, including educating them about the appeal process and other steps citizens can take to lower the actuary rate of their insurance premiums. Councilperson Mike Kanaga asked how the flood map can change. McHatton advised that advances in technology allow for more accurate measurements to occur and that the new system of aerial measuring has a differential of only six inches, whereas the system used in 2007 when the maps were last updated had a differential rate of one to two feet. Councilperson Steve Crum asked what the appeal process was. McHatton advised that citizens can get an Elevation Certificate done by a surveyor, which could qualify citizens for a lower actuary rate or possibly remove their property from the flood plain completely. Crum asked when the 100 homes would be removed from the flood plain. McHatton advised the changes would be finalized in 16 to 18 months.

Under Notices and Communications, President Russ Kessler presented a Memo to Council Regarding New Businesses.

There was no Old Business.

Regular Council Meeting

February 23, 2015

Page 3

Under Other Business, President Russ Kessler presented a Request to Purchase Patrol Vehicle Equipment. Police Chief Jeff Whitfield stated of the three companies quotes were requested, only two responded. After the question was called, Councilperson Steve Crum asked if any of the required equipment was on state contract. Chief Whitfield advised some items, such as push bumpers and cages were purchased on contract.

Motion by Konkel – Second by Pierce

I move that we approve the Purchase of Emergency Vehicle Equipment for the new Tahoes from Ka-Comm in the amount of \$9,365.08.

Crum yea, Benner yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

President Russ Kessler asked for Department Reports.

Chief Administrative Officer Will Black advised the USD 261 career fair would be on Saturday, March 28th at the Learning Center from 10:00 a.m. to 12:00 p.m. and the City would have an informational booth there. Black also advised the South Central Kansas Air Quality Leadership Summit would be at Botanica on March 5th from 4:30 p.m. to 7:00 p.m. and RSVP's are needed by Friday, February 27th. Black gave the floor to Economic Development Director James Oltman for an announcement. Oltman reminded Council about the 2015 Haysville Community Survey and stressed that receiving feedback from the community is very helpful.

City Clerk Janie Cox had nothing to report.

Police Chief Jeff Whitfield stated the Police Department would be participating in an enforcement period from February 23rd to March 6th which focuses on teen drivers and deterring the trend of developing unsafe driving habits. Chief Whitfield also introduced the visiting officer as Sergeant Amos Becker.

Public Works Director Randy Dorner advised citizens should stay back from the snow plows and sand spreaders 50 to 100 feet. Dorner advised brush is still being burned at Public Works and should be completed in March. Dorner also advised that work on the water tower would tentatively be on March 9th, weather permitting.

Recreation Director Georgie Carter advised of multiple upcoming events and registration deadlines at the Haysville Activity Center.

There were no Appointments.

There were no Off Agenda Citizens to be Heard.

There was no Executive Session.

Regular Council Meeting

February 23, 2015

Page 4

Under Bills to be Paid, President Russ Kessler presented the Bills to be Paid for the Last Half of February.

Motion by Crum-Second by Pierce

I make a motion that we pay the bills for the last half of February.

Crum yea, Benner yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

There was nothing under the Consent Agenda.

Under Council Items President Russ Kessler asked for Council Concerns. Councilperson Mike Kanaga advised of a pothole near 127 German and asked when it would stop being filled in and be fully repaired. Public Works Director Randy Dorner advised it would be repaired when asphalt begins being produced. Kanaga also advised of a pothole near German and Grand. Kanaga also stated he received a complaint of people parking in yards and it doesn't seem like violations are being proactively pursued. Dorner stated Code Enforcement has been blanketing various areas of the city.

Councilperson Keith Pierce asked if city employees were actively using proactivity processes that were previously put in place. Chief Jeff Whitfield advised the paper reporting system has not been used much, but there is an internal online reporting system that is being used. Pierce asked Public Works Director Randy Dorner if transverse cracks that had been repaired on Moy Avenue and the Moy Courts would be refilled where the repair has separated from the roadway. Dorner advised the proper procedure was to let the area sit for about one year before refilling any gaps to allow for proper compression and expansion. Pierce asked what area would be worked on next. Dorner advised they would stay in that same area. Pierce asked if street improvements planned with tax revenue were still going to happen. Dorner advised the street repairs presented previously should still be done as presented. Pierce advised some citizens expressed concerns over water quality regarding painting the interior of the water tower. Dorner advised the process has already been done three times and was being done by a company specializing in the procedure.

Councilperson Steve Crum advised of a pothole near Apple and Willow. Public Works Director Randy Dorner advised Timberlane was on the street maintenance list.

President Russ Kessler called for Council Action Request Updates. Public Works Director Randy Dorner reviewed 3 requests. He advised the requests for fencing at Wholesale Fireworks and signage repair at the old flower shop were pending and a request regarding street signage was considered closed.

President Russ Kessler presented for approval Adjournment.

Motion by Pierce-Second by Konkel

Regular Council Meeting

February 23, 2015

Page 5

Mr. President and Council, my motion is that we adjourn tonight's meeting.
Crum yea, Benner yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.
Motion declared carried.

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

Janie Cox, City Clerk

[Click to
Return to
Agenda](#)



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

Will Black
Chief Administrative Officer
200 W. Grand
Haysville, KS 67060

February 24, 2015

Dear Will Black,

The following channel changes will occur for Cox Communications and Cox Business customers on or after Wednesday, March 18th:

- HLN, channel 26, will also be available to TV Economy and TV Economy Plus customers and a digital receiver or Cable CARD is required to view this channel.
- HLN HD, channel 2026, will also be available to TV Economy and TV Economy Plus customers and an HD digital receiver or Cable CARD is required to view this channel.
- Encore en Español, channel 91, will also be available to El Mix customers and a digital receiver or CableCARD is required to view this channel.

Consumer-owned devices equipped with a CableCARD may require an advanced TV set top receiver or tuning adapter in order to receive all programming options offered by Cox Advanced TV.

We are truly grateful for the opportunity to serve your community. Please feel free to contact me at (785) 215-6720 or coleen.jennison@cox.com should you have any questions.

Sincerely,

Coleen Jennison
Government Affairs Director
Cox Communications Central Region

Click to
Return to
Agenda



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

CITY OF HAYSVILLE COVERAGE COMPARISON

Expiring 04/01/14-15

Renewal 04/01/15-16

EXPOSURE		PREMIUM	EXPOSURE		PREMIUM
PROPERTY		\$ 86,393.00			89,857.00
SPECIAL FORM 90% COINSURANCE					
BLANKET LIMIT	\$30,020,497		\$31,309,156		
DEDUCTIBLE	\$3,000		\$3,000		
PROPERTY RATE ADJUSTMENT		\$ (2,419.00)	\$3,000		
GENERAL LIABILITY		\$ 39,010.00			\$ 31,548.00
46590 PARADES	4 Each		4 Each		
48924 SWIMMING POOLS	\$74,833 Sales		\$74,833		
68607 VACANT BUILDINGS	3,924 Area		3,924 Area		
87500 EMPLOYEE BENEFITS	107 Each		107 each		
87525 TOWN LIABILITY	10,826 per capita		10,826 per capita		
87658 WATERSLIDES	2 each		2 each		
87710 ADDL INSURED/ASSOC OR ORG	1 org		1 org		
87718 PESTICIDE/HERB APPLICATION	Flat Fee		Flat Fee		
87767 ADD INS DESIGNATED PERSON	Flat Fee		Flat Fee		
87811 SPECIAL EVENTS	Flat Fee		Flat Fee		
87484 POLLUTION EXCLUSION - LIMITED	Flat Fee		Flat Fee		
89035 SKATEBOARD PARK/AREAS	Flat Fee		Flat Fee		
EMPLOYEE BENEFITS		\$1M/\$2M	Included	\$1m/\$2m	Included
LINE BACKER		\$ 7,554.00			\$ 7,587.00
LIMITS \$1M/\$1M			Limits \$1m/\$1m		
DEDUCTIBLE \$3,000 EACH WRONGFUL ACT			Ded \$3,000 Each Wrongful Act		
LAW ENFORCEMENT		\$1m/2m	\$10,601	\$1M/2M	\$9,610
DEDUCTIBLE PER OCCURENCE	\$2,500		\$2,500		
88500 POLICE OFFICERS/FULL TIME	\$26		\$26		
88502 POLICE DOG	\$1		\$1		
CRIME		\$ 103.00			\$ 100.00
EMPLOYEE THEFT	\$5,000		\$5,000		
DEDUCTIBLE	\$500		\$500		
FAITHFUL PREF OF DUTY	\$5,000		\$5,000		
SCHEDULED EXECS LIMIT	\$20,000		\$20,000		
BRUCE ARMSTRONG					
WILLIAM BLACK					
JANIE COX					
INLAND MARINE		\$ 20,926.00			\$ 20,758.00
BLANKET CATASTROPHE LIMIT	\$1,210,841		\$1,240,972		
DEDUCTIBLE PER OCCURRENT	\$500		\$500		
LEASED RENTED FROM OTHERS	\$75,000		\$75,000		
DEDUCTIBLE	\$1,000		\$1,000		
80% CONISURANCE					
COMMERCIAL ARTICLES (CAMERAS EXT.)	\$39,800		\$39,800		
DATA PROCESS HARDWARE/SOFTWARE	170,000/7,500		170,000/7,500		
DEDCUTBLE	\$500		\$500		
SIGNS	\$49,780	5% of limit	\$49,780		
PROPERTY IN TRANSIT/OFF PREMISES					
FINE ARTS	\$7,600	\$1,000	\$7,600		
AUTOMOBILE		\$ 33,985.00			\$34,576.00
UNITS	66		67		
DEDUCTIBLE: COMPREHENSIVE	250		250		
DEDUCTIBLE: COLLISION	\$500		\$500		
HIRED/NON OWNED	included		included		
DATA COMPROMISE		\$ 677.00			\$574.00
RESPONSE EXPENSES COVERAGE	\$50,000		\$50,000		
DEFENSE AND LIABILITY COVERAGE	\$50,000		\$50,000		
DEDUCTIBLE	\$1,000		\$1,000		
IDENTITY RECOVERY	\$25,000		\$25,000		
EXPENSE REIMBURSEMENT DEDUCTIBLE	\$250		\$250		
UMBRELLA		\$ 14,997.00			\$15,709.00
LIMIT	\$1,000,000		\$1,000,000		
SELF INSURED RETENTION	\$10,000		\$10,000		
TOTAL POLICY PREMIUM		\$211,827			\$210,319

Click to
Return to
Agenda



CITY OF HAYSVILLE, KANSAS

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

MEMORANDUM

TO: Mayor Bruce Armstrong
Haysville City Council Members

FROM: Georgie Carter, Recreation Director

DATE: March 5, 2015

RE: Pool Manual

Enclosed in your packet is the 2015 pool manual. All revisions have been highlighted in red for quick reference. Most changes are just verbiage; the major change is the increase in price for coupon booklets and the additional cost for larger party rentals.

This is before you for your consideration.

