

CITY OF HAYSVILLE

Agenda

February 22, 2016

CALL TO ORDER

ROLL CALL

INVOCATION BY: Pastor David Vetter, West Haysville Baptist Church

PLEDGE OF ALLEGIANCE

PRESENTATION AND APPROVAL OF MINUTES

- A. [Minutes of February 8th, 2016](#)

ITEM #1 CITIZENS TO BE HEARD

- A. Sedgwick County Fire Department

ITEM #2 APPROVAL OF LICENSES AND BONDS

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Governing Body Announcements

ITEM #5 OLD BUSINESS

ITEM #6 OTHER BUSINESS

- A. [Consideration of Purchase of Vehicle](#)
- B. [Consideration of Purchase of Vehicles](#)
- C. [Consideration of Pool Manual Update for 2016](#)

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 Last Half of February](#)

ITEM #12 CONSENT AGENDA

ITEM #13 COUNCIL ITEMS

A. Council Concerns

B. [Council Action Request Updates](#)

a. [2nd, 4th and Ranger](#)

ITEM #14 ADJOURNMENT

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

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

Invocation was given by Pastor Elizabeth Cummings of Resurrection Lutheran Church.

Mayor Bruce Armstrong led everyone present in the Pledge of Allegiance.

Under Special Order of Business, Mayor Bruce Armstrong introduced Election of President of Council. Mayor Armstrong asked for nominations for Council President. Councilperson Russ Kessler was nominated by Councilperson Mike Kanaga, seconded by Councilperson Dale Thompson. There were no other nominations. Mayor Armstrong asked for a motion to close the nomination.

Motion by B. Rardin – Second by Thompson
I make a motion that nominations cease.

Mayor Armstrong asked who was in favor of confirming Russ Kessler as Council President. All councilmembers present voiced their consent.

Under Presentation and Approval of Minutes, Mayor Bruce Armstrong presented for approval the Minutes of January 25th, 2016.

Motion by Kessler – Second by B. Rardin
Mayor and Council, I make a motion that we approve the minutes from January 25th, 2016.
Kessler yea, Kanaga yea, B. Rardin yea, Benner yea, J. Rardin yea, Crum yea, Thompson yea.
Motion declared carried.

Under Citizens to be Heard, Mayor Bruce Armstrong introduced Janet Parton Regarding the Haysville Fall Festival. **Janet Parton, 1330 Cottonwood Lane**, requested use of Riggs Park for the Haysville Fall Festival for October 21st through the 23rd. She stated this was one week later than usual due to conflicts with the carnival.

Motion by Kessler – Second by B. Rardin
Mayor and Council, I make a motion that we allow the Haysville Fall Festival to use Riggs Park for October 21st through October 23rd.
Kessler yea, Kanaga yea, B. Rardin yea, Benner yea, J. Rardin yea, Crum yea, Thompson yea.
Motion declared carried.

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After the question was called, Councilperson Steve Crum asked where the carnival would be located as the new Activity Center would probably be built by October. Mayor Bruce Armstrong advised they are in the process of figuring that out now.

Under Citizens to be Heard, Mayor Bruce Armstrong introduced Erin Wannow. **Erin Wannow, 921 W. 50th St. S, Wichita, KS 67217**, stated she was with the Law Enforcement Torch Run. She reviewed details of the Polar Plunge on Saturday, February 8th including the amount of money raised. Wannow thanked the city for their participation and stated she would like to have the plunge in Haysville next year as well. Councilperson Steve Crum gave details of a Special Olympics basketball tournament that was coming up on February 27th at Campus.

Under Approval of Licenses and Bonds, Mayor Bruce Armstrong presented Refuse Haulers License Renewal for Best Value Services, 1939 Emmett.

Motion by Crum – Second by B. Rardin

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

Kessler yea, Kanaga yea, B. Rardin yea, Benner yea, J. Rardin yea, Crum yea, Thompson yea.

Motion declared carried.

Under Introduction of Ordinances and Resolutions, Mayor Bruce Armstrong presented AN ORDINANCE CONFIRMING THE AGREEMENT OF THE GOVERNING BODY OF THE CITY OF HAYSVILLE, KANSAS, WITH THE HAYSVILLE CITY LAND BANK TO ABATE AND REMOVE PAST DUE INSTALLMENTS OF SPECIAL ASSESSMENTS FROM THE TAX ROLLS ON PARCELS OWNED BY THE LAND BANK AND DECLARING THE INTENT OF THE GOVERNING BODY TO REAMORTIZE SUCH SPECIAL ASSESSMENTS WHEN THE LAND BANK PARCELS ARE CONVEYED BY THE LAND BANK.

Motion by Kessler – Second by B. Rardin

I make a motion that we approve the ordinance as presented.

Kessler yea, Kanaga yea, B. Rardin yea, Benner yea, J. Rardin yea, Crum yea, Thompson yea.

Motion declared carried.

Under Notices and Communications, Mayor Bruce Armstrong called for Governing Body Announcements. Councilperson Steve Crum advised the Haysville Board of Education was seeking candidates to fill a vacancy on the board. He gave updates on Campus sports teams as well. Crum also advised of library events, including a South Central Legislative Delegation Forum on Saturday, February 13th.

Under Notices and Communications, Mayor Bruce Armstrong presented a Memo to Council Re: New Businesses and a Thank You Card from Parents As Teachers.

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There was no Old Business.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Purchase of Total Station. Public Works Director Randy Dorner gave details of the request and explained how this surveying instrument would work in tandem with equipment already owned by the city.

Motion by Crum – Second by Benner

I'll go ahead and make a motion that we allow Public Works to purchase from Laser Specialists, Inc. for \$14,999 the piece of equipment.

Kessler yea, Kanaga yea, B. Rardin yea, Benner yea, J. Rardin yea, Crum yea, Thompson yea.

Motion declared carried.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Agreement with USD 261. Recreation Director Georgie Carter advised this was the annual contract for baseball. She reviewed changes and was available to answer questions from council.

Motion by Crum – Second by Thompson

If there is no other discussion, I'll go ahead and make a motion that we approve the agreement with USD 261 for use of Plagens Carpenter.

Kessler yea, Kanaga yea, B. Rardin yea, Benner yea, J. Rardin yea, Crum yea, Thompson yea.

Motion declared carried.

Mayor Bruce Armstrong asked for Department Reports.

Chief Administrative Officer Will Black advised city offices would be closed on February 15th for President's Day and introduced Economic Development Director James Oltman. Oltman advised the Wichita Area Builders Association Home Show would take place from Thursday, February 11th to Sunday, February 14th. He also advised the 2016 Community Survey is now available for citizens to fill out online and that paper copies would be available at City Hall and the Senior Center.

City Clerk Janie Cox was not present.

Police Chief Jeff Whitfield stated the visiting officer was Master Police Officer Justin Jacks.

Public Works Director Randy Dorner stated Public Works would be closed on February 15th for President's Day but staff would be on call in case of an emergency. Dorner presented information about the layout of the soccer fields being built at the 79th Street park, as well as the layout of the lake and other features of the park. He was available to

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answer questions from council. Dorner gave information and showed photos of the work being done on the Cowskin Creek.

Recreation Director Georgie Carter advised of upcoming classes, events, and sports sign ups at the HAC.

There were no Appointments.

There were no Off Agenda Citizens to be Heard.

There was no Executive Session.

Under Bills to be Paid, Mayor Bruce Armstrong presented the Bills to be Paid for the First Half of February.

Motion by Kanaga – Second by B. Rardin

Mr. Mayor I move that we pay the bills for the first half of February.

Kessler yea, Kanaga yea, B. Rardin yea, Benner yea, J. Rardin yea, Crum yea, Thompson yea.

Motion declared carried.

There was nothing under the Consent Agenda.

Under Council Items, Mayor Bruce Armstrong asked for Council Concerns. Councilperson Steve Crum stated he had not seen an officer monitoring the Nelson school zone in the morning and he has observed speeders lately. Councilperson Jeremy Rardin advised that the residents at 243 Twin Pines has flood lights that are bothering the neighbors. Staff advised that the nuisance code could be reviewed to see if there was anything that could be done.

Mayor Bruce Armstrong presented for approval Adjournment.

Motion by Kessler – Second by B. Rardin

Mayor and Council, I make a motion that we adjourn tonight's meeting.

Kessler yea, Kanaga yea, B. Rardin yea, Benner yea, J. Rardin yea, Crum yea, Thompson yea.

Motion declared carried.

The Regular Council Meeting adjourned at 7:51 p.m.

Janie Cox, City Clerk

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CITY OF HAYSVILLE, KANSAS

401 S. JANE - P.O. BOX 404 - HAYSVILLE, KANSAS 67060

(316) 529-5940 - FAX (316) 529-5945

WWW.HAYSVILLE-KS.COM

TO: The Honorable Mayor, Bruce Armstrong
Haysville City Councilmembers

FROM: Randal Dorner
City of Haysville
Public Works Director

DATE: February 19, 2016

SUBJECT: Authorization to Purchase

We have received proposals to purchase a 2016 Fleet/Non-Retail Chevrolet Traverse AWD 4 door LT, which includes the following features:

Summit White Exterior 3.6L Engine 6 – Speed Automatic

Don Hattan Chevrolet	\$28,500
Lubbers of Cheney	\$28,700
Donavan’s	Did Not Meet Specifications

We are asking authorization to purchase the SUV from Don Hatton for a total of \$28,500.00. This vehicle will be utilized by Public Works Administration. Funds for this will come out of the Equipment Reserve account.

Thank you,

Randal Dorner
City of Haysville
Public Works Director

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TO: The Honorable Mayor, Bruce Armstrong
Haysville City Councilmembers

FROM: Randal Dorner
City of Haysville
Public Works Director

DATE: February 19, 2016

SUBJECT: Authorization to Purchase

We have received proposals to purchase a pair of 2016 Fleet/Non-retail Chevy Silverado 1500 Double Cab 4WD with the following features:

Summit White Exterior	Trailer Package	Four Wheel Drive	
Lubbers of Cheney			\$27,100.00
Donavan's			Did Not Meet Specifications
Don Hattan Chevrolet			\$27,200.00

We are asking authorization to purchase two 2016 Chevy Silverado 1500 double cab 4x4 trucks from Lubbers of Cheney for a total of \$54,200.00. These trucks will be utilized in the Wastewater Department and Inspections Departments. Funds for this will come out of the Equipment Reserve account.

Thank you,

Randal Dorner
City of Haysville
Public Works Director

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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: February 17, 2016

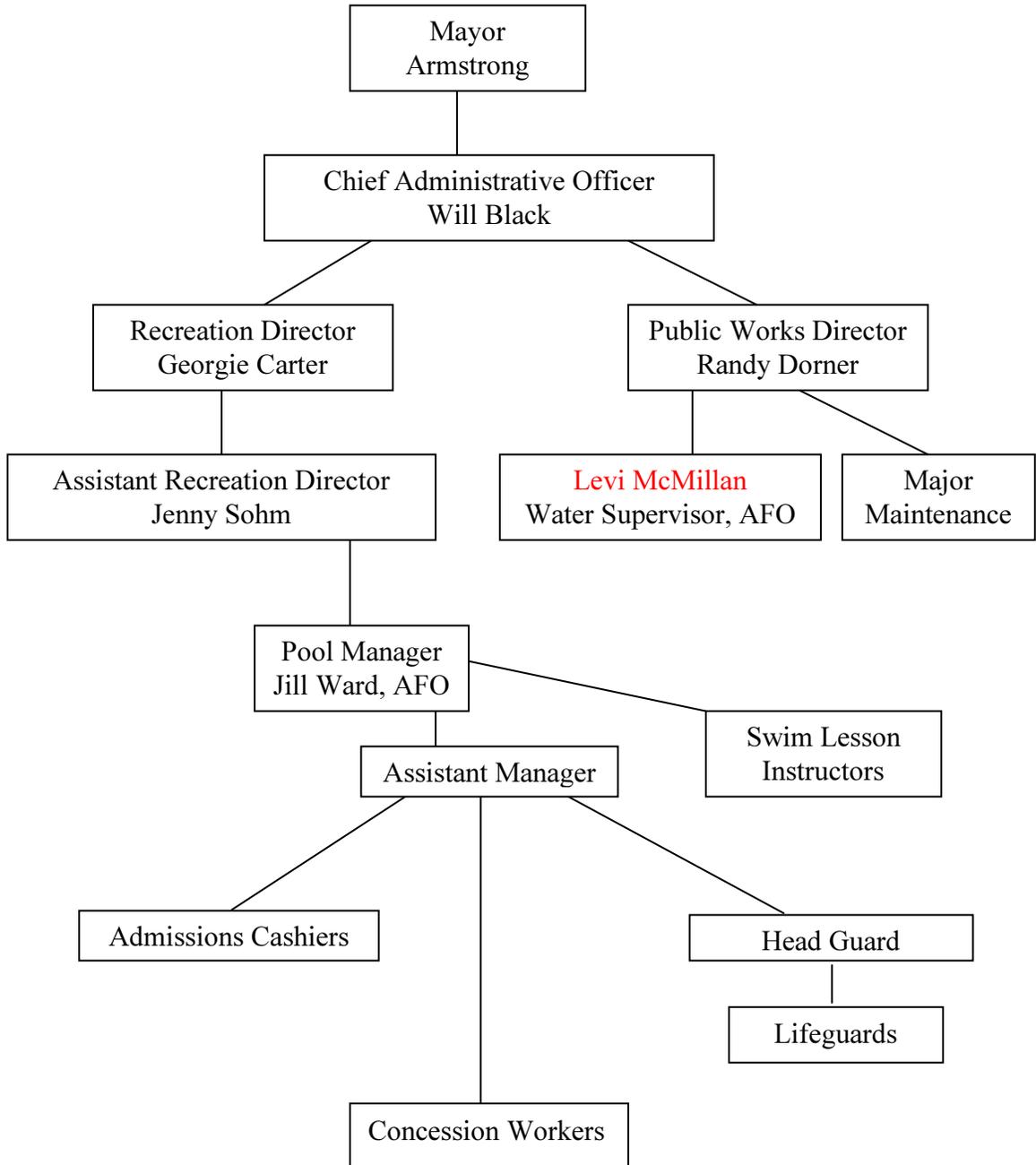
RE: Pool Manual

Enclosed in your packet is the 2016 pool manual. All revisions have been highlighted in red for quick reference. The closing date for the pool could change. We will set the date when we know the starting day for school. Due to losing guards we normally close the Sunday before school starts. The only change in pricing is increasing pool rentals to \$130 from \$120.

This is before you for your consideration.

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I. CHANNEL OF AUTHORITY



II. GENERAL INFORMATION FOR PERSONNEL

Pool Season Dates & Times

The Dewey Gunzelman Memorial Swimming Pool will open for the 2016 season on Saturday, May 28 and close on either Sunday, August 14 or 21. The regular pool hours are 1:00 - 6:30 pm daily, unless otherwise posted.

The splash pad will be open daily from May 2 - October 3 (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.

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.
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.
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

In order to provide a safe and healthy environment for both employees and the general public, use of any tobacco product in any City building, shop, vehicle, equipment, or any indoor or enclosed area is prohibited. This includes, but is not limited to, smoking, chewing, or dipping of any tobacco product. Pool staff should courteously advise pool patrons and non-pool individuals of the policy and ask them to use tobacco products in the parking lot. 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 tobacco user doesn't adhere to the policy, they will not be allowed to enter or re-enter the pool. Use of tobacco products is allowed during formal break/rest periods in the parking lot for those employees 18 or older. Employees who violate this policy will be subject to disciplinary action.

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 writing out a receipt, the receipt should be written out to the first and last name of whoever the money is received from.

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 bags should be taken to PD Communications at the end of the day. 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.

III. FEES

Admission Prices

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

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

Coupon Books:	20 Tickets	\$40
	50 Tickets	\$85

Individual Passes: \$65/Person

Season Family Passes:

Early Bird Price: (April 1 - May 26)	\$110	Limited to 4 People, Additional People \$25
Regular Price: (After May 26)	\$125	Limited to 4 People, Additional People \$25

- \$1 for fitness/lap swimming after 4:00 pm for anyone 18 or older (Lap lanes only)
- Reduced fee of \$1.50 for ages 6 - 61 and \$1.00 for age 62 + during Family Swim Nights from 5:30 - 6:30 pm on Saturdays and Sundays.