[Click to
Return to
Agenda](#)

Dewey Gunzelman Memorial Swimming Pool Staff Manual 2015

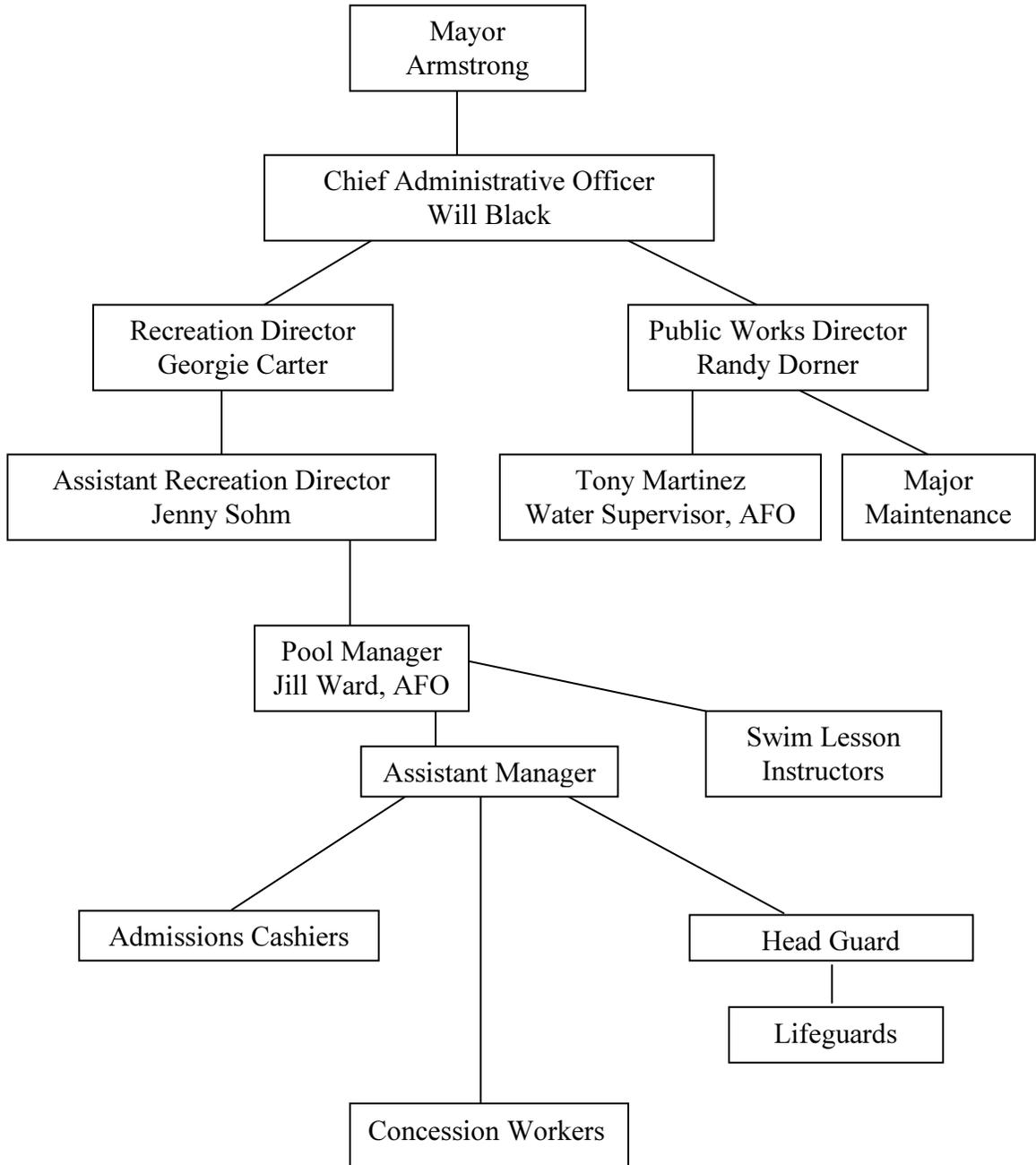


**City of Haysville
Recreation Department
www.haysville-ks.com**

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, Deputy 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 Empty, Wastewater Supervisor	529-5940
POOL MANAGER Jill Ward, AFO	
AMERICAN RED CROSS Midway Chapter - Health and Safety Office	219-4000

I. CHANNEL OF AUTHORITY



II. GENERAL INFORMATION FOR PERSONNEL

Pool Season Dates & Times

The Dewey Gunzelman Memorial Swimming Pool will open for the 2015 season on Saturday, May 23 and close on Sunday, August 9. The regular pool hours are 1:00 - 6:30 pm daily, unless otherwise posted.

The splash pad will be open daily from May 1 - October 1 (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

Pool Employees shall wear a City-issued swimsuit while on duty. Lifeguards will be provided one swimsuit 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. Staff shirts are property of the Recreation Department and can not be altered without permission from a supervisor.

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.~~

All City Employees

1. The hair will be worn in a neat style (extreme hairdos/exaggerated high styles are prohibited).
2. Fingernails shall be of a length that will not interfere with job duties such as ~~typing or filing.~~
3. Beards must be neatly trimmed.
4. Visible piercings other than ears are prohibited (Earrings must not be distracting and length shall not interfere with job duties).
5. Gauge earrings are not allowed. ~~Current employees who have gauge earrings when this policy is enacted shall not be allowed to increase the size of the gauge.~~
6. Tongue piercing is not allowed.
7. Cosmetic implants under the skin are not allowed (Non-medical).

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 3:00 and 5:00 pm. The pool will be cleared of all patrons under the age of 18. The reasoning for this break is to give younger patrons a brief respite to protect against fatigue to give mature patrons an opportunity to cool down/swim, and to give lifeguards an opportunity to ensure that the pool remains in a visibly safe condition. 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-service meetings 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 meters 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. Such devices should be safely stored with the owner's possessions, and not maintained on the employee's person while on duty. Such items may be used while on 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 are not permitted to pick up their checks at City Hall. Employees must personally obtain their paychecks from their supervisor. . 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. **All costs associated with on-the-job injuries shall be resolved through the Worker's Compensation Insurance. Any bills associated with medical care received by the City are forwarded to the Worker's Compensation carrier.**

Harassment

Harassment of any kind will not be tolerated; employees have the obligation to report all incidents of harassment, and those reports will be promptly and thoroughly investigated. Any employee who has engaged in harassing conduct will be subject to immediate discipline, up to and including immediate discharge.

Harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward others because of their, or their relatives', friends', or associates', race, color, religion, gender, national origin, veteran status, age, disability or other protected characteristics, and

which creates an intimidating, hostile or offensive working environment; unreasonably interferes with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

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 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 by 12:00 p.m. 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 \$45 (HS Student) or \$60 (Single), so your gross wage would increase by \$45 or \$60 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/Credit Cards

Pool receipts, money bags, **pool rental fees and deposits** 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

Credit card payments –

1. Over the phone credit card payments – Employee runs the credit card number through the credit card machine and prints out one receipt (merchant copy) from the credit card machine. Employee then gives the customer their authorization number (AP number from the credit card receipt). A pool receipt should then be written. **The receipt # and the customer’s name should be written on the credit card receipt.** Staple the original white receipt and yellow copy of the receipt together with the credit card receipt on top to send to City Hall in the pool bag.
2. In person credit card payments – Employee runs the card through the credit card machine and prints out two receipts from the credit card machine (a merchant copy and a customer copy). Have the customer sign the merchant copy and then give them the customer copy as their receipt. A pool receipt should then be written. **The receipt # and the customer’s name should be written on the credit card receipt.** Staple the original white receipt and yellow copy of the receipt together with the credit card receipt on top to send to City Hall in the pool bag.
3. **The credit card machine should be closed out at the end of each day.** A print out of all of the day’s credit card transactions will print. This should be sent to City Hall in the pool bag.

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 1 - 11 (no pm class June 2)
Session 2	June 15 - 25 (no pm class June 16)
Session 3	July 6 - 16
Session 4	July 27 - Aug 7 (no pm class Aug 4)

- 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 1 - 11 (no pm class June 2)
Session 2	June 15 - 25 (no pm class June 16)
Session 3	July 6 - 16
Session 4	July 27 - Aug 7 (no pm class Aug 4)

- 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 15 - 25 (no pm class June 16)
Session 3	July 6 - 16
Session 4	July 27 - Aug 7 (no pm class Aug 4)

- 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 Lifeguarding 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 911 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

VIOLATIONS OF THIS POLICY, AND ANY ACTION ENDANGERING THE SAFETY OF PATRONS, WILL RESULT IN A DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT. THE RECREATION DIRECTOR AND/OR THE EMPLOYEE'S IMMEDIATE SUPERVISORS SHALL HAVE THE AUTHORITY TO DISCIPLINE PERSONNEL.

PLEASE TAKE YOUR JOB SERIOUSLY!

All employees of the Haysville Municipal Pool staff are expected to act in a professional manner at ALL times. It is the responsibility of each employee of the Haysville Municipal Pool staff to KNOW, ENFORCE, AND FOLLOW all of the rules and regulations provided in this manual, and to act responsibly when dealing with a situation not specifically covered within this manual. Generally, the City follows a progressive disciplinary policy, as described below, but EACH DISCIPLINARY ACTION WILL BE BASED UPON THE FACTS AND CIRCUMSTANCES SURROUNDING THE VIOLATION, AND MORE SERIOUSLY VIEWED VIOLATIONS WILL RESULT IN MORE SEVERE PENALTIES.

First Level Response: 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.

Second Level Response: 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.

Third Level Response: 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.

Fourth Level Response: Termination of employment. Individuals terminated for cause are not eligible for rehire to the position from which they were removed.

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 eight 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, horseplay, etc.
7. No standing on shoulders or back.
8. Intimate activities such as kissing or petting in the facility must be appropriate for a family setting. Individuals participating in intimate activities in a manner deemed offensive to other patrons will be asked to refrain from the behavior, or shall be required to leave the facility.
9. No playing on lane ropes.
10. Lap lanes are for fitness swimming to be used by patrons 18+ only or with permission of staff.
11. Persons unable to demonstrate to the guards their abilities to swim are not permitted in the deep water.
12. Food, paper, gum, drink, etc. shall not be permitted in the immediate pool enclosure. Food, drinks and snacks must remain in the concession area.
13. All refuse must be placed in containers provided.
14. Spitting, spouting water, blowing the nose and so on are not permitted in the pool.
15. Diving from the deck will be permitted only in areas over six feet in depth.
16. No glass or metal containers on the pool premises. NO ALCOHOLIC BEVERAGES.
17. 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.
18. Beach balls or any other object 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.
19. Foreign objects including rocks and coins are not permitted in pools. Towels and colored or printed shirts shall not be permitted in or worn in the pools.
20. Patrons are not to visit with the lifeguards while on duty unless an emergency occurs.
21. Management is not responsible for loss of or damage to any personal belongings left unattended in the pool area.
22. Patrons shall not bring outside food or drink to the pool area.
23. The Pool Manager shall determine the type and duration of disciplinary action relating to pool patrons. Disciplinary actions will be supported by appropriate documentation. See Suspension Guidelines - page 15.
24. 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.
25. 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.
26. The wading pool is for use by children five and younger who are accompanied by a responsible individual 18 or older.
27. 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 with and supervise such child(ren). Lifeguards may require that

a child be restricted to the wading pool, if they witness the child endangering himself or others due to a lack of swimming skill.