Facility Rentals

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

Reservations will be accepted on a first-come, first-serve basis. Rental requests will be accepted at the HAC beginning April 1st and then only at the pool beginning **May 28th**.

Rates: \$130 for (1 1/2 hours includes 2 guards) **Deposit:** \$50

- an additional \$30 if slide is used (extra guard)
- an additional \$30 if the intermediate pool will be used (extra guard)
- an additional \$30 for more than 50 people,
- an additional \$60 for more than 75 people,
- an additional \$90 for more than 100 people,
- an additional \$120 for more than 150 people,
- an additional \$150 for more than 200 people,

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

IV. SWIM LESSONS AND CLASSES

Swim Lesson Program

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

Registration Deadline is the Saturday before each session begins.

Learn to Swim – Levels I-VI

- | | |
|-----------|--|
| Session 1 | June 6 - 16 (no pm class Tuesday, June 7) |
| Session 2 | June 20 - 30 (no pm class Tuesday, June 21) |
| Session 3 | July 5 - 15 (no pm class Thursday, July 7) |
| Session 4 | July 25 - Aug 5 (no pm class Tuesday, Aug 2) |

- 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 6 - 16 (no pm class Tuesday, June 7)
Session 2	June 20 - 30 (no pm class Tuesday, June 21)
Session 3	July 5 - 15 (no pm class Thursday, July 7)
Session 4	July 25 - Aug 5 (no pm class Tuesday, Aug 2)

- 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 20 - 30 (no pm class Tuesday, June 21)
Session 3	July 5 - 15 (no pm class Thursday, July 7)
Session 4	July 25 - Aug 5 (no pm class Tuesday, Aug 2)

- 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 2 - October 3** (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

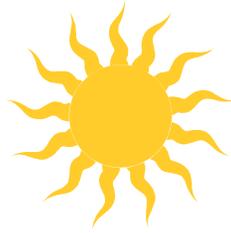
- Place victim flat on his/her back on a hard surface.
- Shake victim at the shoulders and shout, "Are you okay?"
- If no response, call emergency medical system **911** then,
- **Head-tilt/chin-lift** - open victims' airway by tilting their head back with one hand while lifting up their chin with your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

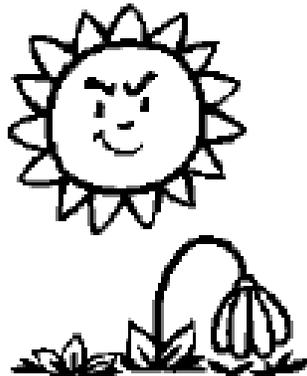
- Weakness and exhaustion
- Nausea, dizziness
- Skin moist, cool, pale or flushed
- Headache

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.

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VENDOR NO NAME	PAYMENT AMT
10 A & E ANALYTICAL	570.00
50 A-ONE AUTO	175.00
100 SUPPLYWORKS	252.54
150 ACME LITHOGRAPH	100.00
195 A-FORD-ABLE	649.05
268 ALLEN, JIMMY	180.00
433 ARMSTRONG CHAMBERLIN	2,150.00
565 AWARDS FACTORY INC	143.50
777 BIG TOOL STORE	104.98
798 BLACK EAGLE MARTIAL ARTS	390.00
893 BULLSEYE PDR & COLLISION	2,413.18
1155 CINTAS CORPORATION	311.28
1485 DELL MARKETING LP	429.00
1488 DAVIS & STANTON INC	124.00
1591 DONDLINGER & SONS CONST C	96,497.20
1816 FAMILY MEDCENTERS PA	187.79
1825 FASTENAL COMPANY	21.89
1950 FOLEY INDUSTRIES	43.13
2150 GRAINGER	49.88
2224 H AND H LAWCARE EQUIPMEN	51.20
2240 HAJOCA CORPORATION	51.92
2246 HAMPEL OIL	2,892.60
2260 HARP WELL & PUMP SERVICE	25.00
2345 HAYSVILLE RENTAL CENTER	875.94
2367 HAYSVILLE TRUE VALUE	304.18

VENDOR NO NAME	PAYMENT AMT
2500 HAC DBA HOMELAND	208.29
2560 HUBER M S	152.00
2673 INSTANT TIRE SERVICE	232.00
2682 INTERLINGUAL SERVICES	153.00
2763 J & J DRAINAGE PRODUCTS	493.68
2844 JOHN DEERE FINANCIAL	956.36
2876 KA-COMM INC	120.00
3050 KS FIRE EQUIPMENT CO	1,053.05
3150 KDOR WATER SALES TAX	306.79
3414 KECK, KAITLYN	81.00
3435 KEN'S PRINTING	48.65
3500 KONICA MINOLTA BUS SYS	870.48
3502 KONICA MINOLTA PREMIERE	189.15
3770 LOWE'S BUSINESS ACCOUNT	270.88
3857 MAUGHAN LAW GROUP LLC	1,000.00
3860 MAXIMUM OUTDOOR EQUIPMENT	230.91
4032 MIDWEST INDUSTRIAL SUPP	203.52
4048 MIDWEST SINGLE SOURCE INC	438.00
4317 NRP	1,680.00
4370 OFFICE DEPOT	747.98
4396 O'REILLY AUTOMOTIVE INC	1,136.02
4444 PARKER, DELBERT	180.00
4475 PEAK SOFTWARE SYSTEMS INC	1,318.00
4520 PETTY CASH	614.30
4540 PHILLIPS 66 - CONOCO-76	23.29

VENDOR NO	NAME	PAYMENT AMT
4668	POWERS BRUCE	35.00
4708	PRICHARD ANIMAL HOSPITAL	449.89
4716	PROCOM LMR INC	425.49
4860	QUILL CORPORATION	558.36
5330	SEDGWICK COUNTY ELECTRIC	1,962.11
5492	SMITH, TAYLOR	35.00
5537	SOUTH CENTRAL KS CT	150.00
5680	STANION WHOLESALE ELECTRI	78.72
5883	TENNANT SALES & SERVICE	6,048.50
5916	TIMES-SENTINEL NEWSPAPERS	126.25
5940	TRUCK PARTS & EQUIPMENT	345.46
6030	UNITED STATES POSTAL SERV	1,080.00
6588	WICHITA IRON & METALS COR	241.50
6600	WICHITA STAMP & SEAL INC	25.99
6621	WICHITA EAGLE	267.72
6630	WICHITA WINWATER	16.76
6700	WILLIAMS JANITORIAL SUPPL	133.68
6710	WINDSHIELD SHOP	145.00
10135	LONG CHRISTOPHER	75.00
10140	MCKELVEY TRACI	59.38
10420	SYKES, MARVIN	105.00
	REPORT TOTAL	<u>134,065.42</u>

FUND	NAME	TOTAL
01	GENERAL FU	11,102.66
10	SEWER FUND	104,247.01
11	WATER FUND	3,931.53

VENDOR NO	NAME	PAYMENT AMT
12	MUNICIPAL	15.00
14	STORMWATER	1,453.45
21	STREET FUN	7,496.21
30	RECREATION	3,208.20
36	CAPITAL IM	172.21
92	TR GUEST T	2,250.00
99	ST REC RES	189.15
	TOTAL	<u>134,065.42</u>

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INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
INTRUST								
1600192	1	2/23/16	2/09/16	10 A & E ANALYTICAL LAB INC. WATER TESTING	360.00	10	10-30-2040	1
				INVOICE TOTAL	360.00			
1600226	1	2/23/16	2/15/16	WATER TESTING	210.00	10	10-30-2040	1
				INVOICE TOTAL	210.00			
				VENDOR TOTAL	570.00			
50 A-ONE AUTO SALVAGE								
210171	1	2/23/16	2/17/16	AIR CLEANER - TRK #33	175.00	10	10-30-2006	1
				INVOICE TOTAL	175.00			
				VENDOR TOTAL	175.00			
100 SUPPLYWORKS								
358530186	1	2/23/16	2/10/16	MISC. JANITORIAL SUPPLIES	84.18	11	11-31-2009	1
	2			MISC. JANITORIAL SUPPLIES	84.18	10	10-30-2009	1
	3			MISC. JANITORIAL SUPPLIES	84.18	21	21-41-2009	1
				INVOICE TOTAL	252.54			
				VENDOR TOTAL	252.54			
150 ACME LITHOGRAPHERS & ENVELOPE								
0643-T	1	2/23/16	2/18/16	MINUTE BOOKS 1 EA.	100.00	01	01-10-2077	1
				INVOICE TOTAL	100.00			
				VENDOR TOTAL	100.00			
195 A-FORD-ABLE-LOCKSMITHING INC								
150556	1	2/23/16	2/01/16	S/C 10/23/15 LEVERSET-P/C PRK	347.10	01	01-03-2046	1
				INVOICE TOTAL	347.10			
160330	1	2/23/16	2/18/16	S/C 2/18/16 LEVERSET-KIRBY PRK	301.95	01	01-03-2012	1
				INVOICE TOTAL	301.95			
				VENDOR TOTAL	649.05			
268 JIMMY ALLEN								
2/23/16 A	1	2/23/16	2/23/16	REFEREE BASKETBALL 3 HRS 2/3	60.00	30	30-50-1100	1
				INVOICE TOTAL	60.00			
2/23/16 B	1	2/23/16	2/23/16	REFEREE BASKETBALL 3 HRS 2/10	60.00	30	30-50-1100	1
				INVOICE TOTAL	60.00			
2/23/16 C	1	2/23/16	2/23/16	REFEREE BASKETBALL 3 HRS 2/17	60.00	30	30-50-1100	1
				INVOICE TOTAL	60.00			
				VENDOR TOTAL	180.00			
433 ARMSTRONG CHAMBERLIN								
12090	1	2/23/16	2/01/16	SEO, OPTIMIZING SITE	550.00	92	92-66-3001	1
	2			ONLINE MEDIA MGMNT. - JAN 2016	150.00	92	92-66-3001	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	3			GOOGLE DISPLAY BANNER ADS	556.25	92	92-66-3001	1
	4			FACEBOOK ADS	493.75	92	92-66-3001	1
	5			EMAIL BLAST TEMPLATE	400.00	92	92-66-3001	1
				INVOICE TOTAL	2,150.00			
				VENDOR TOTAL	2,150.00			
16-1296				565 AWARDS FACTORY INC				
	1	2/23/16	2/16/16	8X10 MIRROR PLAQUE 2 EA.	108.00	01	01-02-2012	1
	2			8X10 PLAQUE 1 EA.	35.50	01	01-02-2012	1
				INVOICE TOTAL	143.50			
				VENDOR TOTAL	143.50			
436879				777 BIG TOOL STORE				
	1	2/23/16	2/10/16	1/2" & 3/8" FILTERS, 1 EA.	35.00	21	21-41-2006	1
	2			1/2" & 3/8" FILTERS, 1 EA.	34.99	11	11-31-2006	1
	3			1/2" & 3/8" FILTERS, 1 EA.	34.99	10	10-30-2006	1
				INVOICE TOTAL	104.98			
				VENDOR TOTAL	104.98			
FEB 2016				798 DOJANG LLC				
	1	2/23/16	2/23/16	26 STUDENTS FOR LESSONS @\$15EA	390.00	30	30-50-1100	1
				INVOICE TOTAL	390.00			
				VENDOR TOTAL	390.00			
RO #1122				893 BULLSEYE PAINTLESS DENT REPAIR				
	1	2/23/16	2/23/16	REPAIRS - 06 CHEVY SILVERADO	2,413.18	10	10-30-2006	1
				INVOICE TOTAL	2,413.18			
				VENDOR TOTAL	2,413.18			
451214635				1155 CINTAS CORPORATION #451				
	1	2/23/16	2/09/16	SHOP TOWELS & SUPPLIES	41.24	10	10-30-2009	1
	2			SHOP TOWELS & SUPPLIES	41.24	11	11-31-2009	1
	3			SHOP TOWELS & SUPPLIES	41.23	21	21-41-2009	1
	4			UNIFORM CLEAN & RENT	47.27	01	01-03-2012	1
	5			UNIFORM CLEAN & RENT	11.65	01	01-20-2016	1
	6			UNIFORM CLEAN & RENT	50.71	10	10-30-2016	1
	7			UNIFORM CLEAN & RENT	42.99	11	11-31-2016	1
	8			UNIFORM CLEAN & RENT	34.95	21	21-41-2016	1
				INVOICE TOTAL	311.28			
				VENDOR TOTAL	311.28			
XJWFX4TF9				1485 DELL MARKETING LP				
	1	2/23/16	2/09/16	DELL INSPIRON (3052) SR. CNTR.	429.00	01	01-12-2080	1
				INVOICE TOTAL	429.00			
				VENDOR TOTAL	429.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
31620	1	2/23/16	2/15/16	1488 DAVIS & STANTON INC UNIFORM COMMENDATION BARS 19EA	114.00	01	01-02-2016	1
	2			FREIGHT/HANDLING	10.00	01	01-02-2016	1
				INVOICE TOTAL	124.00			
				VENDOR TOTAL	124.00			
115031-01	1	2/23/16	2/01/16	1591 DONDLINGER & SONS CONST CO INC CLARIFIER COVERS (95%)	96,497.20	10	10-00-2001	1
				INVOICE TOTAL	96,497.20			
				VENDOR TOTAL	96,497.20			
16890580	1	2/23/16	2/03/16	1816 FAMILY MEDCENTERS PA WORK COMP MEDICAL TREATMENT	187.79	14	14-34-2012	1
				WORK COMP MEDICAL TREATMENT				
				INVOICE TOTAL	187.79			
				VENDOR TOTAL	187.79			
KSWI242787	1	2/23/16	2/02/16	1825 FASTENAL COMPANY REPAIR PARTS - S.HAMPTON LIFT	12.59	10	10-30-2006	1
				INVOICE TOTAL	12.59			
KSWI242859	1	2/23/16	2/08/16	MISC. REPAIR PARTS	9.30	21	21-41-2006	1
				INVOICE TOTAL	9.30			
				VENDOR TOTAL	21.89			
000065862	1	2/23/16	2/10/16	1950 FOLEY INDUSTRIES HOSE & SEAL - 924GZ LOADER	14.37	11	11-31-2006	1
	2			HOSE & SEAL - 924GZ LOADER	14.38	10	10-30-2006	1
	3			HOSE & SEAL - 924GZ LOADER	14.38	21	21-41-2006	1
				INVOICE TOTAL	43.13			
				VENDOR TOTAL	43.13			
9022568738	1	2/23/16	2/10/16	2150 GRAINGER BRASS BALL VALVE, 1/2" 4 EA.	49.88	11	11-31-2009	1
				INVOICE TOTAL	49.88			
				VENDOR TOTAL	49.88			
85903	1	2/23/16	2/01/16	2224 H AND H LAWCARE EQUIPMENT CHAINSAW CHAINS - RR CLEANUP	51.20	36	36-56-3001	1
				INVOICE TOTAL	51.20			
				VENDOR TOTAL	51.20			
10611358	1	2/23/16	2/10/16	2240 HAJOCA CORPORATION - WICHITA MISC. SUPPLIES-CHLORINE ROOM	51.92	11	11-31-2009	1
				INVOICE TOTAL	51.92			
				VENDOR TOTAL	51.92			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				2246 HAMPEL OIL				
90761301	1	2/23/16	2/05/16	UNLEADED FUEL 1542 GAL.	1,736.60	01	01-02-2010	1
	2			UNLEADED FUEL 1542 GAL.	268.00	01	01-00-2001	1
	3			DIESEL FUEL 600 GAL.	46.00	10	10-30-2009	1
	4			DIESEL FUEL 600 GAL.	842.00	10	10-00-2001	1
				INVOICE TOTAL	2,892.60			
				VENDOR TOTAL	2,892.60			
				2260 HARP WELL & PUMP SERVICE INC				
2/17/16	1	2/23/16	2/17/16	SVC. 1-1/2HP SUBMERSIBLE PUMP	25.00	01	01-03-2006	1
				INVOICE TOTAL	25.00			
				VENDOR TOTAL	25.00			
				2345 HAYSVILLE RENTAL CENTER				
31088	1	2/23/16	2/01/16	PURCHASE: CHAINS (RR CLEANUP)	113.34	36	36-56-3001	1
				INVOICE TOTAL	113.34			
				VENDOR TOTAL				
				2345 HAYSVILLE RENTAL CENTER				
31381	1	2/23/16	2/05/16	RENTAL: BOBCAT T590 1/29/16	711.60	14	14-34-2080	1
				INVOICE TOTAL	711.60			
				VENDOR TOTAL				
				2345 HAYSVILLE RENTAL CENTER				
31457	1	2/23/16	2/03/16	PURCHASE: PROPANE	17.00	10	10-30-2009	1
	2			PURCHASE: PROPANE	17.00	11	11-31-2009	1
	3			PURCHASE: PROPANE	17.00	21	21-41-2009	1
				INVOICE TOTAL	51.00			
				VENDOR TOTAL	875.94			
				2367 HAYSVILLE TRUE VALUE				
1/31/16	1	2/23/16	2/23/16	MONTHLY HARDWARE SUPPLIES	19.76	10	10-30-2006	1
	2			MONTHLY HARDWARE SUPPLIES	23.46	10	10-30-2009	1
	3			MONTHLY HARDWARE SUPPLIES	127.94	10	10-30-2012	1
	4			MONTHLY HARDWARE SUPPLIES	1.99	11	11-31-2006	1
	5			MONTHLY HARDWARE SUPPLIES	17.96	11	11-31-2009	1
	6			MONTHLY HARDWARE SUPPLIES	8.69	11	11-31-2012	1
	7			MONTHLY HARDWARE SUPPLIES	7.48	21	21-41-2006	1
	8			MONTHLY HARDWARE SUPPLIES	4.70	21	21-41-2009	1
	9			MONTHLY HARDWARE SUPPLIES	35.48	01	01-03-2009	1
	10			MONTHLY HARDWARE SUPPLIES	15.99	01	01-20-2012	1
	11			MONTHLY HARDWARE SUPPLIES	29.63	01	01-09-2009	1
	12			MONTHLY HARDWARE SUPPLIES	2.23	01	01-02-2006	1
	13			MONTHLY HARDWARE SUPPLIES	6.99	30	30-50-2092	1
	14			MONTHLY HARDWARE SUPPLIES	1.88	01	01-12-2006	1
				INVOICE TOTAL	304.18			
				VENDOR TOTAL	304.18			
				2500 HAC INC				
FEB 2016	1	2/23/16	2/23/16	MONTHLY GROCERIES	28.38	01	01-02-2013	1
	2			MONTHLY GROCERIES	10.99	01	01-02-2012	1