28. Children six and under will not be allowed in the main pool, unless accompanied by a responsible individual (18+) who must remain with and supervise such children. Lifeguards may require that a child be restricted to the wading or intermediate pool, if they witness the child endangering himself or others due to a lack of swimming skill.
29. Untrained patrons must wear swim diapers at all times.
30. Anyone entering the pool area must pay or sit outside the fence.
31. 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.
32. Only bottled water (drinks) allowed in pool area.
33. No Outside Food.
34. Not responsible for lost or stolen items.
35. If there is any question in regard to these regulations or any that may be put into effect during the swimming season, the Haysville Recreation Director shall be contacted.

Water Slide Rules

1. Riders must be at least 48" tall, unless they have permission from management.
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. Arms and hands must remain inside the flume.
8. No tubes or mats are permitted on waterslides.
9. Line will form on the deck with one rider on each landing and one rider in the starting tub.
10. 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 1 - October 1** (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 FOR STAFF

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 **and document** where accident(s) 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 notify the Manager on duty 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.
6. A fecal incident report needs to be filled out.

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; trains, motivates and evaluates assigned staff, directs changes as needed; coordinates pool activities with the Haysville Recreation Department.
2. Communicates policies and procedures to staff, including distribution and familiarization of the pool manual. Documents all discipline actions in writing.
3. Assures effective and efficient use of, personnel, materials, facilities and time.
4. Prepares work schedules; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
5. Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
6. 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.
7. Directs the patrolling of the pool, facilities building and associated grounds and the enforcement of safety rules and regulations.
8. Performs a variety of miscellaneous duties such as answering the phone, running errands, conducting classes, collecting fees, making arrangements for rental and use of pool, helping set up for classes, events, etc.
9. Oversees the daily maintenance of the swimming pool. Monitors pool water chemistry through testing of water samples. Monitors water level of the pools.
10. Performs minor maintenance on equipment or calls maintenance as necessary.
11. Prepares emergency procedures; conducts and documents training and drills on monthly basis.
12. Notifies Recreation Department 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.
13. Works as lifeguard/teaches lessons/works parties.
14. Responds to public inquiries about aquatics programs made by telephone or in person.
15. Assists in inventory, contracting and staffing.
16. 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/valid Kansas ID or be able to obtain one within two (2) weeks of employment. Must possess current CPR/AED, First Aid and Lifeguarding certification cards. Must be AFO certified. 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.

ASSISTANT POOL 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/AED and Basic Lifeguarding. 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/valid Kansas ID or be able to obtain one within two (2) weeks of employment. Must possess current CPR/AED, First Aid and Lifeguarding certification cards. Must be 18 or older.

Tools and Equipment Used

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

HEAD LIFEGUARD

SEASONAL

The Head Lifeguard works under the general direction of the Pool Manager and Assistant Pool 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/teaches 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/AED and Basic Lifeguarding 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/valid Kansas ID or be able to obtain one within two (2) weeks of employment. Must possess current CPR/AED, First Aid and Lifeguarding certification cards. Must be 18 or older.

Tools and Equipment Used

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

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, 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/AED and Lifeguarding. 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 CPR/AED, First Aid and Lifeguarding certification 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/AED, 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/AED 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, 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, file's 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. Must possess food handler's certification or be able to obtain before beginning employment.

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 - Personnel will attend to the cleaning of the pool each morning.
 - a. Starting vacuums;
 - b. Sweeping sides of the diving well;
 - 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

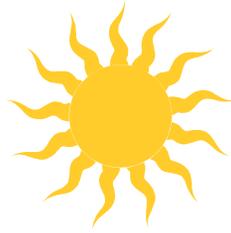
- Place victim flat on his/her back on a hard surface.
- Shake victim at the shoulders and shout, "Are you okay?"
- If no response, call emergency medical system **911** then,
- **Head-tilt/chin-lift** - open victims' airway by tilting their head back with one hand while lifting up their chin with your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

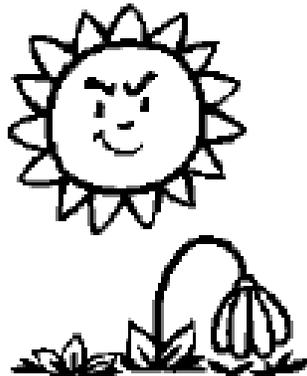
- Weakness and exhaustion
- Nausea, dizziness
- Skin moist, cool, pale or flushed
- Headache

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.

Click to
Return to
Agenda

VENDOR NO NAME	PAYMENT AMT
10 A & E ANALYTICAL	570.00
268 ALLEN, JIMMY	120.00
470 ASSOCIATED MATERIAL & SUP	46.93
505 ATHCO LLC	2,152.00
565 AWARDS FACTORY INC	271.70
584 B&H SALES AND SERVICE	49.98
695 BEALL & MITCHELL LLC	1,000.00
777 BIG TOOL STORE	355.51
830 B-R-C BEARING COMPANY INC	1,694.58
844 BROOKS, JAMES	35.00
969 C & B EQUIPMENT	4,907.00
972 CONSOLIDATED ELECTRICAL D	98.43
996 CAPITAL ONE BANK N A	6,211.08
1023 CARTWRIGHT CLINT	35.00
1155 CINTAS CORPORATION	489.70
1170 CITY BLUE PRINT INC	115.00
1325 COX COMMUNICATIONS	837.31
1441 DRD ENTERPRISES LLC	5,546.32
1476 DEER COUNTRY EQUIPMENT	1,900.00
1593 DONOVAN AUTO & TRUCK CTR	141.46
1860 FERGUSON ENTERPRISES INC	308.74
1890 FISHER SCIENTIFIC	821.73
1892 FISHNET SECURITY	406.72
1964 FREE, DENNIS	1,000.00
1975 FRY & ASSOCIATES INC	3,120.00

VENDOR NO NAME	PAYMENT AMT
2224 H AND H LAWCARE EQUIPMEN	112.40
2246 HAMPEL OIL	4,978.51
2261 HARPER DAVE	35.00
2290 HAYSVILLE CHAMBER	3,400.00
2325 HAYSVILLE FORWARD	5,540.00
2345 HAYSVILLE RENTAL CENTER	437.21
2370 HAYSVILLE USD 261	61.01
2425 HIGH SCHOOL SPORTS MAG	369.00
2500 HAC DBA HOMELAND	140.01
2679 INTEGRATED TECHNOLOGIES	95.00
2715 IMSA	75.00
2838 JOLIVET ROY	35.00
2843 JOHN DEERE LANDSCAPES	1,186.39
2844 JOHN DEERE FINANCIAL	468.38
2860 JONES, DAN	35.00
2874 K & A PROPERTY MAINT	1,525.00
3050 KS FIRE EQUIPMENT CO	1,011.70
3150 KDOR WATER SALES TAX	566.29
3230 KS GAS SERVICE-PRIMARY	6,666.93
3248 KANSASLAND TIRE	462.90
3295 KS ONE-CALL SYSTEM	76.00
3330 KRWA	1,775.00
3414 KECK, KAITLYN	99.50
3502 KONICA MINOLTA PREMIERE	623.99
3670 LEAGUE OF KS MUN	25.00

VENDOR NO NAME	PAYMENT AMT
3693 LEONARDO'S	1,250.00
3810 MADRIGAL & ASSOCIATES INC	40.00
3840 MARTINEZ, ANTONIO JR.	35.00
3860 MAXIMUM OUTDOOR EQUIPMENT	138.30
3880 MAYER SPECIALTY SERVICES	90,012.50
3995 MID-STATES FITNESS EQUIPM	2,798.00
4010 MID-CONTINENT SAFETY	393.50
4317 NRP	1,680.00
4370 OFFICE DEPOT	1,193.47
4377 OLTMAN JAMES	255.64
4396 O'REILLY AUTOMOTIVE INC	707.19
4444 PARKER, DELBERT	60.00
4520 PETTY CASH	948.31
4648 POORMAN'S AUTO SUPPLY #5	30.91
4662 POWERPLAN	130.21
4750 PROFESSIONAL ENGINEERING	1,114.08
4780 PRO-KEM SUPPLIES INC	88.00
4860 QUILL CORPORATION	59.49
4905 RADAR SHOP INC	611.00
4990 REDNECK INC	54.54
5056 RINEHART SEAN	35.00
5231 SAM'S CLUB	1,302.93
5406 SEXTON KEVIN	35.00
5420 SHAMROCK TIRE & AUTO	197.50
5444 SIMONS JOHNATHAN	35.00

VENDOR NO NAME	PAYMENT AMT
5480 SMITH & LOVELESS INC	1,325.09
5484 SMITH NOEL	35.00
5859 T-MOBILE	30.00
5883 TENNANT SALES & SERVICE	2,002.60
5916 TIMES-SENTINEL NEWSPAPERS	434.50
5940 TRUCK PARTS & EQUIPMENT	183.77
6030 UNITED STATES POSTAL SERV	272.01
6060 UNIVERSITY OF KANSAS	140.00
6327 WARREN FAMILY LLC	6,144.46
6345 WASTE CONNECTIONS INC	758.78
6360 WATER MOVERS INC	1,302.60
6383 WELLBEATS	149.00
6471 WICHITA AREA BUILDERS ASS	70.00
6600 WICHITA STAMP & SEAL INC	31.43
6615 WICHITA THUNDER	1,000.00
6626 WICHITA WINNELSON CO	30.20
6630 WICHITA WINWATER	1,992.70
6700 WILLIAMS JANITORIAL SUPPL	71.00
6701 WILLIAMS, JOY ATTORNEY	75.00
6736 YARD	61.54
10140 MCKELVEY TRACT	28.50
10270 RITTHALER DYLAN	46.50
10390 STONE WILLIAM G	52.50
10720 YBARRA JESSIE	60.00

VENDOR NO NAME	PAYMENT AMT

REPORT TOTAL	=====
	181,537.16

FUND	NAME	TOTAL

01	GENERAL FU	29,711.32
10	SEWER FUND	110,609.16
11	WATER FUND	4,353.70
12	MUNICIPAL	2,264.48
14	STORMWATER	11.78
21	STREET FUN	4,709.90
30	RECREATION	5,246.30
36	CAPITAL IM	4,164.08
81	EQUIPMENT	2,652.41
92	TR GUEST T	9,690.14
98	ST PARK RE	5,620.56
99	ST REC RES	2,503.33
		=====
	TOTAL	181,537.16