	3			MONTHLY GROCERIES	11.49	30	30-50-2009	1
	4			MONTHLY GROCERIES	19.43	30	30-50-2092	1
	5			MONTHLY GROCERIES	138.00	30	30-50-2094	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				INVOICE TOTAL	208.29			
				VENDOR TOTAL	208.29			
037707	1	2/23/16	2/04/16	2560 HUBER MAINTENANCE SUPPLY BUCKEYE TERMINATOR BOTTLE 1EA.	152.00	30	30-50-2009	1
				INVOICE TOTAL	152.00			
				VENDOR TOTAL	152.00			
24574	1	2/23/16	2/16/16	2673 INSTANT TIRE SERVICE TIRE REPAIR/RPLC - TRK #26	232.00	21	21-41-2006	1
				INVOICE TOTAL	232.00			
				VENDOR TOTAL	232.00			
1030	1	2/23/16	2/01/16	2682 LU ANN RIVERA INTERPRETATION SERVICES 1/12	60.00	01	01-06-2012	1
	2			MILEAGE - WICHITA/HAYSVILLE	16.50	01	01-06-2012	1
	3			INTERPRETATION SERVICES 1/26	60.00	01	01-06-2012	1
	4			MILEAGE - WICHITA/HAYSVILLE	16.50	01	01-06-2012	1
				INVOICE TOTAL	153.00			
				VENDOR TOTAL	153.00			
71571	1	2/23/16	2/09/16	2763 J & J DRAINAGE PRODUCTS CO. MISC. STORMWATER PIPING	493.68	14	14-34-2012	1
				INVOICE TOTAL	493.68			
				VENDOR TOTAL	493.68			
1238244	1	2/23/16	2/09/16	2844 JOHN DEERE FINANCIAL MISC. REPAIR PARTS-PARK MOWERS	956.36	01	01-03-2006	1
				INVOICE TOTAL	956.36			
				VENDOR TOTAL	956.36			
136799	1	2/23/16	2/03/16	2876 KA-COMM INC ADJ. MOUNTING KIT & ADAPTER	120.00	01	01-02-2035	1
				INVOICE TOTAL	120.00			
				VENDOR TOTAL	120.00			
0422950-IN	1	2/23/16	2/05/16	3050 KANSAS FIRE EQUIPMENT CO INC ADMIN. BLDG. - ANNUAL SERVICE	55.25	01	01-09-2006	1
				INVOICE TOTAL	55.25			
0422951-IN	1	2/23/16	2/05/16	COMM. BLDG. - ANNUAL SERVICE	15.00	01	01-09-2006	1
				INVOICE TOTAL	15.00			
0422952-IN	1	2/23/16	2/05/16	LIBRARY - ANNUAL SERVICE	36.00	01	01-09-2048	1
				INVOICE TOTAL	36.00			
0422953-IN	1	2/23/16	2/05/16	POOL - ANNUAL SERVICE	15.00	12	12-32-2006	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
INVOICE TOTAL					15.00			
0422954-IN	1	2/23/16	2/05/16	SR. CNTR. - ANNUAL SERVICE	15.00	01	01-12-2006	1
INVOICE TOTAL					15.00			
0422955-IN	1	2/23/16	2/05/16	HAC - ANNUAL SERVICE	37.50	30	30-50-2006	1
INVOICE TOTAL					37.50			
0422956-IN	1	2/23/16	2/05/16	PUBLIC WORKS - ANNUAL SERVICE	180.35	10	10-30-2006	1
	2			PUBLIC WORKS - ANNUAL SERVICE	180.35	11	11-31-2006	1
	3			PUBLIC WORKS - ANNUAL SERVICE	180.35	21	21-41-2006	1
INVOICE TOTAL					541.05			
0422957-IN	1	2/23/16	2/05/16	BLACKSMITH SHOP-ANNUAL SERVICE	15.00	01	01-09-2079	1
INVOICE TOTAL					15.00			
0422958-IN	1	2/23/16	2/05/16	VICKERS BLDG. - ANNUAL SERVICE	15.00	01	01-09-2006	1
INVOICE TOTAL					15.00			
0422959-IN	1	2/23/16	2/05/16	WIRE HOUSE - ANNUAL SERVICE	15.00	01	01-09-2079	1
INVOICE TOTAL					15.00			
0422960-IN	1	2/23/16	2/05/16	POLICE DEPT. - ANNUAL SERVICE	293.25	01	01-02-2006	1
INVOICE TOTAL					293.25			
VENDOR TOTAL					1,053.05			
3150 KANSAS DEPT OF REVENUE								
NOV 2015*	1	2/23/16	2/23/16	WATER SALES TAX - BALANCE DUE	298.81	11	11-31-2022	1
	2			PENALTY & FEES ON BALANCE DUE	5.98	11	11-31-2022	1
	3			INTEREST ON BALANCE DUE	2.00	11	11-31-2022	1
INVOICE TOTAL					306.79			
VENDOR TOTAL					306.79			
3414 KAITLYN KECK								
2/23/16 A	1	2/23/16	2/23/16	SCOREKEEPER 3 HRS 2/3/16	27.00	30	30-50-1100	1
INVOICE TOTAL					27.00			
2/23/16 B	1	2/23/16	2/23/16	SCOREKEEPER 3 HRS 2/10/16	27.00	30	30-50-1100	1
INVOICE TOTAL					27.00			
2/23/16 C	1	2/23/16	2/23/16	SCOREKEEPER 3 HRS 2/17/16	27.00	30	30-50-1100	1
INVOICE TOTAL					27.00			
VENDOR TOTAL					81.00			
3435 KEN'S PRINTING & COPYING								
7144	1	2/23/16	2/09/16	#121701 INSPECTION FORMS	48.65	01	01-20-2004	1
INVOICE TOTAL					48.65			
VENDOR TOTAL					48.65			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				3500 KONICA MINOLTA BUSINESS				
9002123163	1	2/23/16	2/01/16	COPIER MAINT. - ADMIN. (COLOR)	340.29	01	01-10-2040	1
				INVOICE TOTAL	340.29			
9002132555	1	2/23/16	2/01/16	COPIER MAINT. - ADMIN.	182.11	01	01-10-2040	1
	2			COPIER MAINT. - PD	182.11	01	01-02-2040	1
	3			COPIER MAINT. - PW	32.67	01	01-20-2004	1
				INVOICE TOTAL	396.89			
900213462	1	2/23/16	2/01/16	COPIER MAINT. - ADMIN.	26.67	01	01-10-2040	1
	2			COPIER MAINT. - PD	24.11	01	01-02-2040	1
	3			COPIER MAINT. - PW	54.19	01	01-20-2004	1
				INVOICE TOTAL	104.97			
9002148880	1	2/23/16	2/08/16	COPIER MAINT. - SR. CNTR.	28.33	01	01-12-2004	1
				INVOICE TOTAL	28.33			
				VENDOR TOTAL	870.48			
				3502 KONICA MINOLTA PREMIERE				
298421199	1	2/23/16	2/12/16	KONICA C360 COPIER LEASE PYMNT	189.15	99	99-66-3001	1
				INVOICE TOTAL	189.15			
				VENDOR TOTAL	189.15			
				3770 LOWES BUSINESS ACCT/GEGRB				
FEB 2016	1	2/23/16	2/02/16	MONTHLY SUPPLIES	176.56	01	01-09-2009	1
	2			MONTHLY SUPPLIES	5.12	10	10-30-2009	1
	3			MONTHLY SUPPLIES	5.12	11	11-31-2009	1
	4			MONTHLY SUPPLIES	5.12	21	21-41-2009	1
	5			MONTHLY SUPPLIES	17.79	10	10-30-2012	1
	6			MONTHLY SUPPLIES	17.79	11	11-31-2012	1
	7			MONTHLY SUPPLIES	17.79	21	21-41-2012	1
	8			MONTHLY SUPPLIES	25.59	30	30-50-2025	1
				INVOICE TOTAL	270.88			
				VENDOR TOTAL	270.88			
				3857 MAUGHAN LAW GROUP LLC				
FEB 2016	1	2/23/16	2/01/16	PUBLIC DEFENDER MONTHLY SVCS.	1,000.00	01	01-06-2037	1
				INVOICE TOTAL	1,000.00			
				VENDOR TOTAL	1,000.00			
				3860 MAXIMUM OUTDOOR EQUIPMENT				
155257	1	2/23/16	2/09/16	MISC. EDGER REPAIR PARTS	115.45	01	01-03-2006	1
	2			MISC. EDGER REPAIR PARTS	115.46	21	21-41-2006	1
				INVOICE TOTAL	230.91			
				VENDOR TOTAL	230.91			
				4032 MIDWEST INDUSTRIAL SUPPLIES				
1748	1	2/23/16	2/02/16	ABS PUMP BRACKET	203.52	10	10-30-2006	1
				INVOICE TOTAL	203.52			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
					VENDOR TOTAL		203.52	
827333-0	1	2/23/16	2/11/16	4048 MIDWEST SINGLE SOURCE INC IS400 HIGH YIELD INK CART. 2EA	438.00	01	01-10-2077	1
					INVOICE TOTAL		438.00	
					VENDOR TOTAL		438.00	
2832	1	2/23/16	2/15/16	4317 NRP MAR 2016 FOG CONTROLS	1,680.00	10	10-30-2040	1
					INVOICE TOTAL		1,680.00	
					VENDOR TOTAL		1,680.00	
820576875	1	2/23/16	2/01/16	4370 OFFICE DEPOT MISC. OFFICE SUPPLIES	144.00-	01	01-00-2001	1
	2			MISC. OFFICE SUPPLIES	.10-	01	01-02-2016	1
	3			MISC. OFFICE SUPPLIES	19.72	01	01-01-2004	1
	4			MISC. OFFICE SUPPLIES	147.45	01	01-10-2077	1
					INVOICE TOTAL		23.07	
820581918	1	2/23/16	2/01/16	TAPE, CORRECTION, BIC 2 PK	7.89	01	01-01-2004	1
	2			GUIDE, FILE, LETTERS A-Z	20.89	01	01-06-2004	1
					INVOICE TOTAL		28.78	
820581920	1	2/23/16	2/01/16	DISC, CDR, 1,000EA. 2PKS - PD	56.24	01	01-02-2004	1
					INVOICE TOTAL		56.24	
820971496	1	2/23/16	2/01/16	RTRN-TAPE, CORRECTION, 2 PACK	7.89-	01	01-01-2004	1
					INVOICE TOTAL		7.89-	
820971497	1	2/23/16	2/01/16	TAPE, CORRECTION, BIC 2 PACK	7.89	01	01-01-2004	1
					INVOICE TOTAL		7.89	
823385225	1	2/23/16	2/10/16	MISC. OFFICE SUPPLIES	54.28	01	01-01-2004	1
	2			MISC. OFFICE SUPPLIES	514.42	01	01-10-2077	1
	3			MISC. OFFICE SUPPLIES	25.99	01	01-18-2004	1
					INVOICE TOTAL		594.69	
823385348	1	2/23/16	2/10/16	LABEL, RTRN, AVERY EASY PEEL	5.21	01	01-01-2004	1
					INVOICE TOTAL		5.21	
823385350	1	2/23/16	2/12/16	ASST, SYMPATHY, CARDS 25/BX	39.99	01	01-18-2004	1
					INVOICE TOTAL		39.99	
					VENDOR TOTAL		747.98	
4814-14583	1	2/23/16	2/01/16	4396 O'REILLY AUTOMOTIVE INC BATTERY - TRK #19	108.86	11	11-31-2006	1
					INVOICE TOTAL		108.86	
4814147044	1	2/23/16	2/09/16	MISC. REPAIR PARTS - TRK #21	264.63	01	01-03-2006	1
					INVOICE TOTAL		264.63	