Click to
Return to
Agenda

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

INTRUST													
10 A & E ANALYTICAL LAB INC													
1500192	1 I	3/10/2015	3/01/2015	WATER TESTING	570.00		570.00		570.00	10			1
								10-30-2040	SEWER CONTRACTUAL				
				** VENDOR TOTALS *	570.00		570.00		570.00				
268 JIMMY ALLEN													
3/10/15	1 I	3/10/2015	3/10/2015	REFEREE BSKTBALL 3 HRS	60.00		60.00		60.00	30			1
								30-50-1100	RECREATION DEPT SALARY/GRANT				
3/10/15B	1 I	3/10/2015	3/10/2015	REFEREE BSKTBALL 3 HRS	60.00		60.00		60.00	30			1
								30-50-1100	RECREATION DEPT SALARY/GRANT				
				** VENDOR TOTALS *	120.00		120.00		120.00				
470 ASSOCIATED MATERIAL & SUPPLY													
30628	1 I	3/10/2015	3/01/2015	FILL SAND 18.05 TONS	46.93		46.93		46.93	21			1
								21-41-2009	STREET MATERIALS				
				** VENDOR TOTALS *	46.93		46.93		46.93				
505 ATHCO LLC													
019041-IN	1 I	3/10/2015	3/01/2015	TANGERINE STAND-UP SEES	2152.00		2152.00		2152.00	98			1
								98-66-3001	ST PARK RES EXPENSE				
				** VENDOR TOTALS *	2152.00		2152.00		2152.00				
565 AWARDS FACTORY INC													
15-1351	1 I	3/10/2015	3/01/2015	PHOENIX ACRYLIC AWARD 2	111.30		111.30		111.30	01			1
								01-01-2012	CITY CLERK MISCELLANEOUS				
	2 I			PHOENIX ACRYLIC AWARD 2	111.30		111.30		111.30	01			1
								01-03-2012	PARK MISCELLANEOUS				
				* INVOICE TOTALS	222.60		222.60		222.60				
15-1357	1 I	3/10/2015	3/01/2015	8X10 MIRROR PLAQUE 1 EA	49.10		49.10		49.10	01			1
								01-02-2012	POLICE MISCELLANEOUS				
				** VENDOR TOTALS *	271.70		271.70		271.70				
584 B AND H SALES AND SERVICE													
10200140	1 I	3/10/2015	3/01/2015	6FT HIGH SPEED HDMI CAB	19.99		19.99		19.99	11			1
								11-31-2012	WATER MISCELLANEOUS				
	2 I			2.0 MULITMEDIA CABLE	29.99		29.99		29.99	11			1
								11-31-2012	WATER MISCELLANEOUS				
				* INVOICE TOTALS	49.98		49.98		49.98				
				** VENDOR TOTALS *	49.98		49.98		49.98				
695 BEALL & MITCHELL LLC													
FEB 2015	1 I	3/10/2015	3/01/2015	PROSECUTING SERVICES	1000.00		1000.00		1000.00	01			1
								01-06-1100	MUN COURT PERSONNEL SERVICES				
				** VENDOR TOTALS *	1000.00		1000.00		1000.00				
777 BIG TOOL STORE													
397776	1 I	3/10/2015	3/01/2015	SANDING BELTS/DUST MASK	13.85		13.85		13.85	01			1
								01-03-2009	PARK MATERIALS				
398111	1 I	3/10/2015	3/01/2015	MISC. TOOLS	178.97		178.97		178.97	10			1
								10-30-2009	SEWER MATERIALS				
398225	1 I	3/10/2015	3/01/2015	MISC. TOOLS	67.84		67.84		67.84	01			1

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

398881	1 I	3/10/2015	3/03/2015	MISC. TOOLS	91.85		91.85		91.85	21			1
								01-09-2006	BLDG & GROUNDS EQUIP MAINT				
398891	1 I	3/10/2015	3/03/2015	SOCKET SET	3.00		3.00		3.00	21			1
								21-41-2009	STREET MATERIALS				
								21-41-2009	STREET MATERIALS				
				** VENDOR TOTALS *	355.51		355.51		355.51				
830 B-R-C BEARING COMPANY INC													
0474000-IN	1 I	3/10/2015	3/05/2015	REPAIR PARTS - PUMP #8	1694.58		1694.58		1694.58	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	1694.58		1694.58		1694.58				
844 JAMES BROOKS													
FEB 2015	1 I	3/10/2015	3/01/2015	REIMBURSE CELL PHONE US ON CALL PERSONNEL	17.50		17.50		17.50	11			1
								11-31-2002	WATER TELEPHONE				
	2 I			REIMBURSE CELL PHONE US ON CALL PERSONNEL	17.50		17.50		17.50	21			1
								21-41-2002	STREET TELEPHONE				
				* INVOICE TOTALS	35.00		35.00		35.00				
				** VENDOR TOTALS *	35.00		35.00		35.00				
969 C & B EQUIPMENT													
218166-00	1 I	3/10/2015	3/01/2015	SUMMIT 2196 5HP 1750RPM	4907.00		4907.00		4907.00	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	4907.00		4907.00		4907.00				
972 CED - COLUMBIA													
9444577317	1 I	3/10/2015	3/01/2015	LED LIGHTS - HIKE/BIKE	98.43		98.43		98.43	21			1
								21-41-2009	STREET MATERIALS				
				** VENDOR TOTALS *	98.43		98.43		98.43				
996 CAPITAL ONE BANK N A													
FEB 2015	1 I	3/10/2015	3/01/2015	UPSTREAM - CH. 7	49.00		49.00		49.00	01			1
								01-18-2012	GEN GOVT MISCELLANEOUS				
	2 I			PAYPAL - ONLINE UTILITY	16.32		16.32		16.32	10			1
								10-30-2040	SEWER CONTRACTUAL				
	3 I			PAYPAL - ONLINE UTILITY	16.32		16.32		16.32	11			1
								11-31-2040	WATER CONTRACTUAL				
	4 I			AMAZON DIGITAL - ADOBE	10.80		10.80		10.80	01			1
								01-22-2064	MEDIA SPECIALIST DUES/SUBSCRIP				
	5 I			AMAZON MRKTPLC. - PARKS	348.56		348.56		348.56	98			1
								98-66-3001	ST PARK RES EXPENSE				
	6 I			VIMEO PLUS - ON DEMAND	59.95		59.95		59.95	01			1
								01-22-2012	MEDIA SPECIALIST MISCELLANEOUS				
	7 I			NCOA-SR CNTR MEMBERSHIP	145.00		145.00		145.00	01			1
								01-12-2015	SR CENTER TRG/EDUC/TRAVEL				
	8 I			NEWEGG.COM - PW ROUTER	36.99		36.99		36.99	21			1
								21-41-2012	STREET MISCELLANEOUS				
	9 I			AMAZON MRKTPLC-WIRELESS	89.34		89.34		89.34	01			1
								01-02-2006	POLICE EQUIPMENT MAINTENANCE				
	10 I			IACP-J. WHITFIELD MEMBE	150.00		150.00		150.00	01			1
								01-02-2012	POLICE MISCELLANEOUS				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
11	I			GARNETT INN - R. NOWAK	73.65		73.65		73.65	01			1
						01-02-2015			POLICE TRAINING/EDUC/TRAVEL				
12	I			GARNETT INN - CREDIT SA	5.40-		5.40-		5.40-	01			1
						01-02-2015			POLICE TRAINING/EDUC/TRAVEL				
13	I			RIGHT TOOL - CAR LAPTOP	37.98		37.98		37.98	01			1
						01-02-2016			POLICE UNIFORMS & EQUIPMENT				
14	I			CENTURY II- HOME SHOW 2	42.00		42.00		42.00	92			1
						92-66-3001			TR GUEST TAX EXPENSE				
15	I			WABA-HAOME SHOW 2015 TI	140.00		140.00		140.00	92			1
						92-66-3001			TR GUEST TAX EXPENSE				
16	I			SURVEYMONKEY.COM - SURV	300.00		300.00		300.00	01			1
						01-18-2012			GEN GOVT MISCELLANEOUS				
17	I			IEDC-ECO DEV MKTG REGIS	675.00		675.00		675.00	01			1
						01-18-2012			GEN GOVT MISCELLANEOUS				
18	I			UNITED AIRLINES-J OLMAN	417.20		417.20		417.20	01			1
						01-18-2015			GEN GOVT TRAINING/EDUC/TRAVEL				
19	I			LITTLE CAESARS - PIZZA	100.00		100.00		100.00	30			1
						30-50-2092			RECREATION DEPT PROGRAMS				
20	I			AMAZON MRKTPLC- BASKETB	86.64		86.64		86.64	30			1
						30-50-2092			RECREATION DEPT PROGRAMS				
21	I			HOLIDAY SQUARE - KRPA C	10.00		10.00		10.00	30			1
						30-00-2001			RECREATION DEPT PR YEAR A/P				
22	I			CAP PLAZA HOTEL-KRPA CO	252.44		252.44		252.44	30			1
						30-00-2001			RECREATION DEPT PR YEAR A/P				
23	I			ORIENTAL TRAD.- COOKIE	31.49		31.49		31.49	30			1
						30-50-2092			RECREATION DEPT PROGRAMS				
24	I			TARGET - PROGRAM SUPPLI	43.79		43.79		43.79	30			1
						30-50-2092			RECREATION DEPT PROGRAMS				
25	I			ORIENTAL TRAD.- PROG SU	537.16		537.16		537.16	30			1
						30-50-2092			RECREATION DEPT PROGRAMS				
26	I			ORIENTAL TRAD.- PROG SU	14.72		14.72		14.72	30			1
						30-50-2094			RECREATION DEPT LATCHKEY PROG				
27	I			JUMPY JUMPLAND - LATCHK	176.00		176.00		176.00	30			1
						30-50-2094			RECREATION DEPT LATCHKEY PROG				
28	I			CASEY'S - COOKIES	15.13		15.13		15.13	30			1
						30-50-2092			RECREATION DEPT PROGRAMS				
29	I			AMAZON MRKTPLC-CREDIT T	6.48-		6.48-		6.48-	30			1
						30-50-2092			RECREATION DEPT PROGRAMS				
30	I			BESTBUY - MISC. SUPPLIE	29.99		29.99		29.99	30			1
						30-50-2092			RECREATION DEPT PROGRAMS				
31	I			BESTBUY - MISC. SUPPLIE	26.66		26.66		26.66	11			1
						11-31-2012			WATER MISCELLANEOUS				
32	I			BESTBUY - MISC. SUPPLIE	26.67		26.67		26.67	10			1
						10-30-2012			SEWER MISCELLANEOUS				
33	I			BESTBUY - MISC. SUPPLIE	26.67		26.67		26.67	21			1
						21-41-2012			STREET MISCELLANEOUS				
34	I			VANCE BROS - PAVING SEM	100.00		100.00		100.00	21			1
						21-41-2015			STREET TRAINING/EDUC/TRAVEL				
35	I			BUY101.COM - FOAM BOARD	163.00		163.00		163.00	01			1
						01-20-2004			INSPECTION OFFICE EXPENSE				
36	I			NORTHERN TOOL-LED WORK	404.96		404.96		404.96	10			1
						10-30-2009			SEWER MATERIALS				
37	I			RICHARDSON SPORTS-ULOCK	370.60		370.60		370.60	30			1
						30-50-2046			RECREATION DEPT P-C SPORTS COM				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
						21-41-2016			STREET UNIFORMS				
* INVOICE TOTALS					244.85		244.85		244.85				
451845360	1 I	3/10/2015	3/01/2015	SHOP TOWELS & SUPPLIES	25.77		25.77		25.77	10			1
						10-30-2009			SEWER MATERIALS				
	2 I			SHOP TOWELS & SUPPLIES	25.77		25.77		25.77	11			1
						11-31-2009			WATER MATERIALS				
	3 I			SHOP TOWELS & SUPPLIES	25.76		25.76		25.76	21			1
						21-41-2009			STREET MATERIALS				
	4 I			UNIFORM CLEAN & RENT	39.15		39.15		39.15	01			1
						01-03-2012			PARK MISCELLANEOUS				
	5 I			UNIFORM CLEAN & RENT	4.35		4.35		4.35	01			1
						01-20-2016			INSPECTION UNIFORMS				
	6 I			UNIFORM CLEAN & RENT	50.86		50.86		50.86	10			1
						10-30-2016			SEWER UNIFORMS				
	7 I			UNIFORM CLEAN & RENT	48.02		48.02		48.02	11			1
						11-31-2016			WATER UNIFORMS				
	8 I			UNIFORM CLEAN & RENT	5.89		5.89		5.89	14			1
						14-34-2012			STORMWATER MISCELLANEOUS				
	9 I			UNIFORM CLEAN & RENT	19.28		19.28		19.28	21			1
						21-41-2016			STREET UNIFORMS				
* INVOICE TOTALS					244.85		244.85		244.85				
** VENDOR TOTALS *					489.70		489.70		489.70				
1170 CITY BLUE PRINT INC													
95775	1 I	3/10/2015	3/01/2015	REPAIR 2/27/15	115.00		115.00		115.00	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
** VENDOR TOTALS *					115.00		115.00		115.00				
1325 COX COMMUNICATIONS													
FEB 2015	1 I	3/10/2015	3/01/2015	SR CNTR CABLE/DATA SVC.	159.43		159.43		159.43	01			1
						01-12-2003			SR CENTER UTILITIES				
	2 I			HAC CABLE SVC.	125.03		125.03		125.03	30			1
						30-50-2003			RECREATION DEPT UTILITIES				
	3 I			HAC DATA SVC.	159.00		159.00		159.00	30			1
						30-50-2002			RECREATION DEPT TELEPHONE				
	4 I			CITY/PD/COURT DATA SVC.	47.78		47.78		47.78	01			1
						01-01-2002			CITY CLERK TELEPHONE				
	5 I			CITY/PD/COURT DATA SVC.	145.24		145.24		145.24	01			1
						01-02-2002			POLICE TELEPHONE				
	6 I			CITY/PD/COURT DATA SVC.	4.90		4.90		4.90	01			1
						01-04-2002			PL COMM TELEPHONE				
	7 I			CITY/PD/COURT DATA SVC.	11.95		11.95		11.95	01			1
						01-06-2002			MUN COURT TELEPHONE				
	8 I			CITY/PD/COURT DATA SVC.	14.33		14.33		14.33	01			1
						01-18-2002			GEN GOVT TELEPHONE/POSTAGE				
	9 I			CITY/PD/COURT DATA SVC.	4.90		4.90		4.90	01			1
						01-21-2002			INFORMATION SYS TELEPHONE				
	10 I			CITY/PD/COURT DATA SVC.	4.90		4.90		4.90	01			1
						01-22-2002			MEDIA SPECIALIST TELEPHONE				
	11 I			CITY/PD/COURT DATA SVC.	4.90		4.90		4.90	01			1
						01-18-2002			GEN GOVT TELEPHONE/POSTAGE				
	12 I			PW DATA SVC.	30.99		30.99		30.99	01			1

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

1964 DENNIS FREE													
3/10/15	1 I	3/10/2015	3/10/2015	RENTAL ASSISTANCE GRANT THE PASSAGE SALON & BOU	1000.00		1000.00		1000.00	36			1
								36-56-3001	CAP IMPR MISCELLANEOUS PROJECT				
				** VENDOR TOTALS *	1000.00		1000.00		1000.00				
1975 FRY & ASSOCIATES INC													
27643	1 I	3/10/2015	3/01/2015	RAINBOW TURF SWING MATS	2880.00		2880.00		2880.00	98			1
								98-66-3001	ST PARK RES EXPENSE				
	2 I			FREIGHT CHARGES	240.00		240.00		240.00	98			1
								98-66-3001	ST PARK RES EXPENSE				
				* INVOICE TOTALS	3120.00		3120.00		3120.00				
				** VENDOR TOTALS *	3120.00		3120.00		3120.00				
2224 H AND H LAWN CARE EQUIPMENT													
76995	1 I	3/10/2015	3/01/2015	NEW CHAIN LINKS 72LPX-1	112.40		112.40		112.40	01			1
								01-03-2009	PARK MATERIALS				
				** VENDOR TOTALS *	112.40		112.40		112.40				
2246 HAMPEL OIL													
90659072	1 I	3/10/2015	3/01/2015	UNLEADED GASOLINE 1539	1090.63		1090.63		1090.63	11			1
								11-31-2009	WATER MATERIALS				
	2 I			UNLEADED GASOLINE 1539	1090.64		1090.64		1090.64	10			1
								10-30-2009	SEWER MATERIALS				
	3 I			UNLEADED GASOLINE 1539	1090.64		1090.64		1090.64	21			1
								21-41-2009	STREET MATERIALS				
	4 I			DIESEL GASOLINE 805 GAL	1706.60		1706.60		1706.60	01			1
								01-02-2010	POLICE GASOLINE & OIL				
				* INVOICE TOTALS	4978.51		4978.51		4978.51				
				** VENDOR TOTALS *	4978.51		4978.51		4978.51				
2261 DAVE HARPER													
FEB 2015	1 I	3/10/2015	3/10/2015	REIMBURSE CELL PHONE US ON CALL PERSONEL	35.00		35.00		35.00	10			1
								10-30-2002	SEWER TELEPHONE				
				** VENDOR TOTALS *	35.00		35.00		35.00				
2290 HAYSVILLE CHAMBER OF COMMERCE													
1836	1 I	3/10/2015	3/01/2015	B. ARMSTRONG MEMBERSHIP	500.00		500.00		500.00	01			1
								01-18-2012	GEN GOVT MISCELLANEOUS				
	2 I			W. BLACK MEMBERSHIP	50.00		50.00		50.00	01			1
								01-18-2012	GEN GOVT MISCELLANEOUS				
	3 I			J. OLTMAN MEMBERSHIP	50.00		50.00		50.00	01			1
								01-18-2012	GEN GOVT MISCELLANEOUS				
	4 I			Z. MCHATTON MEMBERSHIP	50.00		50.00		50.00	01			1
								01-18-2012	GEN GOVT MISCELLANEOUS				
	5 I			J. COX MEMBERSHIP	50.00		50.00		50.00	01			1
								01-01-2064	CITY CLERK DUES & SUBSCRIPTION				
	6 I			J. WHITFIELD MEMBERSHIP	50.00		50.00		50.00	01			1
								01-02-2012	POLICE MISCELLANEOUS				
	7 I			R. DORNER MEMBERSHIP -S	25.00		25.00		25.00	11			1
								11-31-2012	WATER MISCELLANEOUS				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
8	I			R. DORNER MEMBERSHIP -S	25.00		25.00		25.00	10			1
								10-30-2012	SEWER MISCELLANEOUS				
9	I			G. CARTER MEMBERSHIP	50.00		50.00		50.00	30			1
								30-50-2012	RECREATION DEPT MISCELLANEOUS				
10	I			K. LANDERS MEMBERSHIP	50.00		50.00		50.00	01			1
								01-12-2012	SR CENTER MISCELLANEOUS				
				* INVOICE TOTALS	900.00		900.00		900.00				
3/10/15	1	I	3/10/2015	3/10/2015	FINANCIAL SUPPORT DONAT	2500.00		2500.00	2500.00	92			1
								92-66-3001	TR GUEST TAX EXPENSE				
				** VENDOR TOTALS *	3400.00		3400.00		3400.00				
				2325 HAYSVILLE FORWARD INC									
3/10/15	1	I	3/10/2015	3/10/2015	REFUND - PROCESSING ERR	13.85		13.85	13.85	10			1
								10-00-5029	SEWER FEES				
2	I			REFUND - PROCESSING ERR	523.20		523.20		523.20	10			1
								10-00-5001	SEWER COLLECTIONS				
3	I			REFUND - PROCESSING ERR	2.95		2.95		2.95	11			1
								11-00-5029	WATER PROTECTION STATE FEE				
				* INVOICE TOTALS	540.00		540.00		540.00				
3/10/15-01	1	I	3/10/2015	3/10/2015	FINANCIAL SUPPORT DONAT	5000.00		5000.00	5000.00	92			1
								92-66-3001	TR GUEST TAX EXPENSE				
				** VENDOR TOTALS *	5540.00		5540.00		5540.00				
				2345 HAYSVILLE RENTAL CENTER									
24145	1	I	3/10/2015	3/01/2015	PURCHASE:CHAIN FOR SAW	55.96		55.96	55.96	01			1
								01-03-2009	PARK MATERIALS				
24146	1	I	3/10/2015	3/01/2015	RENTAL:BOOMLIFT 2/24/15 TREE REMOVAL - CITY HAL	381.25		381.25	381.25	01			1
								01-09-2012	BLDG & GROUNDS MISCELLANEOUS				
				** VENDOR TOTALS *	437.21		437.21		437.21				
				2370 HAYSVILLE USD 261									
3/10/15	1	I	3/10/2015	3/10/2015	SOS DAY 1/16/15	61.01		61.01	61.01	30			1
								30-50-2094	RECREATION DEPT LATCHKEY PROG				
				** VENDOR TOTALS *	61.01		61.01		61.01				
				2425 HIGH SCHOOL SPORTS MAGAZINE									
3384	1	I	3/10/2015	3/01/2015	HALF PAGE AD IN VYPE MA	369.00		369.00	369.00	92			1
								92-66-3001	TR GUEST TAX EXPENSE				
				** VENDOR TOTALS *	369.00		369.00		369.00				
				2500 HAC INC									
FEB 2015	1	I	3/10/2015	3/01/2015	MONTHLY GROCERIES	12.60		12.60	12.60	01			1
								01-01-2015	CITY CLERK TRG/EDUC/TRAVEL				
	2	I			MONTHLY GROCERIES	56.00		56.00	56.00	01			1
								01-02-2015	POLICE TRAINING/EDUC/TRAVEL				
	3	I			MONTHLY GROCERIES	19.60		19.60	19.60	01			1
								01-18-2015	GEN GOVT TRAINING/EDUC/TRAVEL				
	4	I			MONTHLY GROCERIES	11.20		11.20	11.20	10			1
								10-30-2015	SEWER TRAINING/EDUC/TRAVEL				
	5	I			MONTHLY GROCERIES	11.20		11.20	11.20	11			1
								11-31-2015	WATER TRAINING/EDUC/TRAVEL				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
6	I			MONTHLY GROCERIES	9.81		9.81		9.81	21			1
								21-41-2015	STREET TRAINING/EDUC/TRAVEL				
7	I			MONTHLY GROCERIES	19.60		19.60		19.60	30			1
								30-50-2015	RECREATION DEPT TRG/EDUC/DUES				
				* INVOICE TOTALS	140.01		140.01		140.01				
				** VENDOR TOTALS *	140.01		140.01		140.01				
				2679 INTEGRATED TECHNOLOGIES									
9967-IN	1	I	3/10/2015	3/01/2015 MAR 2015 REFLEXION SPAM	95.00		95.00		95.00	01			1
								01-21-2042	INFORMATION SYS REPAIR/REPLACE				
				** VENDOR TOTALS *	95.00		95.00		95.00				
				2715 IMSA									
84107-15	1	I	3/10/2015	3/01/2015 ANNUAL MEMBERSHIP D. HA	75.00		75.00		75.00	10			1
								10-30-2015	SEWER TRAINING/EDUC/TRAVEL				
				** VENDOR TOTALS *	75.00		75.00		75.00				
				2838 ROY JOLIVET									
FEB 2015	1	I	3/10/2015	3/10/2015 REIMBURSE CELL PHONE US ON CALL PERSONNEL	11.67		11.67		11.67	10			1
								10-30-2002	SEWER TELEPHONE				
	2	I		REIMBURSE CELL PHONE US ON CALL PERSONNEL	11.67		11.67		11.67	11			1
								11-31-2002	WATER TELEPHONE				
	3	I		REIMBURSE CELL PHONE US ON CALL PERSONNEL	11.66		11.66		11.66	21			1
								21-41-2002	STREET TELEPHONE				
				* INVOICE TOTALS	35.00		35.00		35.00				