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
4814147047	1	2/23/16	2/09/16	1QT. MOTOR OIL 4EA. - TRK #21 INVOICE TOTAL	23.96 23.96	01	01-03-2006	1
4814147122	1	2/23/16	2/10/16	MISC. REPAIR PARTS - TRK #33 INVOICE TOTAL	138.70 138.70	10	10-30-2006	1
4814147150	1	2/23/16	2/10/16	F/W SENSOR - TRK #33 INVOICE TOTAL	32.01 32.01	10	10-30-2006	1
4814147243	1	2/23/16	2/11/16	MISC. REPAIR PARTS - TRK #63 INVOICE TOTAL	262.20 262.20	10	10-30-2006	1
4814147273	1	2/23/16	2/11/16	BALL JOINT 2 EA. - TRK #63 INVOICE TOTAL	63.98 63.98	10	10-30-2006	1
4814147349	1	2/23/16	2/12/16	CNTRL BUSHING KIT - TRK #63 INVOICE TOTAL	21.68 21.68	10	10-30-2006	1
4814147387	1	2/23/16	2/12/16	AIR FILTER/BATTERY-TORO (HAC) INVOICE TOTAL	58.82 58.82	30	30-50-2046	1
4814147848	1	2/23/16	2/16/16	MOTOR OIL - 797 ZTRAC (PARK) INVOICE TOTAL	26.97 26.97	01	01-03-2006	1
4814147851	1	2/23/16	2/16/16	1QT MOTOR OIL 3 EA. - PARKS INVOICE TOTAL	17.97 17.97	01	01-03-2006	1
4814147886	1 2 3	2/23/16	2/16/16	LIGHT 2 EA. - TRANSPORT TRLR. LIGHT 2 EA. - TRANSPORT TRLR. LIGHT 2 EA. - TRANSPORT TRLR. INVOICE TOTAL	4.79 4.80 4.79 14.38	10 11 21	10-30-2006 11-31-2006 21-41-2006	1 1 1
4814147948	1	2/23/16	2/17/16	1QT. MOTOR OIL 12EA. - PARKS INVOICE TOTAL	71.88 71.88	01	01-03-2006	1
4814147970	1	2/23/16	2/17/16	BLUE DEF - WASTEWATER PLANT INVOICE TOTAL	29.98 29.98	10	10-30-2009	1
				VENDOR TOTAL	1,136.02			
2/23/16 A	1	2/23/16	2/23/16	4444 DELBERT PARKER REFEREE BASKETBALL 3 HRS 2/3 INVOICE TOTAL	60.00 60.00	30	30-50-1100	1
2/23/16 B	1	2/23/16	2/23/16	REFEREE BASKETBALL 3 HRS 2/10 INVOICE TOTAL	60.00 60.00	30	30-50-1100	1
2/23/16 C	1	2/23/16	2/23/16	REFEREE BASKETBALL 3 HRS 2/17 INVOICE TOTAL	60.00 60.00	30	30-50-1100	1
				VENDOR TOTAL	180.00			
016899	1	2/23/16	2/01/16	4475 PEAK SOFTWARE SYSTEMS INC SPORTSMAN BASIC 12MO MEP	789.00	30	30-50-2006	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	2			SPORTSMAN MEMBERSHIP 12MO MEP	529.00	30	30-50-2006	1
				INVOICE TOTAL	1,318.00			
				VENDOR TOTAL	1,318.00			
2/23/16			4520	PETTY CASH				
	1	2/23/16	2/23/16	REIMBURSE FUND	15.34	01	01-01-2011	1
	2			REIMBURSE FUND	100.00	01	01-00-5016	1
	3			REIMBURSE FUND	25.00	01	01-00-5062	1
	4			REIMBURSE FUND	7.67	36	36-56-3001	1
	5			REIMBURSE FUND	4.29	01	01-02-2013	1
	6			REIMBURSE FUND	92.00	21	21-41-2015	1
	7			REIMBURSE FUND	50.00	30	30-00-5078	1
	8			REIMBURSE FUND	105.00	30	30-00-2001	1
	9			REIMBURSE FUND	215.00	30	30-50-2094	1
				INVOICE TOTAL	614.30			
				VENDOR TOTAL	614.30			
FEB 2016			4540	PHILLIPS 66 - CONOCO-76				
	1	2/23/16	2/01/16	MONTHLY FUEL PURCHASES	23.29	01	01-02-2010	1
				INVOICE TOTAL	23.29			
				VENDOR TOTAL	23.29			
FEB 2016			4668	BRUCE K POWERS				
	1	2/23/16	2/23/16	REIMBURSE CELL PHONE USE ON CALL PERSONNEL	35.00	01	01-02-2040	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
236538			4708	PRICHARD ANIMAL HOSPITAL PA				
	1	2/23/16	2/08/16	PYRANTEL PAMOATE 50MG	19.00	01	01-02-2013	1
	2			ELIZABETHAN COLLAR 25	10.00	01	01-02-2013	1
	3			GENTAMICIN SULFATE SPRAY	16.50	01	01-02-2013	1
	4			CARPROFEN 500MG	23.00	01	01-02-2013	1
	5			CEPHALEXIN 500MG	17.00	01	01-02-2013	1
	6			HEARTWORM TEST (ANNUAL)	26.50	01	01-02-2013	1
	7			INTESTINAL PARASITE SCREENING	16.50	01	01-02-2013	1
	8			VET23/CBC/T4	99.00	01	01-02-2013	1
	9			SKIN SCRAPING	21.00	01	01-02-2013	1
	10			EXAM/CONSULTATION	43.00	01	01-02-2013	1
				INVOICE TOTAL	291.50			
236541				CREMATION - CAT				
	1	2/23/16	2/08/16	CREMATION - CAT	25.00	01	01-02-2013	1
	2			EUTHANASIA - CAT	50.00	01	01-02-2013	1
	3			EXAM/CONSULTATION - CAT	43.00	01	01-02-2013	1
				INVOICE TOTAL	118.00			
236712				EVP CANINE ADV FITNESS 38.5LBS				
	1	2/23/16	2/15/16	EVP CANINE ADV FITNESS 38.5LBS	40.39	01	01-02-2047	1
				INVOICE TOTAL	40.39			
				VENDOR TOTAL	449.89			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
17257	1	2/23/16	2/10/16	4716 PROCOM LMR INC S/C 2/10 TELEX NEXUS COMPUTER INVOICE TOTAL	425.49 425.49	01	01-02-2007	1
				VENDOR TOTAL	425.49			
3194523	1	2/23/16	2/10/16	4860 QUILL CORPORATION MISC. OFFICE SUPPLIES - PD	459.54	01	01-02-2004	1
	2			MISC. OFFICE SUPPLIES - PD INVOICE TOTAL	98.82 558.36	01	01-00-2001	1
				VENDOR TOTAL	558.36			
JAN 2016	1	2/23/16	2/23/16	5330 SEDGWICK COUNTY ELECTRIC COOP ELECTRIC USE @ EAST WATER WELL INVOICE TOTAL	954.92 954.92	11	11-31-2003	1
JAN 2016-	1	2/23/16	2/23/16	ELECTRIC USE @ WEST WATER WELL	353.07	11	11-31-2003	1
	2			ELECTRIC USE @ WEST WATER WELL INVOICE TOTAL	654.12 1,007.19	11	11-00-2001	1
				VENDOR TOTAL	1,962.11			
FEB 2016	1	2/23/16	2/23/16	5492 TAYLOR SMITH REIMBURSE CELL PHONE USE INVOICE TOTAL	35.00 35.00	01	01-02-2040	1
				VENDOR TOTAL	35.00			
JAN 2016	1	2/23/16	2/23/16	5537 CHRISTOPHER M DAVIS PCO CASE #15-1373 1/19/16 INVOICE TOTAL	150.00 150.00	01	01-06-2012	1
				VENDOR TOTAL	150.00			
4034519-00	1	2/23/16	2/18/16	5680 STANION WHOLESALE ELECTRIC CO ELE BAL (2) 42W CFL (4-PIN) INVOICE TOTAL	26.24 26.24	01	01-09-2009	1
4034519-01	1	2/23/16	2/15/16	ELE BAL (2) 42W CFL (4-PIN) INVOICE TOTAL	52.48 52.48	01	01-09-2009	1
				VENDOR TOTAL	78.72			
913595614	1	2/23/16	2/01/16	5883 TENNANT SALES & SERVICE CO REPAIR PARTS - TENNANT SWEEPER INVOICE TOTAL	6,048.50 6,048.50	21	21-41-2006	1
				VENDOR TOTAL	6,048.50			
22893	1	2/23/16	2/10/16	5916 TIMES-SENTINEL NEWSPAPERS ORDINANCE 1029 2/11/16 INVOICE TOTAL	26.25 26.25	01	01-01-2014	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
22925	1	2/23/16	2/17/16	NEW HOMES AD 2/18/16	100.00	92	92-66-3001	1
				INVOICE TOTAL	100.00			
				VENDOR TOTAL	126.25			
1268069	1	2/23/16	2/03/16	5940 TRUCK PARTS & EQUIPMENT INC 7 X 18' BLACK MESH - TRK #26	87.07	21	21-41-2006	1
				INVOICE TOTAL	87.07			
1268540	1	2/23/16	2/08/16	MISC. REPAIR PARTS - TRAILERS	66.33	10	10-30-2006	1
	2			MISC. REPAIR PARTS - TRAILERS	66.33	11	11-31-2006	1
	3			MISC. REPAIR PARTS - TRAILERS	66.34	21	21-41-2006	1
				INVOICE TOTAL	199.00			
1269309	1	2/23/16	2/12/16	CHK VALVE KIT/BENDIX - TRK #6	59.39	21	21-41-2006	1
				INVOICE TOTAL	59.39			
				VENDOR TOTAL	345.46			
FEB 2016	1	2/23/16	2/01/16	6030 UNITED STATES POSTAL SERVICE PAYMENT ON PERMIT #1	360.00	10	10-30-2011	1
	2			PAYMENT ON PERMIT #1	720.00	11	11-31-2011	1
				INVOICE TOTAL	1,080.00			
				VENDOR TOTAL	1,080.00			
11346	1	2/23/16	2/04/16	6588 WICHITA IRON & METALS CORP MISC. STEEL	60.37	11	11-31-2009	1
	2			MISC. STEEL	60.37	10	10-30-2009	1
	3			MISC. STEEL	60.38	21	21-41-2009	1
	4			MISC. STEEL	60.38	14	14-34-2012	1
				INVOICE TOTAL	241.50			
				VENDOR TOTAL	241.50			
199298	1	2/23/16	2/18/16	6600 WICHITA STAMP & SEAL INC NOTARY SELF INKING - D. WEBB	25.99	01	01-20-2004	1
				INVOICE TOTAL	25.99			
				VENDOR TOTAL	25.99			
I02186240	1	2/23/16	3/01/16	6621 THE WICHITA EAGLE HELP WANTED:HVY EQUIP OPERATOR	89.24	10	10-30-2012	1
	2			HELP WANTED:HVY EQUIP OPERATOR	89.24	11	11-31-2012	1
	3			HELP WANTED:HVY EQUIP OPERATOR	89.24	21	21-41-2012	1
				INVOICE TOTAL	267.72			
				VENDOR TOTAL	267.72			
211000 00	1	2/23/16	2/05/16	6630 WICHITA WINWATER WORKS 4" INSIDE GRIPPER 2EA.	16.76	10	10-30-2009	1
				INVOICE TOTAL	16.76			
				VENDOR TOTAL	16.76			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