				** VENDOR TOTALS *	35.00		35.00		35.00				
				2843 JOHN DEERE LANDSCAPES									
70834324	1	I	3/10/2015	3/01/2015 PSETICIDES	1186.39		1186.39		1186.39	01			1
								01-03-2009	PARK MATERIALS				
				** VENDOR TOTALS *	1186.39		1186.39		1186.39				
				2844 JOHN DEERE FINANCIAL									
1071902	1	I	3/10/2015	3/01/2015 MISC. REPAIR PARTS	432.05		432.05		432.05	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
1071905	1	I	3/10/2015	3/01/2015 OIL FILTER 1 EA.	18.94		18.94		18.94	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
1072370	1	I	3/10/2015	3/01/2015 O-RING 1 EA.	2.49		2.49		2.49	01			1
								01-03-2009	PARK MATERIALS				
1074040	1	I	3/10/2015	3/01/2015 OIL FILTER 1 EA.	14.90		14.90		14.90	30			1
								30-50-2046	RECREATION DEPT P-C SPORTS COM				
				** VENDOR TOTALS *	468.38		468.38		468.38				
				2860 DAN JONES									
FEB 2015	1	I	3/10/2015	3/10/2015 REIMBURSE CELL PHONE US ON CALL PERSONNEL	11.67		11.67		11.67	10			1
								10-30-2002	SEWER TELEPHONE				
	2	I		REIMBURSE CELL PHONE US ON CALL PERSONNEL	11.67		11.67		11.67	11			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
	3	I		MISC. FIRE EXTINGUISHER	46.40		46.40		46.40	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	139.20		139.20		139.20				
				** VENDOR TOTALS *	1011.70		1011.70		1011.70				
				3150 KANSAS DEPT OF REVENUE									
FEB 2015	1	I	3/10/2015	3/10/2015 WATER SALES TAX RETURN	566.29		566.29		566.29	11			1
								11-31-2022	WATER SALES TAX				
				** VENDOR TOTALS *	566.29		566.29		566.29				
				3230 KANSAS GAS SERVICE									
FEB 2015	1	I	3/10/2015	3/01/2015 PD MONTHLY GAS SVC.	316.19		316.19		316.19	01			1
								01-02-2013	POLICE ANIMAL CONTROL				
	2	I		BLDG/GRNDS MONTHLY GAS	625.32		625.32		625.32	01			1
								01-09-2003	BLDG & GROUNDS UTILITIES				
	3	I		SR. CNTR. MONTHLY GAS S	463.09		463.09		463.09	01			1
								01-12-2003	SR CENTER UTILITIES				
	4	I		SEWER MONTHLY GAS SVC.	3830.35		3830.35		3830.35	10			1
								10-30-2003	SEWER UTILITIES				
	5	I		WATER MONTHLY GAS SVC.	317.93		317.93		317.93	11			1
								11-31-2003	WATER UTILITIES				
	6	I		STREET MONTHLY GAS SVC.	286.76		286.76		286.76	21			1
								21-41-2003	STREET UTILITIES				
	7	I		REC. DEPT. MONTHLY GAS	827.29		827.29		827.29	30			1
								30-50-2003	RECREATION DEPT UTILITIES				
				* INVOICE TOTALS	6666.93		6666.93		6666.93				
				** VENDOR TOTALS *	6666.93		6666.93		6666.93				
				3248 KANSASLAND TIRE									
154957	1	I	3/10/2015	3/01/2015 LT265/75R16 TIRES 3EA.-	462.90		462.90		462.90	01			1
								01-02-2035	POLICE VEHICLE MAINTENANCE				
				** VENDOR TOTALS *	462.90		462.90		462.90				
				3295 KANSAS ONE-CALL SYSTEM INC									
5020291	1	I	3/10/2015	3/01/2015 76 LOCATES @ \$1.00 EA.	25.33		25.33		25.33	11			1
								11-31-2012	WATER MISCELLANEOUS				
	2	I		76 LOCATES @ \$1.00 EA.	25.33		25.33		25.33	10			1
								10-30-2012	SEWER MISCELLANEOUS				
	3	I		76 LOCATES @ \$1.00 EA.	25.34		25.34		25.34	21			1
								21-41-2012	STREET MISCELLANEOUS				
				* INVOICE TOTALS	76.00		76.00		76.00				
				** VENDOR TOTALS *	76.00		76.00		76.00				
				3330 KANSAS RURAL WATER ASSOCIATION									
2015 KRWA	1	I	3/10/2015	3/10/2015 KRWA CONF - R. DORNER	165.00		165.00		165.00	01			1
								01-20-2015	INSPECTION TRAINING/EDUC/TRAV				
	2	I		KRWA CONF - D. HARPER	175.00		175.00		175.00	10			1
								10-30-2015	SEWER TRAINING/EDUC/TRAVEL				
	3	I		KRWA CONF - R. JOLIVET	175.00		175.00		175.00	10			1
								10-30-2015	SEWER TRAINING/EDUC/TRAVEL				
	4	I		KRWA CONF - T. MARTINEZ	175.00		175.00		175.00	11			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
** VENDOR TOTALS *					35.00		35.00		35.00				
3860 MAXIMUM OUTDOOR EQUIPMENT													
116465	1 I	3/10/2015	3/03/2015	SPARY/WEEDEATER EQUIP S	138.30		138.30		138.30	01			1
								01-03-2006					
** VENDOR TOTALS *					138.30		138.30		138.30				
3880 MAYER SPECIALTY SERVICES LLC													
2015064	1 I	3/10/2015	3/01/2015	PROJECT: WET WELL REHAB	16240.00		16240.00		16240.00	10			1
								10-00-2001					
SEWER PRIOR YR ACCTS PAYABLE													
2015065	1 I	3/10/2015	3/01/2015	PROJECT: WET WELL REHAB	25796.00		25796.00		25796.00	10			1
								10-00-2001					
SEWER PRIOR YR ACCTS PAYABLE													
2015071	1 I	3/10/2015	3/01/2015	PROJECT: MANHOLE REHAB.	47976.50		47976.50		47976.50	10			1
								10-30-2006					
SEWER EQUIPMENT MAINTENANCE													
** VENDOR TOTALS *					90012.50		90012.50		90012.50				
3995 MID-STATES FITNESS EQUIPMENT													
11682	1 I	3/10/2015	3/01/2015	REVMASER PRO W/CADENCE	2045.59		2045.59		2045.59	99			1
								99-66-3001					
ST REC RES EXPENSE													
	2 I			REVMASER PRO W/CADENCE	752.41		752.41		752.41	81			1
								81-66-3001					
EQUIPMENT RESERVE MISC EXPENSE													
* INVOICE TOTALS					2798.00		2798.00		2798.00				
** VENDOR TOTALS *					2798.00		2798.00		2798.00				
4010 MID-CONTINENT SAFETY													
7617531	1 I	3/10/2015	3/01/2015	ICON JACKET W/LINER,LIM	86.00		86.00		86.00	01			1
								01-03-2012					
PARK MISCELLANEOUS													
	2 I			ICON JACKET W/LINER,LIM	89.75		89.75		89.75	01			1
								01-20-2016					
INSPECTION UNIFORMS													
	3 I			ICON JACKET W/LINER,LIM	34.75		34.75		34.75	21			1
								21-41-2016					
STREET UNIFORMS													
* INVOICE TOTALS					210.50		210.50		210.50				
7638215	1 I	3/10/2015	3/01/2015	ICON JACKET W/LINER,LIM	183.00		183.00		183.00	01			1
								01-03-2012					
PARK MISCELLANEOUS													
** VENDOR TOTALS *					393.50		393.50		393.50				
4317 NRP													
2631	1 I	3/10/2015	3/01/2015	MAR 2015 FOG CONTROLS	1680.00		1680.00		1680.00	10			1
								10-30-2040					
SEWER CONTRACTUAL													
** VENDOR TOTALS *					1680.00		1680.00		1680.00				
4370 OFFICE DEPOT													
755491528	1 I	3/10/2015	3/01/2015	MISC. OFFICE SUPPLIES	1166.36		1166.36		1166.36	01			1
								01-10-2077					
SP FUNDS SHARED OFFICE EXPENSE													
	2 I			MISC. OFFICE SUPPLIES	4.59		4.59		4.59	30			1
								30-50-2004					
RECREATION DEPT OFFICE EXPENSE													
* INVOICE TOTALS					1170.95		1170.95		1170.95				
755491568	1 I	3/10/2015	3/01/2015	MISC. OFFICE SUPPLIES	22.52		22.52		22.52	01			1
								01-10-2077					
SP FUNDS SHARED OFFICE EXPENSE													
** VENDOR TOTALS *					1193.47		1193.47		1193.47				

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

4377 JAMES OLTMAN													
FEB 2015	1	I	3/10/2015	3/01/2015	MILEAGE REIMBURSEMENT	220.64		220.64	220.64	01			1
								01-18-2015	GEN GOVT TRAINING/EDUC/TRAVEL				
	2	I			CELL PHONE REIMBURSEMEN	35.00		35.00	35.00	01			1
								01-18-2002	GEN GOVT TELEPHONE/POSTAGE				
					* INVOICE TOTALS	255.64		255.64	255.64				
					** VENDOR TOTALS *	255.64		255.64	255.64				
4396 O'REILLY AUTOMOTIVE INC													
4814106136	1	I	3/10/2015	3/01/2015	BATTERY/ALTERNATOR-CAR	254.44		254.44	254.44	01			1
								01-02-2035	POLICE VEHICLE MAINTENANCE				
4814107297	1	I	3/10/2015	3/01/2015	AIR/OIL FILTER - TRK #1	27.36		27.36	27.36	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
4814107818	1	I	3/10/2015	3/01/2015	TRANS CS MTR - TRK #2	55.44		55.44	55.44	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
	2	I			TRANS CS MTR - TRK #2	55.43		55.43	55.43	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	3	I			TRANS CS MTR - TRK #2	55.44		55.44	55.44	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
					* INVOICE TOTALS	166.31		166.31	166.31				
4814107860	1	I	3/10/2015	3/01/2015	U-JOINT - TRK #2	2.84		2.84	2.84	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
	2	I			U-JOINT - TRK #2	2.84		2.84	2.84	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	3	I			U-JOINT - TRK #2	2.85		2.85	2.85	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
					* INVOICE TOTALS	8.53		8.53	8.53				
4814108231	1	I	3/10/2015	3/01/2015	WIPER BLADES (MULTIPLE)	210.69		210.69	210.69	01			1
								01-02-2035	POLICE VEHICLE MAINTENANCE				
	2	I			WIPER FLUID 12 GALLONS	7.96		7.96	7.96	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
	3	I			WIPER FLUID 12 GALLONS	7.96		7.96	7.96	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	4	I			WIPER FLUID 12 GALLONS	7.96		7.96	7.96	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
					* INVOICE TOTALS	234.57		234.57	234.57				
4814108424	1	I	3/10/2015	3/01/2015	CONNECTORS 2 EA. - TRK	5.32		5.32	5.32	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
	2	I			CONNECTORS 2 EA. - TRK	5.33		5.33	5.33	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	3	I			CONNECTORS 2 EA. - TRK	5.33		5.33	5.33	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
					* INVOICE TOTALS	15.98		15.98	15.98				
					** VENDOR TOTALS *	707.19		707.19	707.19				
4444 DELBERT PARKER													
3/10/15	1	I	3/10/2015	3/10/2015	REFEREE BSKTBALL 3 HRS	60.00		60.00	60.00	30			1
								30-50-1100	RECREATION DEPT SALARY/GRANT				
					** VENDOR TOTALS *	60.00		60.00	60.00				

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

4520 PETTY CASH													
3/10/15	1 I	3/10/2015	3/10/2015	REIMBURSE FUND	10.00		10.00		10.00	01			1
								01-00-5005	GENERAL ANIMAL LICENSES				
	2 I			REIMBURSE FUND	34.00		34.00		34.00	01			1
								01-00-5008	GENERAL PERMITS				
	3 I			REIMBURSE FUND	375.00		375.00		375.00	01			1
								01-00-5016	GENERAL BUILDING RENTAL FEES				
	4 I			REIMBURSE FUND	50.00		50.00		50.00	01			1
								01-02-2016	POLICE UNIFORMS & EQUIPMENT				
	5 I			REIMBURSE FUND	50.00		50.00		50.00	10			1
								10-30-2015	SEWER TRAINING/EDUC/TRAVEL				
	6 I			REIMBURSE FUND	4.80		4.80		4.80	10			1
								10-30-2016	SEWER UNIFORMS				
	7 I			REIMBURSE FUND	75.00		75.00		75.00	11			1
								11-31-2015	WATER TRAINING/EDUC/TRAVEL				
	8 I			REIMBURSE FUND	19.51		19.51		19.51	11			1
								11-00-5012	WATER MISCELLANEOUS				
	9 I			REIMBURSE FUND	50.00		50.00		50.00	30			1
								30-00-5078	RECREATION DEPT MISCELLANEOUS				
	10 I			REIMBURSE FUND	280.00		280.00		280.00	30			1
								30-00-5077	RECREATION DEPT PROGRAMS				
				* INVOICE TOTALS	948.31		948.31		948.31				
				** VENDOR TOTALS *	948.31		948.31		948.31				
4648 POORMAN AUTO SUPPLY #5													
508054	1 I	3/10/2015	3/01/2015	S/OFF WHL - ADHESIVE RE	30.91		30.91		30.91	01			1
								01-02-2035	POLICE VEHICLE MAINTENANCE				
				** VENDOR TOTALS *	30.91		30.91		30.91				
4662 POWERPLAN													
277446	1 I	3/10/2015	3/01/2015	MISC. PARTS - 200C TRAC	43.41		43.41		43.41	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
	2 I			MISC. PARTS - 200C TRAC	43.40		43.40		43.40	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	3 I			MISC. PARTS - 200C TRAC	43.40		43.40		43.40	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	130.21		130.21		130.21				
				** VENDOR TOTALS *	130.21		130.21		130.21				
4750 PROFESSIONAL ENGINEERING													
512159	1 I	3/10/2015	3/01/2015	E. GRAND ST. IMPRV. PRO	914.08		914.08		914.08	36			1
								36-56-3001	CAP IMPR MISCELLANEOUS PROJECT				
512160	1 I	3/10/2015	3/01/2015	MONTHLY RETAINER	66.67		66.67		66.67	10			1
								10-30-2040	SEWER CONTRACTUAL				
	2 I			MONTHLY RETAINER	66.67		66.67		66.67	11			1
								11-31-2040	WATER CONTRACTUAL				
	3 I			MONTHLY RETAINER	66.66		66.66		66.66	21			1
								21-41-2040	STREET CONTRACTUAL				
				* INVOICE TOTALS	200.00		200.00		200.00				
				** VENDOR TOTALS *	1114.08		1114.08		1114.08				

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

4780 PRO-KEM SUPPLIES INC													
9723	1 I	3/10/2015	3/01/2015	PULSE SVC.- PD 5 EA.	40.00		40.00		40.00	01			1
								01-02-2004	POLICE OFFICE EXPENSE				
	2 I			PULSE SVC. - CITY BLDG.	32.00		32.00		32.00	01			1
								01-09-2012	BLDG & GROUNDS MISCELLANEOUS				
	3 I			PULSE SVC. - SR. CNTR.	16.00		16.00		16.00	01			1
								01-12-2025	SR CENTER BUILDING MAINTENANCE				
				* INVOICE TOTALS	88.00		88.00		88.00				
				** VENDOR TOTALS *	88.00		88.00		88.00				
4860 QUILL CORPORATION													
1769455	1 I	3/10/2015	3/06/2015	BROTHER QL-500 LABEL PR	59.49		59.49		59.49	01			1
								01-01-2004	CITY CLERK OFFICE EXPENSE				
				** VENDOR TOTALS *	59.49		59.49		59.49				
4905 THE RADAR SHOP INC													
10572	1 I	3/10/2015	3/01/2015	RECERTIFIED RADARS/TUNI	537.00		537.00		537.00	01			1
								01-02-2006	POLICE EQUIPMENT MAINTENANCE				
10573	1 I	3/10/2015	3/01/2015	RECERTIFY RADAR UNIT/PW	74.00		74.00		74.00	01			1
								01-02-2006	POLICE EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	611.00		611.00		611.00				
4990 REDNECK INC													
1408474-00	1 I	3/10/2015	3/01/2015	SWVL JACK, 2K, 10" LIFT	18.18		18.18		18.18	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
	2 I			SWVL JACK, 2K, 10" LIFT	18.18		18.18		18.18	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	3 I			SWVL JACK, 2K, 10" LIFT	18.18		18.18		18.18	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	54.54		54.54		54.54				
				** VENDOR TOTALS *	54.54		54.54		54.54				
5056 SEAN RINEHART													
FEB 2015	1 I	3/10/2015	3/10/2015	REIMBURSE CELL PHONE US ON CALL PERSONNEL	11.67		11.67		11.67	10			1
								10-30-2002	SEWER TELEPHONE				
	2 I			REIMBURSE CELL PHONE US ON CALL PERSONNEL	11.67		11.67		11.67	11			1
								11-31-2002	WATER TELEPHONE				
	3 I			REIMBURSE CELL PHONE US ON CALL PERSONNEL	11.66		11.66		11.66	21			1
								21-41-2002	STREET TELEPHONE				
				* INVOICE TOTALS	35.00		35.00		35.00				
				** VENDOR TOTALS *	35.00		35.00		35.00				
5231 SAM'S CLUB / GECRB													
FEB 2015	1 I	3/10/2015	3/01/2015	MONTHLY SUPPLIES	91.62		91.62		91.62	30			1
								30-50-2009	RECREATION DEPT MATERIALS				
	2 I			MONTHLY SUPPLIES	1150.91		1150.91		1150.91	30			1
								30-50-2094	RECREATION DEPT LATCHKEY PROG				
	3 I			MONTHLY SUPPLIES	5.44		5.44		5.44	01			1

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

5859 T-MOBILE													
FEB 2015	1 I	3/10/2015	3/01/2015	MOBILE INTERNET - GPS E	10.00		10.00		10.00	11			1
								11-31-2002	WATER TELEPHONE				
	2 I			MOBILE INTERNET - GPS E	10.00		10.00		10.00	10			1
								10-30-2002	SEWER TELEPHONE				
	3 I			MOBILE INTERNET - GPS E	10.00		10.00		10.00	21			1
								21-41-2002	STREET TELEPHONE				
				* INVOICE TOTALS	30.00		30.00		30.00				
				** VENDOR TOTALS *	30.00		30.00		30.00				
5883 TENNANT SALES & SERVICE CO													
912868230	1 I	3/10/2015	3/01/2015	CREDIT - RTRND. AIR FIL	39.50-		39.50-		39.50-	21			1
								21-41-2009	STREET MATERIALS				
9128900000	1 I	3/10/2015	3/01/2015	REPAIR PARTS - TENNANT	2042.10		2042.10		2042.10	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	2002.60		2002.60		2002.60				
5916 TIMES-SENTINEL NEWSPAPERS													
17951	1 I	3/10/2015	3/01/2015	INSERT - SURVEY 2/19/15	96.00		96.00		96.00	92			1
								92-66-3001	TR GUEST TAX EXPENSE				
	2 I			INSERT - SURVEY 2/26/15	96.00		96.00		96.00	92			1
								92-66-3001	TR GUEST TAX EXPENSE				
				* INVOICE TOTALS	192.00		192.00		192.00				
17952	1 I	3/10/2015	3/01/2015	NEW HOMES AD 2/19/15	95.00		95.00		95.00	92			1
								92-66-3001	TR GUEST TAX EXPENSE				
18045	1 I	3/10/2015	3/01/2015	MARCH ADVERTISING 2/27/	147.50		147.50		147.50	92			1
								92-66-3001	TR GUEST TAX EXPENSE				
				** VENDOR TOTALS *	434.50		434.50		434.50				
5940 TRUCK PARTS & EQUIPMENT INC													
1219914	1 I	3/10/2015	3/01/2015	RH LED LAMP 3E/LH LED L	61.26		61.26		61.26	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
	2 I			RH LED LAMP 3E/LH LED L	61.26		61.26		61.26	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	3 I			RH LED LAMP 3E/LH LED L	61.25		61.25		61.25	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	183.77		183.77		183.77				
				** VENDOR TOTALS *	183.77		183.77		183.77				
6030 UNITED STATES POSTAL SERVICE													
2015	1 I	3/10/2015	3/10/2015	ANNUAL POST OFFICE BOX	90.67		90.67		90.67	01			1
								01-10-2040	SP FUNDS CONTRACTUAL				
	2 I			ANNUAL POST OFFICE BOX	90.67		90.67		90.67	10			1
								10-30-2040	SEWER CONTRACTUAL				
	3 I			ANNUAL POST OFFICE BOX	90.67		90.67		90.67	11			1
								11-31-2040	WATER CONTRACTUAL				
				* INVOICE TOTALS	272.01		272.01		272.01				
				** VENDOR TOTALS *	272.01		272.01		272.01				