0507417-IN	1	2/23/16	2/17/16	6700 WILLIAMS JANITORIAL SUPPLY MISC. JANITORIAL SUPPLIES	44.56	10	10-30-2009	1
	2			MISC. JANITORIAL SUPPLIES	44.56	11	11-31-2009	1
	3			MISC. JANITORIAL SUPPLIES	44.56	21	21-41-2009	1
				INVOICE TOTAL	133.68			
				VENDOR TOTAL	133.68			
2-115625	1	2/23/16	2/01/16	6710 THE WINDSHIELD SHOP WINDSHIELD - TRK #6	145.00	21	21-41-2006	1
				INVOICE TOTAL	145.00			
				VENDOR TOTAL	145.00			
2/23/16 A	1	2/23/16	2/23/16	10135 CHRISTOPHER LONG REFEREE ARENABALL 1.5 HRS 1/31	22.50	30	30-50-1100	1
	2			REFEREE ARENABALL 3.5 HRS 2/14	52.50	30	30-50-1100	1
				INVOICE TOTAL	75.00			
				VENDOR TOTAL	75.00			
2/23/16 A	1	2/23/16	2/23/16	10140 TRACI MCKELVEY REFEREE VOLLEYBALL 3.25HRS 2/4	30.88	30	30-50-1100	1
	2			REFEREE VOLLEYBALL 3 HRS 2/11	28.50	30	30-50-1100	1
				INVOICE TOTAL	59.38			
				VENDOR TOTAL	59.38			
2/23/16 A	1	2/23/16	2/23/16	10420 MARVIN E SYKES REFEREE ARENABALL 3.5HRS 1/24	52.50	30	30-50-1100	1
	2			REFEREE ARENABALL 3.5HRS 1/31	52.50	30	30-50-1100	1
				INVOICE TOTAL	105.00			
				VENDOR TOTAL	105.00			
				INTRUST TOTAL	134,065.42			
				TOTAL MANUAL CHECKS	.00			
				TOTAL E-PAYMENTS	.00			
				TOTAL PURCH CARDS	.00			
				TOTAL ACH PAYMENTS	.00			
				TOTAL OPEN PAYMENTS	134,065.42			
				GRAND TOTALS	134,065.42			