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

6060 UNIVERSITY OF KANSAS													
LE-36675-1	1	I	3/10/2015	3/03/2015	G. DAVIDSON-FIELD TRNG	140.00		140.00		140.00	01		1
								01-02-2015		POLICE TRAINING/EDUC/TRAVEL			
					** VENDOR TOTALS *	140.00		140.00		140.00			
6327 THE WARREN FAMILY LLC													
3/10/15	1	I	3/10/2015	3/10/2015	NEIGHBORHOOD REVITALIZA	6144.46		6144.46		6144.46	01		1
								01-00-5017		GENERAL AD VALOREM TAX			
					** VENDOR TOTALS *	6144.46		6144.46		6144.46			
6345 WASTE CONNECTIONS INC													
10133892	1	I	3/10/2015	3/01/2015	MONTHLY TRASH SVC. - CI	46.17		46.17		46.17	01		1
								01-09-2040		BLDG & GROUNDS CONTRACTUAL			
	2	I			MONTHLY TRASH SVC. - CI	46.18		46.18		46.18	10		1
								10-30-2040		SEWER CONTRACTUAL			
	3	I			MONTHLY TRASH SVC. - CI	46.18		46.18		46.18	11		1
								11-31-2040		WATER CONTRACTUAL			
					* INVOICE TOTALS	138.53		138.53		138.53			
10133896	1	I	3/10/2015	3/01/2015	MONTHLY TRASH SVC. - HA	86.99		86.99		86.99	30		1
								30-50-2003		RECREATION DEPT UTILITIES			
10133897	1	I	3/10/2015	3/01/2015	MONTHLY TRASH SVC. - SR	128.40		128.40		128.40	01		1
								01-12-2003		SR CENTER UTILITIES			
10133898-9	1	I	3/10/2015	3/01/2015	MONTHLY TRASH SVC. - PW	57.09		57.09		57.09	10		1
								10-30-2040		SEWER CONTRACTUAL			
	2	I			MONTHLY TRASH SVC. - PW	57.09		57.09		57.09	11		1
								11-31-2040		WATER CONTRACTUAL			
	3	I			MONTHLY TRASH SVC. - PW	57.08		57.08		57.08	21		1
								21-41-2040		STREET CONTRACTUAL			
					* INVOICE TOTALS	171.26		171.26		171.26			
10133900	1	I	3/10/2015	3/01/2015	MONTHLY TRASH SVC. - CO	81.45		81.45		81.45	01		1
								01-09-2040		BLDG & GROUNDS CONTRACTUAL			
10133901	1	I	3/10/2015	3/01/2015	MONTHLY TRASH SVC. - RI	152.15		152.15		152.15	01		1
								01-03-2012		PARK MISCELLANEOUS			
					** VENDOR TOTALS *	758.78		758.78		758.78			
6360 WATER MOVERS, INC.													
0094299	1	I	3/10/2015	3/01/2015	MISC. PARTS	1302.60		1302.60		1302.60	10		1
								10-30-2040		SEWER CONTRACTUAL			
					** VENDOR TOTALS *	1302.60		1302.60		1302.60			
6383 WELLBEATS													
222152	1	I	3/10/2015	3/02/2015	ELEMENTS BASIC PACKAGE	149.00		149.00		149.00	99		1
								99-66-3001		ST REC RES EXPENSE			
					** VENDOR TOTALS *	149.00		149.00		149.00			
6471 WICHITA AREA BUILDERS ASSN													
170346	1	I	3/10/2015	3/01/2015	VIP NIGHT 2015	70.00		70.00		70.00	92		1
								92-66-3001		TR GUEST TAX EXPENSE			
					** VENDOR TOTALS *	70.00		70.00		70.00			
6600 WICHITA STAMP & SEAL INC													
196455	1	I	3/10/2015	3/01/2015	NOTARY SELF INKING - K.	22.50		22.50		22.50	01		1

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

								01-01-2004	CITY CLERK OFFICE EXPENSE				
2	I			NAMEPLATE - K. CORBY	5.50		5.50		5.50 01				1
								01-01-2004	CITY CLERK OFFICE EXPENSE				
3	I			POSTAGE & HANDLING	3.43		3.43		3.43 01				1
								01-01-2004	CITY CLERK OFFICE EXPENSE				
				* INVOICE TOTALS	31.43		31.43		31.43				
				** VENDOR TOTALS *	31.43		31.43		31.43				
6615 WICHITA THUNDER													
7716	1	I	3/10/2015	3/01/2015 2014-2015 CORP SPONSORS	1000.00		1000.00		1000.00 92				1
								92-66-3001	TR GUEST TAX EXPENSE				
				** VENDOR TOTALS *	1000.00		1000.00		1000.00				
6626 WICHITA WINNELSON CO													
262076	00	1	I	3/10/2015	3/01/2015 MISC. GASKETS	30.20		30.20	30.20 10				1
								10-30-2009	SEWER MATERIALS				
				** VENDOR TOTALS *	30.20		30.20		30.20				
6630 WICHITA WINWATER WORKS													
203001	04	1	I	3/10/2015	3/01/2015 BRASS INSERTxMIP ADAPTE	99.82		99.82	99.82 11				1
								11-31-2009	WATER MATERIALS				
203173	00	1	I	3/10/2015	3/01/2015 SM/LG HOLES AW ARBORS	214.57		214.57	214.57 11				1
								11-31-2009	WATER MATERIALS				
203424	00	1	I	3/10/2015	3/01/2015 8" SS BASKET STRAINER 1	1621.43		1621.43	1621.43 12				1
								12-32-2025	MUNICIPAL POOL BLDG MAINTENANC				
2	I			8-1/8" FLG PACK 2 EA.	38.58		38.58		38.58 12				1
								12-32-2025	MUNICIPAL POOL BLDG MAINTENANC				
				* INVOICE TOTALS	1660.01		1660.01		1660.01				
203485	00	1	I	3/10/2015	3/01/2015 FLANGE GASKET 6 EA.	18.30		18.30	18.30 10				1
								10-30-2009	SEWER MATERIALS				
				** VENDOR TOTALS *	1992.70		1992.70		1992.70				
6700 WILLIAMS JANITORIAL SUPPLY													
0488472-IN	1	I	3/10/2015	3/01/2015 LITE N FOAMY SOAP DISP.	56.00		56.00		56.00 30				1
								30-50-2009	RECREATION DEPT MATERIALS				
2	I			LITE FOAMING SOAP 1 GAL	15.00		15.00		15.00 30				1
								30-50-2009	RECREATION DEPT MATERIALS				
				* INVOICE TOTALS	71.00		71.00		71.00				
				** VENDOR TOTALS *	71.00		71.00		71.00				
6701 JOY WILLIAMS													
3/3/15	1	I	3/10/2015	3/03/2015 PRO TEM JUDGE 3/3/15	75.00		75.00		75.00 01				1
								01-06-2012	MUN COURT MISCELLANEOUS				
				** VENDOR TOTALS *	75.00		75.00		75.00				
6736 THE YARD													
1188982	1	I	3/10/2015	3/01/2015 STEEL TUBING	61.54		61.54		61.54 10				1
								10-30-2009	SEWER MATERIALS				
				** VENDOR TOTALS *	61.54		61.54		61.54				

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

10140 TRACI MCKELVEY													
3/10/15	1 I	3/10/2015	3/10/2015	REFEREE ARENA BALL 1.5H	14.25		14.25		14.25	30			1
						30-50-1100		RECREATION DEPT	SALARY/GRANT				
	2 I			REFEREE ARENA BALL 1.5H	14.25		14.25		14.25	30			1
						30-50-1100		RECREATION DEPT	SALARY/GRANT				
				* INVOICE TOTALS	28.50		28.50		28.50				
				** VENDOR TOTALS *	28.50		28.50		28.50				
10270 DYLAN RITTHALER													
3/10/15	1 I	3/10/2015	3/10/2015	CHS SCOREKEEPER 3 GAMES	23.25		23.25		23.25	30			1
						30-50-1100		RECREATION DEPT	SALARY/GRANT				
3/10/15B	1 I	3/10/2015	3/10/2015	REFEREE BSKTBALL 3 HRS	23.25		23.25		23.25	30			1
						30-50-1100		RECREATION DEPT	SALARY/GRANT				
				** VENDOR TOTALS *	46.50		46.50		46.50				
10390 WILLIAM G STONE													
3/10/15	1 I	3/10/2015	3/10/2015	REFEREE ARENA BALL 3.5H	52.50		52.50		52.50	30			1
						30-50-1100		RECREATION DEPT	SALARY/GRANT				
				** VENDOR TOTALS *	52.50		52.50		52.50				
10720 JESSIE YBARRA													
3/10/15	1 I	3/10/2015	3/10/2015	REFEREE BSKTBALL 3 HRS	60.00		60.00		60.00	30			1
						30-50-1100		RECREATION DEPT	SALARY/GRANT				
				** VENDOR TOTALS *	60.00		60.00		60.00				
				BANK TOTALS	181537.16		181537.16		181537.16				
				TOTAL MANUAL CHECKS					.00				
				TOTAL E-PAYMENTS					.00				
				TOTAL PURCH CARDS					.00				
				TOTAL OPEN PAYMENTS					181537.16				
				GRAND TOTALS	181537.16		181537.16		181537.16				

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Agenda



CITY OF HAYSTACK

ACTION REQUEST FORM

To: Deputy Administrative Officer

Date: 2/7/15

Address of Request: 7045 South Broadway (please complete a separate form for each property)

The following action is being requested:

Portable (?) sign at 7045 S Broadway (old flower shop) in poor condition, looks bad.
Can it be removed or possibly moved further from frontage? Citizen was told sign was
"grandfathered" in (prior to sign ordinance) Since business is no longer in operation,
can the sign be removed?

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: Dan Benner

Phone #: 524-8282

Email dnjbenner@sbcglobal.net

FIRST RESPONSE:

Remarks from staff:

On 02-09-2015 around 1145 hours I spoke with Justin Smith of Smith Mortuaries
who purchased the old flower shop on Broadway. Justin stated that he has rented the
building out but doesn't know if the renter wants to use the sign. Justin said he would
check and get it painted, removed or put a new sign up all together as soon as he
could .

Signature: Randy Dorner

Digitally signed by Randy Dorner
DN: cn=Randy Dorner, o.ou,
email=rdorner@haystack-ic.com, c=US
Date: 2015.02.09 16:21:58 -06'00'

Date: 2-9-2015

UPDATE:

Remarks from staff

A code compliance letter has been sent.

Dated 2-20-15

Mr. Smith has advised that the new tenant will be removing the sign altogether

Signature: _____

Date: 3-6-2015

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No Supporting Documents