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VENDOR NO NAME	PAYMENT AMT
495 AT&T MOBILITY	105.32
6234 VERIZON WIRELESS	185.79
REPORT TOTAL	<u>291.11</u>

FUND	NAME	TOTAL
10	SEWER FUND	61.93
11	WATER FUND	61.93
21	STREET FUN	61.93
30	RECREATION	105.32
	TOTAL	<u>291.11</u>

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INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

INTRUST								
495 AT&T MOBILITY								
JAN 2016	1	2/18/16	2/18/16	MONTHLY CELL PHONE BILLING	21.17	30	30-00-2001	1
	2			MONTHLY CELL PHONE BILLING	84.15	30	30-50-2094	1
				INVOICE TOTAL	105.32			
				VENDOR TOTAL	105.32			
6234 VERIZON WIRELESS								
JAN 2016*	1	2/18/16	2/18/16	PUBLIC WORKS DATA PLAN	61.93	10	10-30-2002	1
	2			PUBLIC WORKS DATA PLAN	61.93	11	11-31-2002	1
	3			PUBLIC WORKS DATA PLAN	61.93	21	21-41-2002	1
				INVOICE TOTAL	185.79			
				VENDOR TOTAL	185.79			
				INTRUST TOTAL	291.11			
				TOTAL MANUAL CHECKS	.00			
				TOTAL E-PAYMENTS	.00			
				TOTAL PURCH CARDS	.00			
				TOTAL ACH PAYMENTS	.00			
				TOTAL OPEN PAYMENTS	291.11			
				GRAND TOTALS	291.11			

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VENDOR NO NAME	PAYMENT AMT
1325 COX COMMUNICATIONS	1,234.44
6407 WESTAR ENERGY	7,170.48
REPORT TOTAL	<u>8,404.92</u>

FUND	NAME	TOTAL
01	GENERAL FU	8,018.41
10	SEWER FUND	34.16
11	WATER FUND	34.16
21	STREET FUN	34.16
30	RECREATION	284.03
	TOTAL	<u>8,404.92</u>

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INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

INTRUST								
1325 COX COMMUNICATIONS								
FEB 2016	1	2/10/16	2/10/16	SR CNTR - CABLE/DATA SVC.	202.48	01	01-12-2003	1
	2			HAC - CABLE SVC.	125.03	30	30-50-2003	1
	3			HAC - DATA SVC.	159.00	30	30-50-2002	1
	4			CITY/PD/COURT - DATA SVC.	115.43	01	01-01-2002	1
	5			CITY/PD/COURT - DATA SVC.	350.89	01	01-02-2002	1
	6			CITY/PD/COURT - DATA SVC.	11.83	01	01-04-2002	1
	7			CITY/PD/COURT - DATA SVC.	28.86	01	01-06-2002	1
	8			CITY/PD/COURT - DATA SVC.	34.63	01	01-18-2002	1
	9			CITY/PD/COURT - DATA SVC.	11.83	01	01-21-2002	1
	10			CITY/PD/COURT - DATA SVC.	11.83	01	01-22-2002	1
	11			CITY/PD/COURT - DATA SVC.	11.83	01	01-18-2002	1
	12			PW - CABLE/DATA SVC.	34.16	01	01-03-2002	1
	13			PW - CABLE/DATA SVC.	34.16	01	01-20-2002	1
	14			PW - CABLE/DATA SVC.	34.16	10	10-30-2002	1
	15			PW - CABLE/DATA SVC.	34.16	11	11-31-2002	1
	16			PW - CABLE/DATA SVC.	34.16	21	21-41-2002	1
				INVOICE TOTAL	1,234.44			
				VENDOR TOTAL	1,234.44			
6407 WESTAR ENERGY								
JAN 2016S	1	2/10/16	2/10/16	MONTHLY ELECTRIC UTILITIES	7,170.48	01	01-08-2003	1
				INVOICE TOTAL	7,170.48			
				VENDOR TOTAL	7,170.48			
				INTRUST TOTAL	8,404.92			
				TOTAL MANUAL CHECKS	.00			
				TOTAL E-PAYMENTS	.00			
				TOTAL PURCH CARDS	.00			
				TOTAL ACH PAYMENTS	.00			
				TOTAL OPEN PAYMENTS	8,404.92			
				GRAND TOTALS	8,404.92			

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CITY OF HAYSVILLE

ACTION REQUEST FORM

To: _____ Date: _____

Address of Request: _____ (please complete a separate form for each property)

The following action is being requested:

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: _____

Phone #: _____

Email _____

COMPLETED

FIRST RESPONSE:

Remarks from staff:

Signature: _____

Date: _____

UPDATE:

Remarks from staff

Signature: _____

Date: _____

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